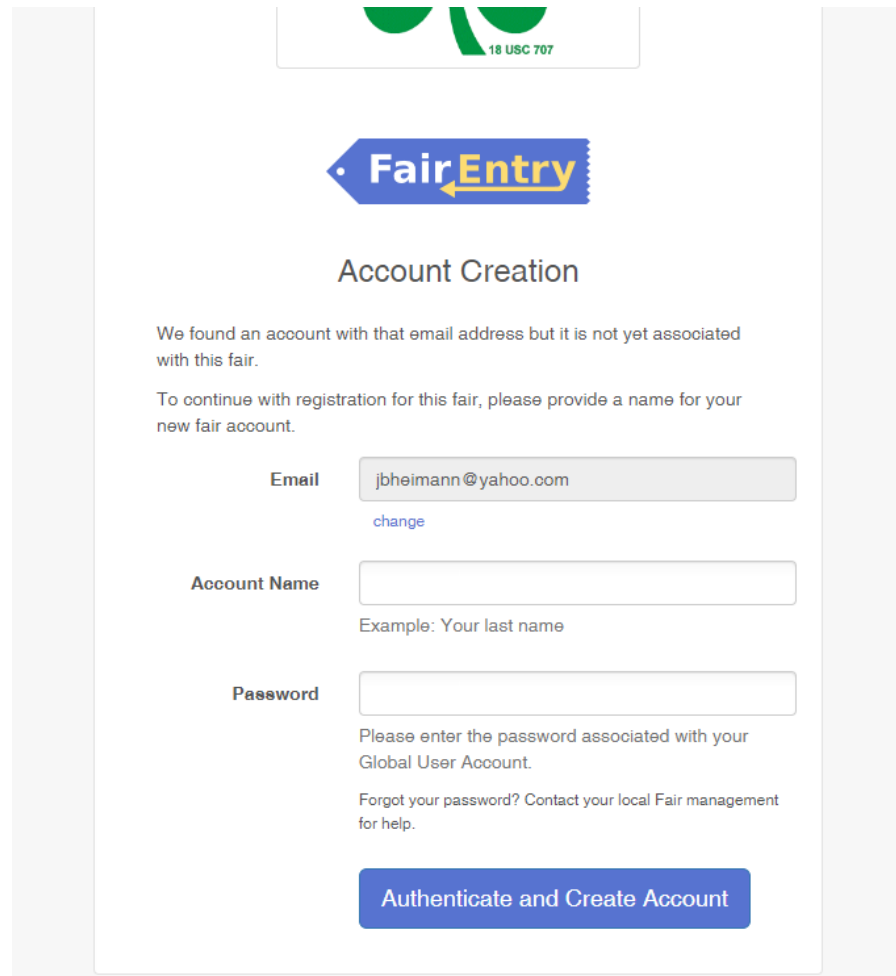


Family Log in to Fair Entry as Exhibitor if they already have an account.

You may get a family that attempts to create an exhibitor account and receives a message similar to this screen:



The image shows a screenshot of the Fair Entry website's account creation page. At the top, there is a green logo with the text "18 USC 707". Below the logo is the "FairEntry" logo, which consists of a blue arrow pointing right with the word "Fair" in white and "Entry" in yellow. The main heading is "Account Creation". The text below the heading reads: "We found an account with that email address but it is not yet associated with this fair." and "To continue with registration for this fair, please provide a name for your new fair account." There are three input fields: "Email" with the value "jbheimann@yahoo.com" and a "change" link below it; "Account Name" with a placeholder "Example: Your last name"; and "Password" with a placeholder "Please enter the password associated with your Global User Account." Below the password field is a link: "Forgot your password? Contact your local Fair management for help." At the bottom is a blue button labeled "Authenticate and Create Account".

18 USC 707

FairEntry

Account Creation

We found an account with that email address but it is not yet associated with this fair.

To continue with registration for this fair, please provide a name for your new fair account.

Email
[change](#)

Account Name
Example: Your last name

Password
Please enter the password associated with your Global User Account.
[Forgot your password? Contact your local Fair management for help.](#)

Authenticate and Create Account


This indicates they already have an account that was not imported from 4-H Online. The most likely scenario will be a family using an email address that was used as a superintendent or virtual judge in past years.


If they remember the password, they can enter here and have the account linked to your fair.

If they do not know the password, there are a few steps to take with them to get their account linked to your fair.

1. Have the family go to fairentry.com. Rather than find your fair, choose Staff Login similar to the way you log in as a staff member.
2. Have the family enter the email address and choose Forgot your password?

FairEntry Account

 Email

 Password

Sign in with FairEntry

[Forgot your password?](#)

3. This will send an email link to them with a temporary password. From this same screen, have them use that temporary password to attempt to log in. They should get prompted to create a new password and should do so.
4. After they successfully log in, it will show other fairs where they have been added previously. Log out of Fair Entry at this point.
5. Navigate back to your fair <https://stephenson4-hfair.fairentry.com> and choose to create account. When they receive the screen they got earlier, use the new password to complete the login and be linked to your fair.
6. At this point they should be able to continue registering members.