

4-H Families,

Welcome to Fair Entry. Please review this entire packet prior to beginning your entry process. You will need your 4-H Online login information to compete your entries for 2022. Please view the following videos to assist you with the entry process:

[How to Login with 4-H Online credentials](#)

[How to register with Fair Entry](#)

Please remember you will be using your 4-HOnline login information NOT creating a FairEntry login.

If you have issues or questions regarding or during the process please contact Leslie Cooksey at cooksey.25@osu.edu.

We look forward to seeing all of you at the 2022 Fairfield County Fair.

The Fairfield County 4-H Team



4-H Youth Development

OSU Extension, Fairfield County

831 College Ave, Suite D, Lancaster, OH 43130

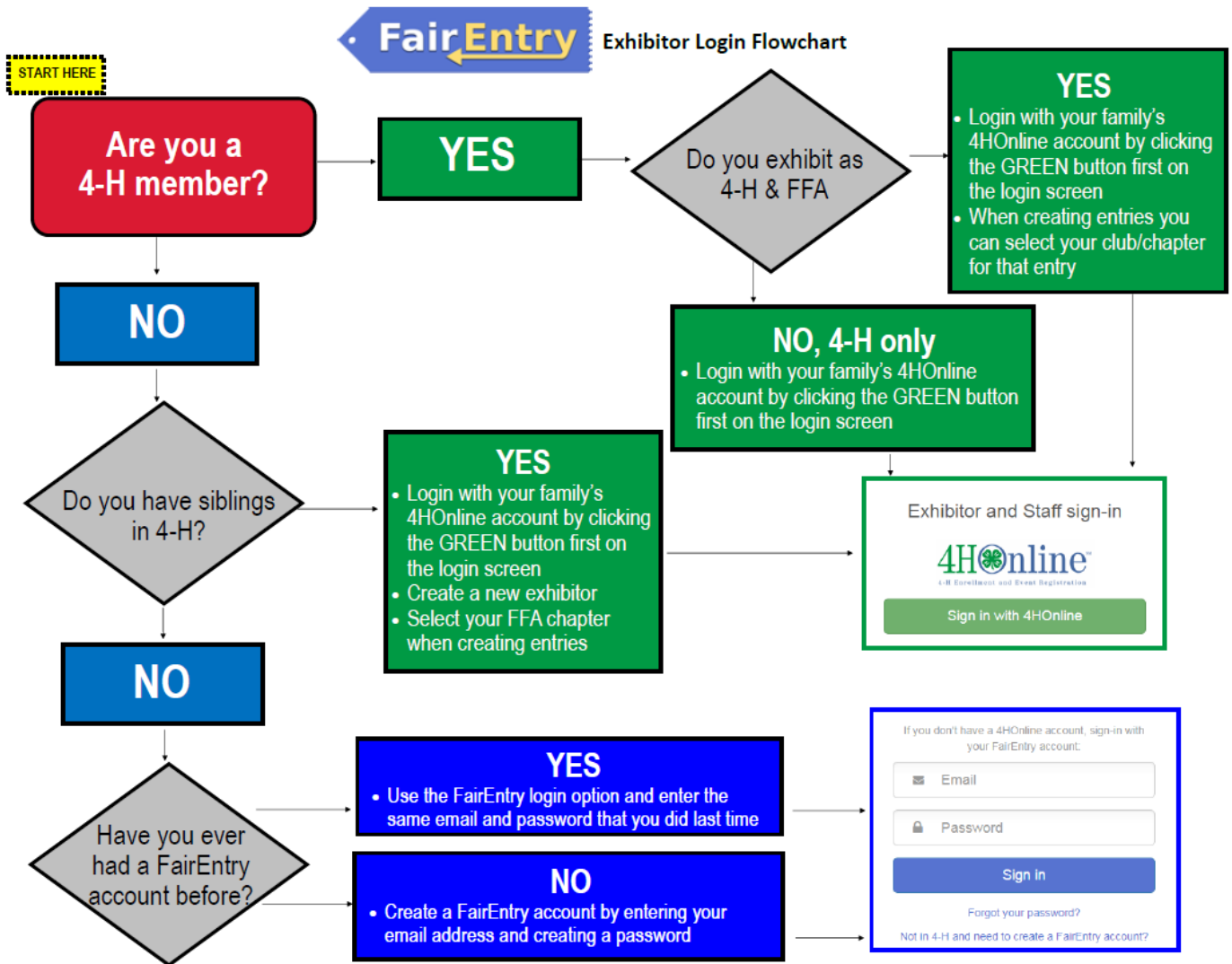
740-653-5419 / 740-687-7010 Fax

<http://fairfield.osu.edu>

Tips for Exhibitors making Online Entries:

- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- 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 and any related fees.
- You will receive a second email when your entries have been approved by your fair.



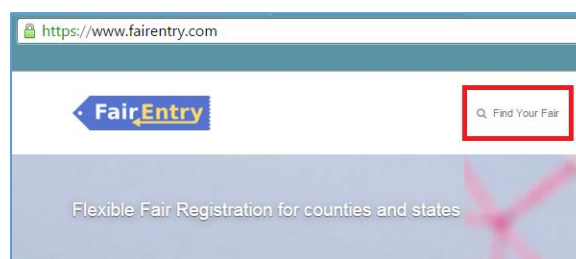


Exhibitor Group (Family) Entry

Important Reminders

- Fairfield County Fair Entries may be entered from August 8 – 26, 2022. Be sure to complete your entries (including the final “Submit” step) prior to 11:59 p.m. Central Time on August 26, 2022.
- Register **all** entries for **each** exhibitor in the family before proceeding to the Payment section. No fees are charged for entries, the Payment section is part of the submission process.
- 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 submission confirmation email with a list of your entries.
- You will receive a second email when your entries have been approved by the Fairfield County Fair.

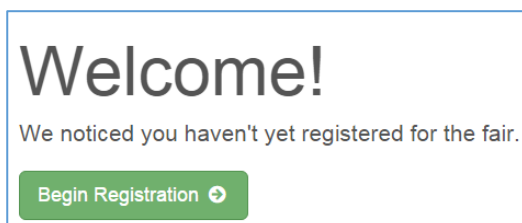
- You may access the Fairfield County Fair entry portal at: fairfieldjrfaioh.fairentry.com.

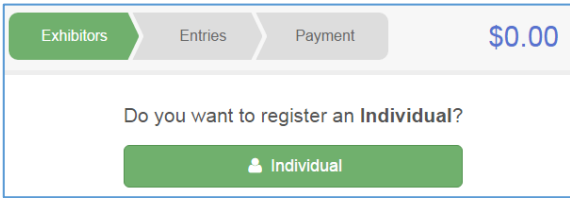
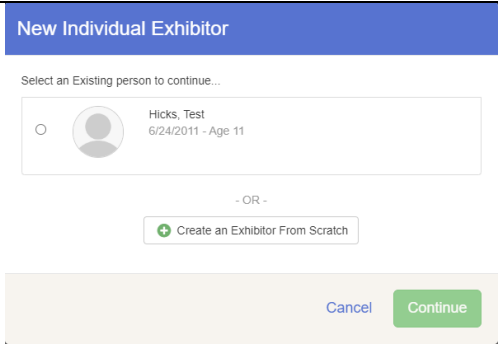


- If you have a 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.
NOTE: If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.



1. Click “Begin Registration”



Step One – Entering Exhibitor Information	
<ol style="list-style-type: none"> 1. Select Individual to register one or more of the members with an active and up to date enrollment within your 4H Online account. 	
<ol style="list-style-type: none"> 2. Select member to proceed with entry process. All entries should be added for this member before creating entries for other members within your profile. Select Continue. 3. Please answer the three questions. Select Continue. 4. Please edit any contact information or addresses if needed. Note: These updates will NOT transfer to 4-H Online, you will need to update 4-H Online separately. 5. If all information is correct, select Continue to Entries. 	



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 Hogs, two entries into the Market Hog 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 proceeding to check-out (submitting the entries, whether or not fees are charged).

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


Exhibitors

Entries

Payment

\$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.



Helpsheet, Becky

0 Entries

Add an Entry

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.

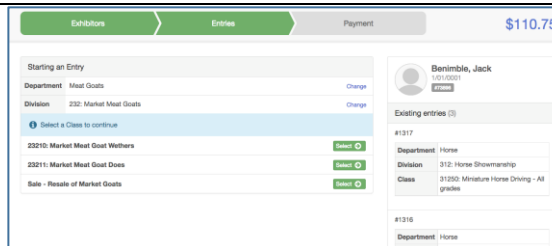
Choose Department and Division

Department	Horse	Change
Division	312: Horse Showmanship	Change

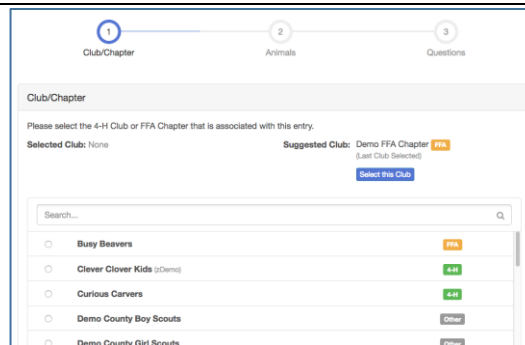
[Cancel](#)[Choose](#)

Creating Entries Using the Single Entry Process

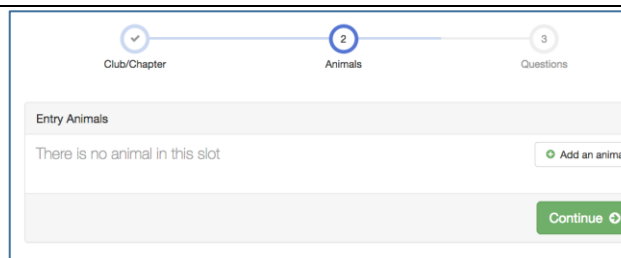
1. Select the appropriate **class**.
2. Click **Continue**



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.
5. Click **Continue**



6. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class.
7. You will have two choices. Select “**Enter a New Animal Record**” to enter your animal information.
8. Select your Animal Type from the drop down menu.
9. Fill in all the fields with information about the animal you intend to exhibit. Click “**Create and Add Animal**” when finished. If the animal information was entered incorrectly, you have the option to either “**Remove From Entry**” (creating a new animal) or “**Edit Animal Details**”. When everything is correct, click “**Continue**”.
10. Any questions or file uploads related to entry in this class will be next. Click **Continue** after answering those questions or uploading documents.



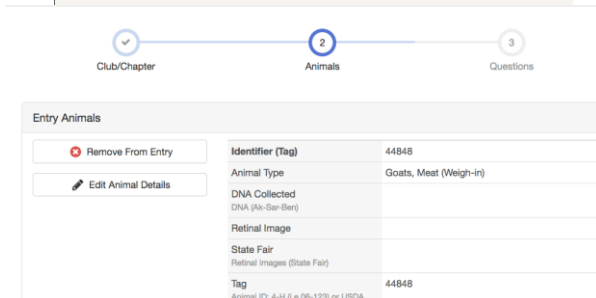
Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel



11. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for this exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b) 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.
 - c) If all entries are complete, then **Continue to Payment** (see below).

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 if there are no fees, so no payment is required.

1. 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. When all information is correct, click **“Continue”**.
2. There are no fees associated with Jr. Fair entries, click **Continue**.
3. You will be asked to select the button confirming your agreement to the terms listed, then select **Submit** to finalize your entries.
4. You will receive an email confirming your submission. Please review the information again for any errors. If there is an error, please contact Leslie Cooksey at cooksey.25@osu.edu.
5. You will receive a second email once your entries have been approved.