

## 4-H FairEntry Guide

### Important Reminders

Leavenworth County Fair registration is open from 06/15/2020 to 07/04/2020.  
Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date.

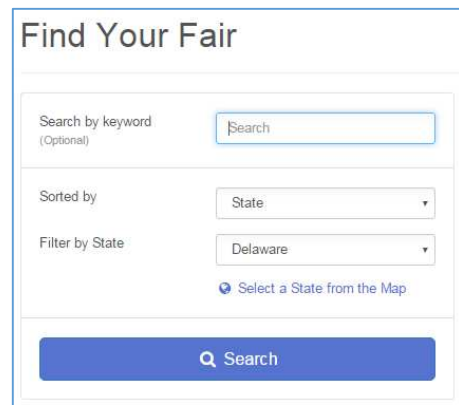
Go to [www.leavenworth.ksu.edu](http://www.leavenworth.ksu.edu), 4-H Fair Book & Information.

OR

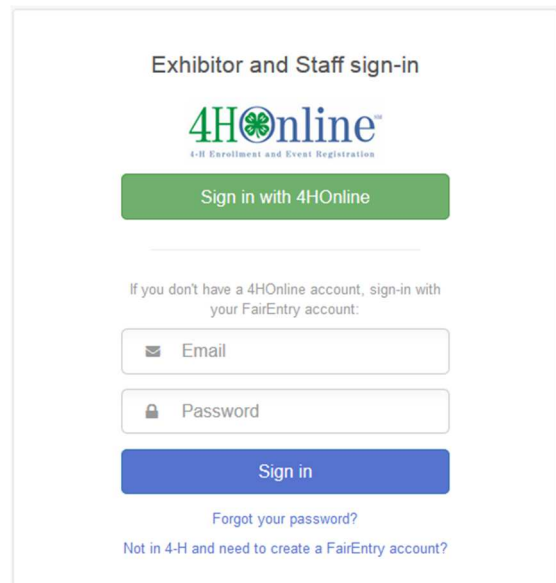
Go to <http://www.fairentry.com> and click "Find Your Fair".

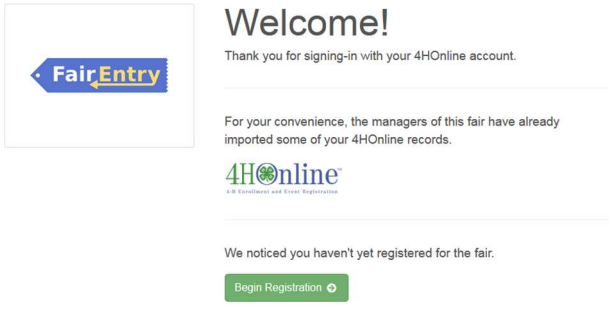
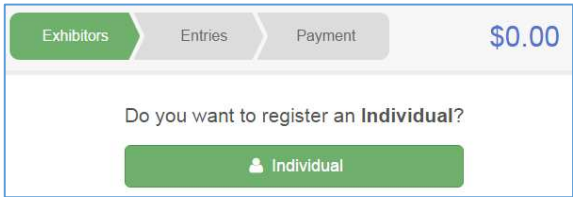
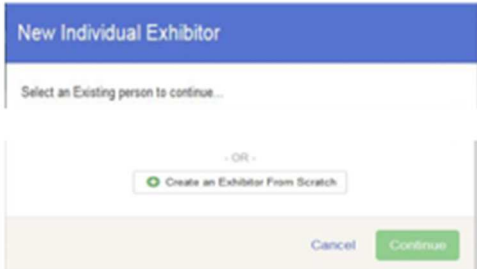
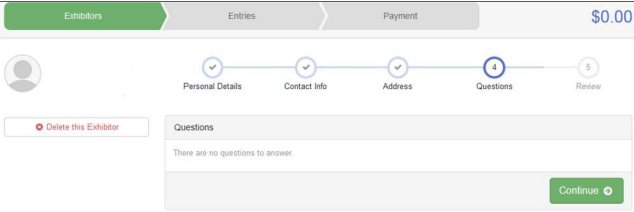
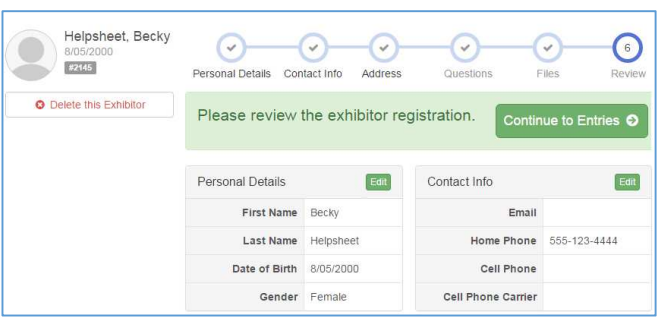


Filter by your state, click Search, and then click on the correct fair.



Click on the green "Sign in with 4HOnline" and enter your 4-H Online email and password.



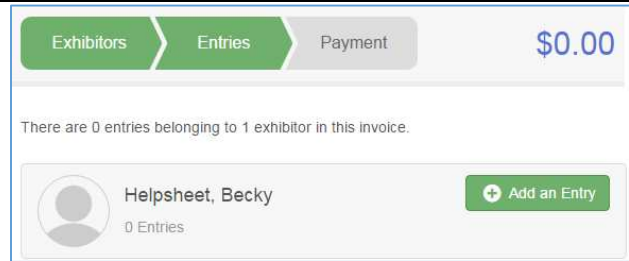
<p>Click "Begin Registration"</p>	
<p><b>Exhibitor Information</b></p> <p>Click Individual.</p>	
<p>Select the 4her, then click Continue.</p>	
<p>Leavenworth County Fair has pre-entry questions. Answer questions if they apply, then click Continue.</p>	
<p>Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.</p>	



### Creating Entries

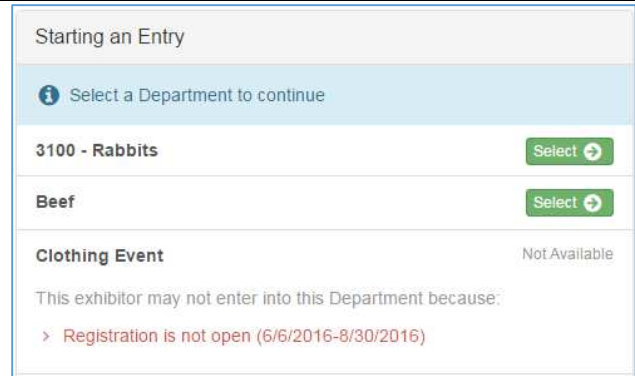
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once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

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



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.

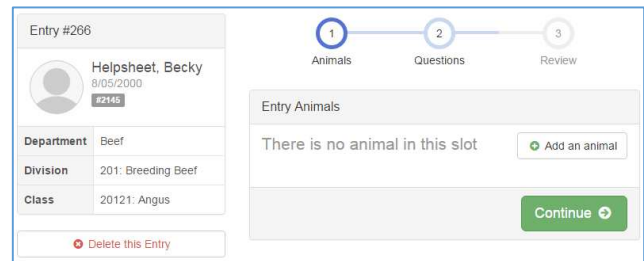
After you select a **Department**, you will see a list of **Sections** to select from, and then a list of available **Classes**. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, section, or class.* After you have selected the class, click the green Continue button.



If this is an **animal class entry**, select "Add an animal." Then select Enter a New Animal Record and fill in the required/optional information about the animal you intend to exhibit. Click Create and Add Animal when finished.

The Choose an Existing Animal Record would be used if you are exhibiting the same animal (i.e. dog or horse) for multiple entries. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details.

Then click Continue.



#### Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel



Any questions related to entry in this class will be next. Click Continue after answering those questions. **The Review screen allows you to double check this entry for accuracy, and make any changes necessary.** When the information is correct, click Continue and that class entry is complete.

When each class entry is complete, you have 3 choices for what to do next:

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family. **(Do not Submit until ALL exhibitors in the family are complete.)**
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Additions can be made until you complete the next step.
- If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.

**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.



Read the payment instructions; we are only accepting credit/debit card payments!

**NOTE: You must click Continue to the last "Confirm" step to submit your entries.**

Read the information in the "After you Submit" section. You must also check the box to "Agree to Terms". Click Submit to finalize the entries for the exhibitors in this family **ONLY** if you feel you are completely done!

**Once you click Submit, exhibitors may not make changes to their entries. Only Extension Staff can make those changes.**

