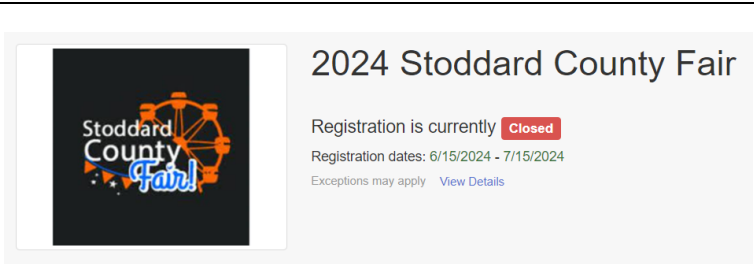


Exhibitor Entry

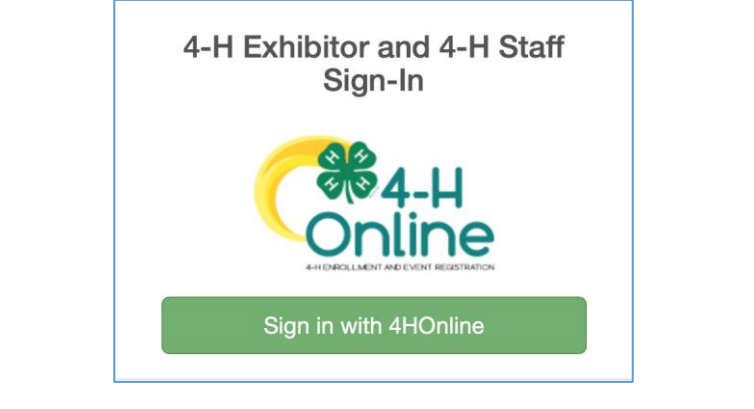
Important Reminders

- Entries for small animals and livestock will be accepted June 15th through July 15th. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Late entries will be accepted until August 1st. These must be entered through the late entry paper form along with the \$50 late fee.
- 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.
- You will receive a second email when your entries have been approved by the fair.

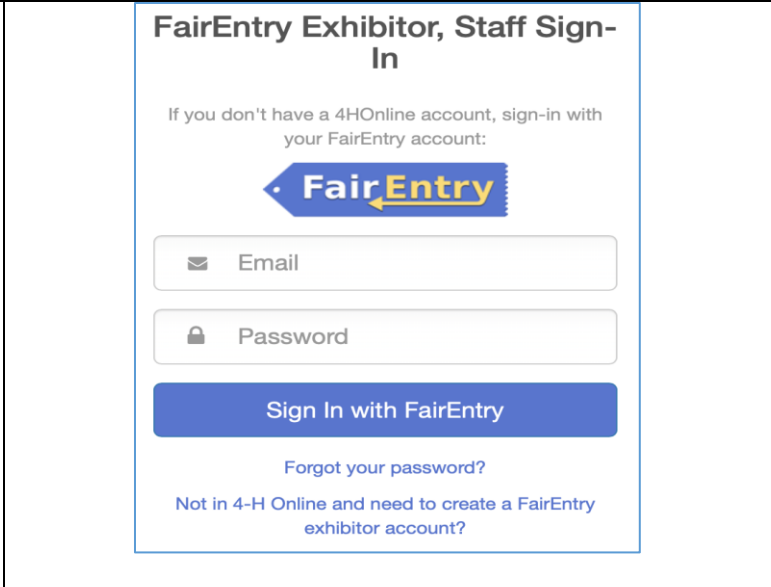
- You may access the fair by clicking on this link <http://stoddardcountyfair.fairentry.com/>



- 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.





- If you do not have a 4HOnline account, but have registered for a Fair with FairEntry before, enter your login information.
- If you do not have a 4HOnline account and have not registered with FairEntry before, select to Create a New Account. Follow the instructions to create your account.



FairEntry Exhibitor, Staff Sign-In

If you don't have a 4HOnline account, sign-in with your FairEntry account:



Email

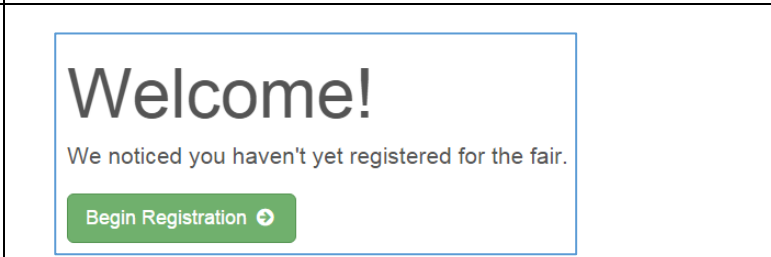
Password

Sign In with FairEntry

[Forgot your password?](#)

[Not in 4-H Online and need to create a FairEntry exhibitor account?](#)

1. Click "Begin Registration"



Welcome!

We noticed you haven't yet registered for the fair.

Begin Registration ➔

Step One – Entering Exhibitor Information

1. Click on the "Register an Exhibitor" button.
2. Click on the green "Individual" button to register an exhibitor.



2024 Stoddard County Fair

Exhibitors | Entries

Exhibitors being registered

There are 0 exhibitors in the process of being registered

Register an Exhibitor ➔

2024 Stoddard County Fair

Exhibitors | Entries | Payment

Do you want to register an **Individual**?


Individual ➔



3. If you have signed up through FairEntry in the past, that exhibitor’s information will automatically pull over. If the exhibitor has a 4HOnline account, their information is imported from 4-H and should automatically pull over. Click on the button in front of the exhibitor and then click the green “Continue” button.
4. If your exhibitor’s information does not pull over, click on the “Create an Exhibitor From Scratch” button. Enter the exhibitor information into the required fields. Click the green “Continue” button.

New Individual Exhibitor

Select an Existing person to continue...

 [REDACTED]

- OR -


+ Create an Exhibitor From Scratch

Cancel Continue

New Individual Exhibitor

First Name
(Required)

Last Name
(Required)

Birthdate
(Required) 

County
(Optional) ▼

Grade
(Required) ▼

Cancel Continue



5. The exhibitor’s personal information will show on the “Personal Details” section. If the exhibitor was imported from 4HOnline, their personal and contact information will not be able to be modified.

6. *(If you created an exhibitor from scratch and entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen. Exhibitor imported from 4HOnline cannot be changed)* Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

7. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.

8. Exhibitors imported through 4HOnline will automatically have this information filled in.



9. Answer the question in the next section, and click Continue.

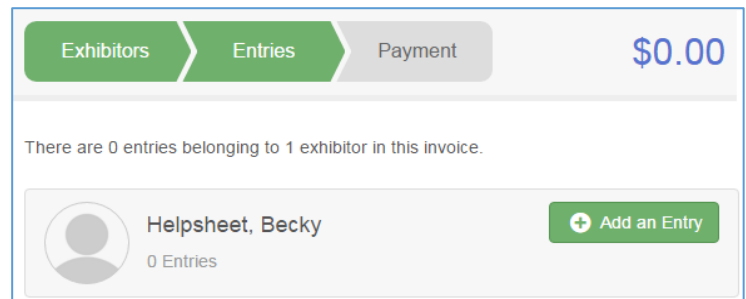
10. Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click "Continue to Entries".



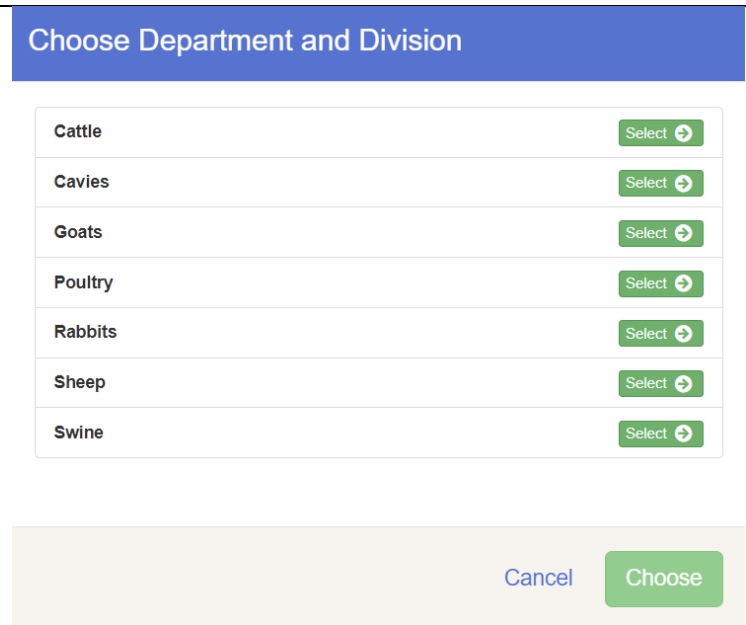
Step Two - Creating Entries for Exhibitors

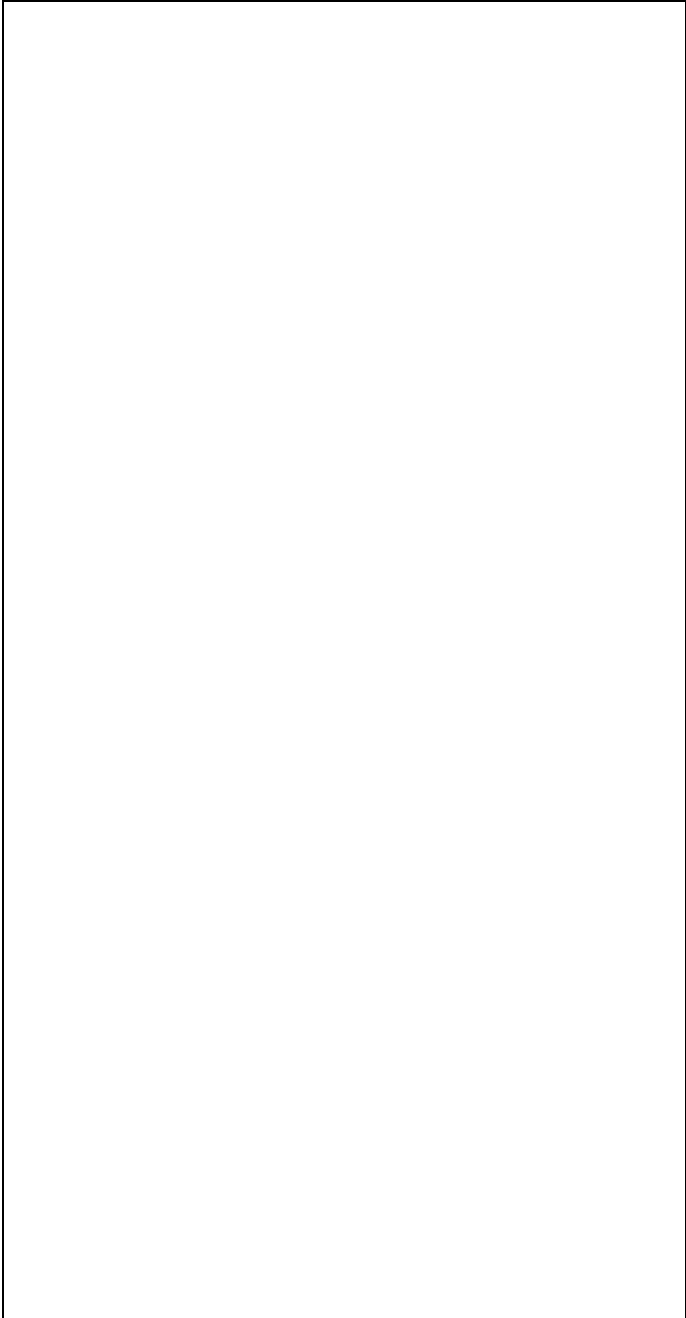
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 market steers, two entries into the market steer class must be created. Once all entries have been created for the first exhibitor, you have the choice of creating 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).



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 | Swine | Change |
|-------------------|-------|------------------------|

| | |
|-------------------|--------------------------|
| Crossbreed | Select ↕ |
| Duroc | Select ↕ |
| Hampshire | Select ↕ |
| Market Swine | Select ↕ |
| Other Swine | Select ↕ |
| Swine Showmanship | Select ↕ |
| Yorkshire | Select ↕ |

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

Choose Department and Division

| | | |
|-------------------|--------------|------------------------|
| Department | Swine | Change |
| Division | Market Swine | Change |

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

Starting an Entry

| | | |
|-------------------|--------------|------------------------|
| Department | Swine | Change |
| Division | Market Swine | Change |

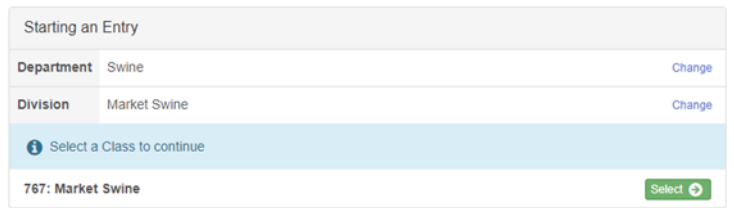
i Select a Class to continue

| | |
|-------------------|--------------------------|
| 767: Market Swine | Select ↕ |
|-------------------|--------------------------|



Creating Entries Using the Single Entry Process

1. Select the appropriate class.
2. Click Continue



Starting an Entry

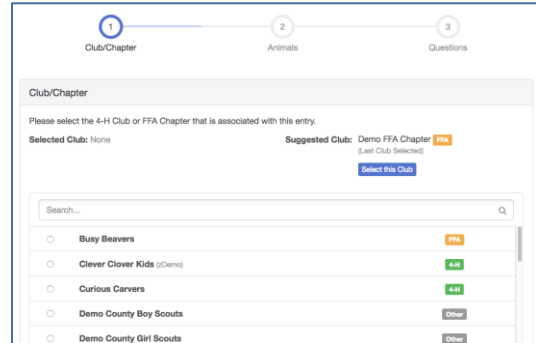
Department Swine [Change](#)

Division Market Swine [Change](#)

Select a Class to continue

767: Market Swine [Select](#)

3. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
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.



1 Club/Chapter 2 Animals 3 Questions

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

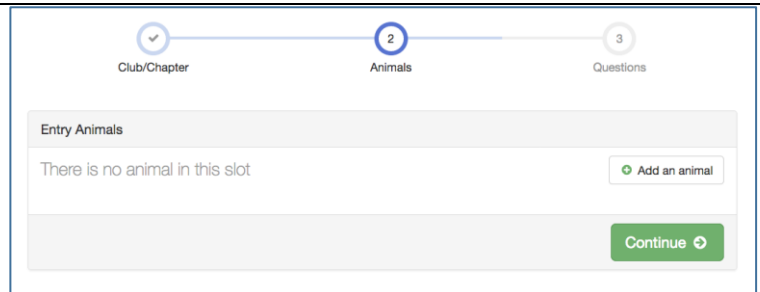
Selected Club: None Suggested Club: Demo FFA Chapter [FFA](#)
(Last Club Selected)

[Select this Club](#)

Search...

- Busy Beavers [FFA](#)
- Clever Clover Kids [4-H](#) (Demo)
- Curious Carvers [4-H](#)
- Demo County Boy Scouts [Other](#)
- Demo County Girl Scouts [Other](#)

5. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class. If you are able to do that, you will see 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. Choose “Enter a New Animal Record” to enter new animal information.



1 Club/Chapter 2 Animals 3 Questions

Entry Animals

There is no animal in this slot [Add an animal](#)

[Continue](#)

Adding an Animal

[Choose an Existing Animal Record](#)

OR

[Enter a New Animal Record](#)

[Cancel](#)




7. Fill in all of 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 it’s correct, click Continue.
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

Adding a New Animal

Animal Type Swine, Market ▾

Animal Name *

Birthdate * 

Description

Earnotch *

Sex
 Male
 Female

Cancel
Create and Add Animal

Entry Animals

✖ Remove From Entry

✎ Edit Animal Details


| | |
|--------------------------|--------------------------|
| Identifier (Animal Name) | Snoop Hog |
| Animal Type | Swine, Market |
| Animal Name | Snoop Hog |
| Birthdate | 2/08/2024 |
| Description | Black & White Hamp Cross |
| Earnotch | 218-4 |
| Sex | Male |

Continue ➔

9. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for one 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, then Continue to Payment.

Exhibitors
Entries
Payment

\$2.00



Helpsheet, Becky
8/05/2000
#2145

What do you want to do next?

+ Register another Exhibitor

+ Add another Entry for this Exhibitor

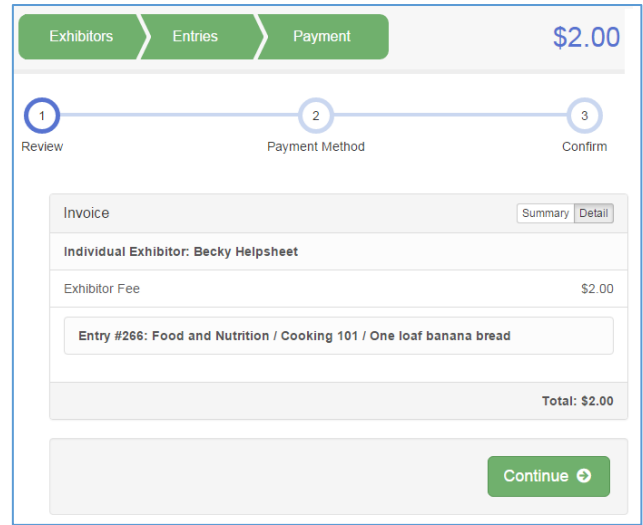
➔ Continue to Payment



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 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. Click Continue when all information is correct.
2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. 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.



Thanks for registering Yahoo/Inbox ☆

FairEntry
From: no-reply@fairentry.com
To: [Redacted] Mon, May 13 at 10:55 AM ☆



Fairentry Support ☆

Your registration was approved Yahoo/Inbox ☆

FairEntry
From: no-reply@fairentry.com
To: [Redacted] Mon, May 13 at 10:57 AM ☆

