

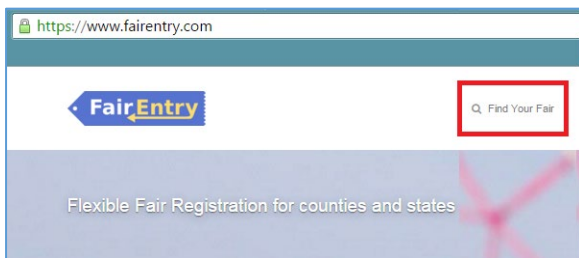
Exhibitor Entry

Important, Please Read!

- **Online Fair Entries open in July 2024, and will close on Friday, August 9. Be sure to complete your entries (including the final "Submit" step) prior to August 9.**
- **Online FFA still project and Industrial Tech entries will be open up May 2- May 17.**
- Using a computer/laptop/tablet with Google Chrome or Mozilla Firefox internet browser is highly recommended. **Completing Fair entries with your cell phone is NOT recommended.**
- When you log in to enter your entries make sure you add all the exhibitors and their entries under one account. You can add multiple exhibitors. **DO NOT** create separate accounts.
- **ENTER ALL EXHIBITORS IN YOUR FAMILY AND THEIR ENTRIES BEFORE SUBMITTING.**
- You **MUST MAKE A FAIR ENTRY FOR EVERY PROJECT** you plan to bring to the fair, including Showmanship and still projects.
- FCS/Still projects will be found under JR. Fair Building department.
- **YOU MUST MAKE A FAIR ENTRY FOR SHOWMANSHIP.**
- If you don't have an animal ID in 4-H online (non-market Dairy, Goats, Sheep and Beef Breeding) You will need to create an animal ID in Fair Entry, but no need to upload photos. You will need the animal's tag number. There are required fields that need completed before you can continue.
- **POULTRY:** All Poultry entries will require you to create an animal ID record. Fill out the required fields, but no photos are required. If you have two or more entries of the same market class reference Pen 1, Pen 2 as your animal Name AND tag number until they are tagged at the fair. Breeding poultry may also insert pen 1, pen 2, etc. in the name AND tag number field. Some other required fields: Birthdate enter 1/1/11, Breed enter Cross, Breeder enter KFC
- **RABBITS:** Market Rabbits entries will require you to create an animal ID record. Fill out the required fields, but photos are not required. If you have two or more entries of the same market class reference Pen 1, Pen 2 as the name AND tag number. You may enter 0- Zero as their tattoo number. Market rabbit tattoos will be matched during check in at the fair.
- **HOGS:** You will need to choose one hog to enter here. **HOWEVER**, you may still bring any hog identified in your 4HOnline profile to the fair. The Committee will make the adjustment during fair check-in.
- **HORSES:** ALL Horse members will need to enter section 149 Horse/Pony and class 1 Horse/Pony. This is the only way you will receive a fair premium for your horse.
- **Once you create your entries verify you have everything entered before you hit the submit button. Once an invoice is submitted you can no longer make changes. At that point you will need to email the Jr Fair Office to make additional changes. ashlandjrfair@gmail.com** Emails will be answered after 5:00pm. Please leave a call back number in your email so they can reach out to you.
- Register all entries for each exhibitor in the family before proceeding to the Payment section. You must click "Continue to payment" to get to the Submit button. All invoices will be \$0.00.

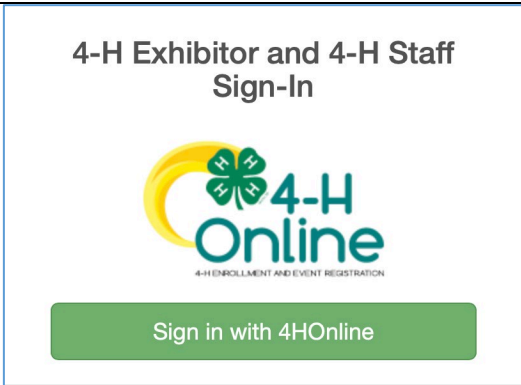
- **Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.**
- Check your email inbox for a confirmation email with a list of your entries. **SAVE THIS EMAIL.** It is the only confirmation you will have that you completed your online fair entry. If you do not receive this email, check your junk or spam box.
- Once Fair Entry staff have reviewed your entries, you will receive a second email with information on the acceptance or rejection of your fair entries. Allow at least 3 days to receive this acceptance/rejection email. Again, check your junk/spam box if you do not receive this second email.
- **KEEP your approved emailed invoice for your records. This is your proof of what you signed up to exhibit at the fair.**
- Still have questions? Email ashlandjrfair@gmail.com

- Access your Fair from direct link.
<http://ashlandcountyjrfair.fairentry.com>



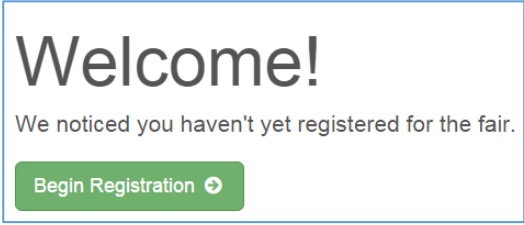
- **If you have a 4HOnline family account, select “Sign in with 4HOnline” and enter your login information.**

NOTE: If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

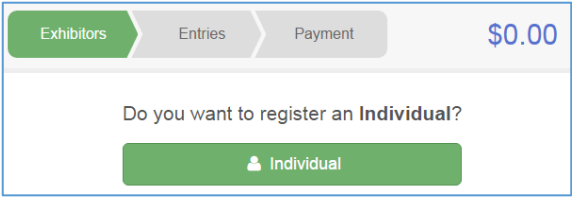


If you are an FFA member WITHOUT a 4Honline account, you will need to create a Fair Entry account to begin. Then go to Step 2, Creating Entries on page 3 of this guide.



<ol style="list-style-type: none"> 1. Click “Begin Registration” 	
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Step One – Entering Exhibitor Information

<ol style="list-style-type: none"> 1. Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account. 	
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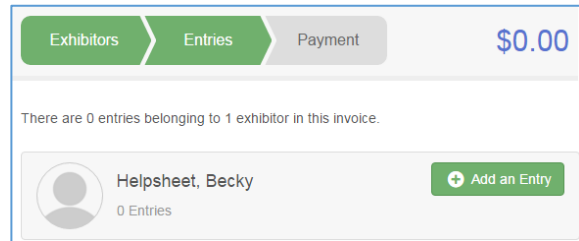
<ol style="list-style-type: none"> 2. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions and click Continue. 3. Click GREEN Continue to entries AT THE TOP. 	
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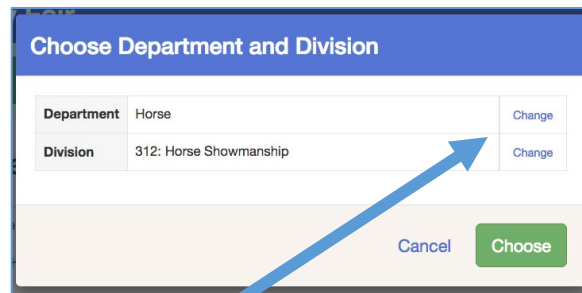
Step Two - Creating Entries for Exhibitors

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. **For example, if an exhibitor is bringing 2 market goats, two entries into the market goat class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created.** Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or submitting and proceeding to check-out.

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. **Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.**
4. After you have selected the class, click the green Choose button.



Click The **BLUE** change buttons if you need to enter another department or division. Ex; you have made your horses entry, now you need to enter a different type of animal.

At this point, you will continue on with the Multiple Entry process-FOR HORSES & DOGS ONLY, or the Single Entry Process for all other entries. Multiple Entry process is described on page 4, and single entries are described on page 5.



HORSES & DOGS ONLY

Creating Class Entries Using the Multiple Entry Process

You will see a screen similar to the view at the right, below. If you do not see checkboxes next to each class, this area uses the single-entry process, and that process is described on page 6.

1. Click Change to select the Club to which these entries will be associated.
2. If this is an Animal Entry, click Add Animal and enter the Animal's details.
3. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
4. Check the box next to each class this animal will enter.

5. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.

- **Horses: Make sure to enter section 149 Horse/Pony and class 1 Horse/Pony. This is the only way you will receive a fair premium for your horse.**

6. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
7. If all entries are complete, click Continue to Payment. Invoice will be \$0.
8. If you need to add more entries for an existing exhibitor, click Add an Entry.

All Other Entries:

(Horses & Dogs Use Multi Entry Instructions on previous page)

Creating Entries Using the Single Entry Process

If your screen does not resemble the picture on the right below, your fair may have used the multiple entry process in this area. See the section above, beginning on page 5.

1. Select the appropriate class.
2. Click Continue

3. Select a Club or Chapter for this entry.
4. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.
Still Projects found under heading of Jr. Fair Building Projects

5. If this is an **animal class entry**, you will need to specify which animal will be exhibited in this class. Choose the option to "Add an animal".
6. You will have two choices. Select "Choose an Existing Animal Record" to import and select animals from 4HOnline or animals already entered in FairEntry.
7. **HOGS/POULTRY/RABBITS see instructions on first page.**
8. **Cattle: Brand field, may use 0**
All animals:
Breeder: Unless Ashland Co. Born & Raised, may use 4-H
Breed: May use cross if necessary
9. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



****REMEMBER TO ADD YOUR SHOWMANSHIP CLASS****

10. When each class entry is complete, you have three choices for what to do next:
- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.

Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. **You must submit your entries even though there are no fees or payment required.**

- Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
- Once all entries have been entered for exhibitors in your family, submit the invoice for approval.**
- You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved. Keep your approval email for your records.**

