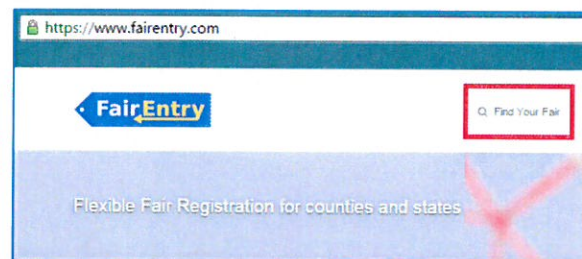# 4-H FairEntry Guide

Important Reminders

- Leavenworth County Fair registration is open from **06/01/2021 to 06/30//2021.** Be sure to complete your entries (including the final "Submit" step) prior to midnight **June 30, 2021.**
- 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 or show.

Go to www.leavenworth.ksu.edu 4-H Fair Book & Information **OR** 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 login information. NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.	
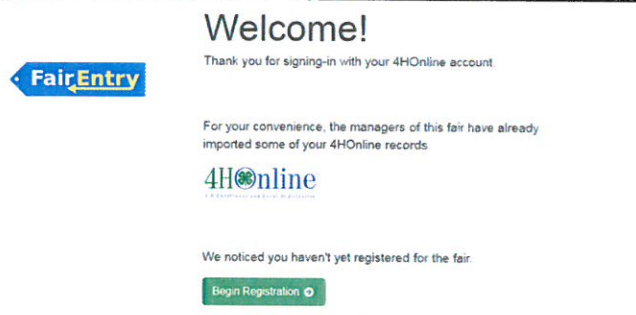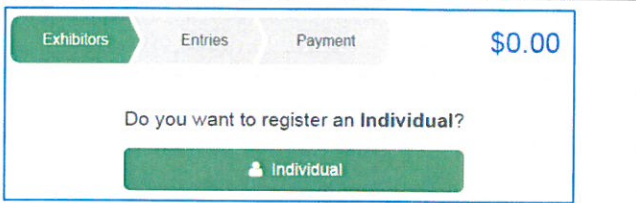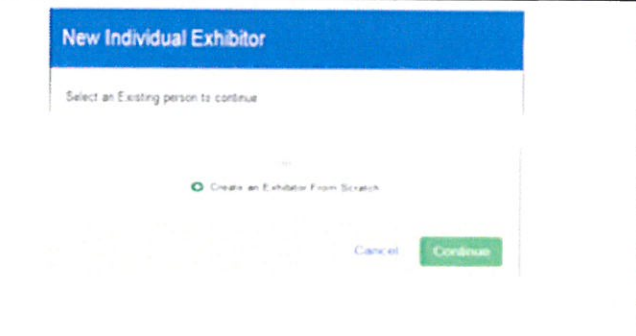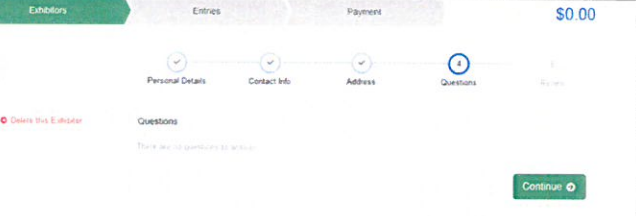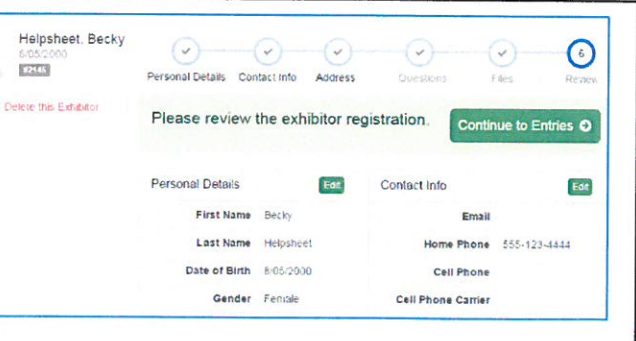
Click "Begin Registration"	**Welcome!** Thank you for signing-in with your 4HOnline account. For your convenience, the managers of this fair have already imported some of your 4HOnline records. 4H●nline We noticed you haven't yet registered for the fair. [Begin Registration ⊙]
Exhibitor Information Click Individual.	Exhibitors — Entries — Payment — $0.00 Do you want to register an **Individual**? [👤 Individual]
Select the 4-Her, then click Continue.	**New Individual Exhibitor** Select an Existing person to continue ⊙ Create an Exhibitor From Scratch Cancel [Continue]
Leavenworth County Fair has pre-entry questions. Answer questions if they apply, then click Continue.	Exhibitors — Entries — Payment — $0.00 Personal Details — Contact Info — Address — Questions ⊙ Delete this Exhibitor — Questions [Continue ⊙]
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.	Helpsheet, Becky 6/05/2000 #2145 Personal Details — Contact Info — Address — Questions — Files — Review ⊙ Delete this Exhibitor Please review the exhibitor registration. [Continue to Entries ⊙] Personal Details [Edit] Contact Info [Edit] First Name Becky Email Last Name Helpsheet Home Phone 555-123-4444 Date of Birth 8/05/2000 Cell Phone Gender Female Cell Phone Carrier

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).	Exhibitors → Entries → Payment $0.00 There are 0 entries belonging to 1 exhibitor in this invoice. Helpsheet, Becky — 0 Entries — ⊕ Add an Entry
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.	Starting an Entry ⓘ Select a Department to continue 3100 - Rabbits — Select ➤ Beef — Select ➤ Clothing Event — Not Available This exhibitor may not enter into this Department because: › Registration is not open (6/6/2016-8/30/2016)
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.	Entry #266 — ① Animals ② Questions ③ Review Helpsheet, Becky — 8/05/2000 — #7145 Entry Animals Department Beef Division 201 Breeding Beef Class 20121 Angus There is no animal in this slot — ⊕ Add an animal ⊗ Delete this Entry — 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.	Questions 1. Is this a lactating doe? (If so, this does not count towards your 4 goat limit) *Required ○ Yes ○ No Continue ⊘

When each class entry is complete, you have 3 choices for what to do next:
 	
  a. 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.)
 	
  b. 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.
 	
  c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.
	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

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.	Exhibitors ▸ Entries ▸ Payment $2.00 ① Review ② Payment Method ③ Confirm Invoice Summary | Detail **Individual Exhibitor: Becky Helpsheet** Exhibitor Fee $2.00 Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread Total: $2.00 Continue ⊘

Read the payment instructions. The system accepts credit/debit card payments! **NOTE: You must click Continue to the last "Confirm" step to submit your entries.**

| Exhibitors | Entries | Payment | $2.00 |

✓ Review — 2 Payment Method — 3 Confirm

Instructions to Pay by Check

If you are paying for

1. Shooting Sports entry fee Make check payable to 4-H Shooting Sports
2. If you are paying for Open Fair Entries Make check payable to Fremont County Fair Board

Continue ➔

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.

| Exhibitors | Entries | Payment | $2.00 |

✓ Review — ✓ Payment Method — 3 Confirm

One last step!
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records the amount charged to the credit card may be less than the amount cited here

Agree to Terms

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please contact the Fair Office for a copy of the fair book, or see the fair book available at www.crocfair.com

☐ I agree to the above statement

Payment Total

$2.00
By Check

Instructions to Pay by Check

If you are paying for:
1. Shooting Sports entry fee Make check payable to 4-H Shooting Sports
2. If you are paying for Open Fair Entries Make check payable to Fremont County Fair Board

✓ Submit