4-H Fair Entry Instructions

Registration Opens May 15 and Closes June 23

Getting Started *– Go to:* http://whiteside4-hfair.fairentry.com
Dog Show entries only: https://fairentry.com/Fair/SignIn/18212
<u>*Dog Entries*</u> *Due June 1*

LOG IN
1. Navigate to FairEntry using the link above.
2. Go to "Create a FairEntry Account". *Note: If you receive a message that your email already has an account, go back to the sign in screen and choose "Forgot your password?". This will reset your account and allow you to continue.*
3. Enter the email address you wish to use for this account. *Note: Our enrollment and entry systems no longer integrate.*
4. Use your family's last name as account name.
5. Complete the account information, including your cell phone number, and create a password.

SECTION 1 – EXHIBITORS TAB
1. Once logged in and on Welcome screen, select "Begin Registration."
2. Click on "Individual" on the next screen and you will then need to complete the required information as requested. Click "Continue" to move through the screens.
3. Once personal data is entered, click on the green "CONTINUE" box.
4. Answer the question related to animals and pens/stalls. If you are not bringing animals, type "0" in the answer section. If you are bringing animals, type the appropriate number of pens/stalls
5. IMPORTANT!! THIS DOES <u>NOT</u> MEAN THAT YOU ARE REGISTERED FOR FAIR! YOU MUST CONTINUE THROUGH THE FOLLOWING STEPS AND CHOOSE CLASSES YOU PLAN TO EXHIBIT!
6. Click green "Continue" box in bottom right corner.
7. If all information is correct, click green "Continue to Entries" in top right corner

SECTION 2 – ENTRIES TAB -- MAKING AN ENTRY
Read the current Whiteside County 4-H Show Book for rules and requirements for all exhibit classes.
1. Click on the green "Add an Entry" or "Begin work on a new invoice".
2. Follow the screens to continue selecting your project entry.
3. Click "Back to Entries."
   o You have three options: 1) Add another entry for the same 4-H member OR, 2) Register another exhibitor OR 3) "Continue to Payment" (Choose this option ONLY if you are done adding entries and exhibitors).
4. NOTE: If there are any questions that need to be answered for a class, you will see a light blue box indicating incomplete items. You will need to click on "Review/Complete Outstanding Records" to complete any questions before you can continue to payment.

SECTION 3 – PAYMENT TAB
1. The Whiteside County 4-H Show does not charge entry fees or pen/stall fees. However, please continue with the payment tab to complete your entries.
2. Click the green "Continue" button until you see the green "Submit" button.

ADDING NEW CLASSES FOR PREVIOUSLY REGISTERED YOUTH
1. Log in to Fair Entry.
2. Choose "Begin work on a new invoice" button.
3. Choose "Create Entry" next to your exhibitor's name.
4. Follow directions starting with SECTION 2 of these directions.

THINGS TO NOTE:
- All non-livestock projects will be under the "General Projects" Department..
- Choose your Shooting Sports club when registering for a Shooting Sports class. You are only allowed to show in the Archery project area if you are already in the Archery club.