

Enter Exhibits in Fair Entry

<https://fairentry.com/>

Choose: Find Your Fair

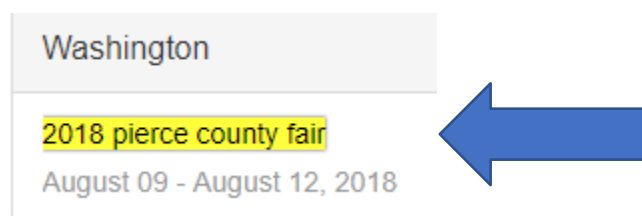


In the Search by Keyword type: "Enter your fair name"

Choose: Search

The screenshot shows the search filters section. It includes a 'Search by keyword (Optional)' field with the text '2018 pierce county fair'. Below this are two dropdown menus: 'Sorted by' set to 'State' and 'Filter by State' set to 'ALL'. There is also a link that says 'Select a State from the Map'. At the bottom of the filters is a large blue 'Search' button.

Select our fair

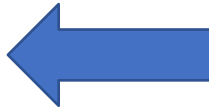


Choose: Sign in with 4HOnline

Exhibitor and Staff sign-in



Sign in with 4HOnline



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

A sign on page will pop up. Enter your email, password, and change role to family.

Choose: Login

The screenshot shows the login interface for 4-H Online. At the top, there is a logo for Washington State University Extension. Below the logo are two radio buttons: "I have a profile" (selected) and "I forgot my password". The form includes three input fields: "Email" (containing masked text "XXXXXXXXXX"), "Password" (containing masked text "*****"), and "Role" (a dropdown menu currently set to "Family"). A "Login" button is located at the bottom of the form. Four blue arrows point to the email field, password field, role dropdown, and the login button.

Choose: Register an Exhibitor

The screenshot shows a registration summary page. At the top, it says "Exhibitors being registered". Below that, it states "There are 0 exhibitors in the process of being registered". To the right of this text is a button with a green plus sign and the text "Register an Exhibitor".

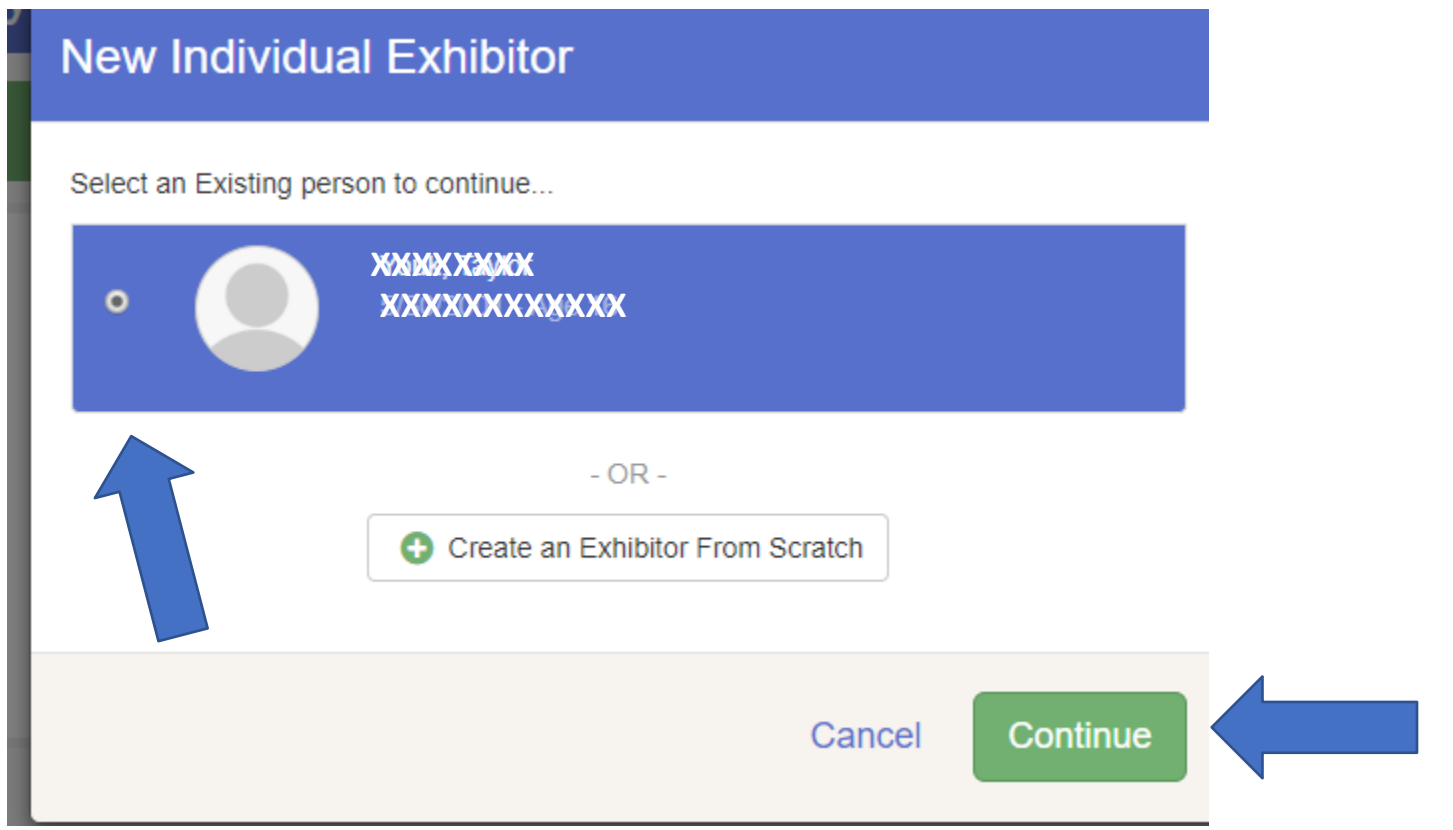
Choose: Individual

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

 Individual

Select the individual you are entering exhibits for

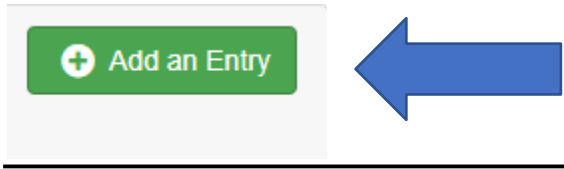
Choose: Continue



The dialog box is titled "New Individual Exhibitor" and contains the following elements:

- A header bar with the text "New Individual Exhibitor".
- A prompt: "Select an Existing person to continue...".
- A list of existing individuals, with one entry highlighted in blue. The entry shows a person icon, a radio button, and redacted text: "XXXXXXXXXX" on the first line and "XXXXXXXXXXXXXXXXXX" on the second line. A blue arrow points to this entry.
- A separator: "- OR -".
- A button: "+ Create an Exhibitor From Scratch".
- A footer bar containing "Cancel" and "Continue" buttons. A blue arrow points to the "Continue" button.

Choose: Add an Entry



Select the Department that you will be adding the entries in: (I am using Dog as an example)

4-H Archery	Select →
4-H Arts and Photography	Select →
4-H Beef	Select →
4-H Bowls	Select →
4-H Cats	Select →
4-H Cavies	Select →
4-H Clover Bud	Select →
4-H Dairy	Select →
4-H Dairy Goats	Select →
4-H Dog	Select →
4-H Educational Displays (Posters)	Select →
4-H Environmental Stewardship	Select →
4-H Fleece Goat	Select →
4-H Fleece/Fiber Show	Select →
4-H Food and Nutrition (Includes Activities)	Select →
4-H Goat Art	Select →
4-H Group Project	Select →
4-H Horse	Select →
4-H In Action	Select →



4-H Judging 4-H Llamas

Select →

4-H Meat Goats

Select →

4-H Needlearts

Select →

4-HPack/Utilityty Goats

Select →

4-H Performing Arts

Select →

4-H Plant Science and Entomology

Select →

4-H Poultry

Select →

4-H Public Presentations

Select →

4-H Pygmy Goats

Select →

4-H Rabbits

Select →

4-H S.T.E.M. (Mechanical Science)

Select →

4-H Self-Determined Project

Select →

4-H Sewing and Fashion

Select →

4-H Sheep

Select →

4-H Social Sciences

Select →

4-H Swine

Select →

4-H Veterinary Science

Select →

4-H Wool Fleece Show

Select →

Open Class Expressive Arts Adults	Select →
Open Class Expressive Arts Youth	Select →
Open Class Home Economics	Select →
Open Class Horticulture	Select →
Open Class Photography	Select →
Open Poultry	Select →
Other Youth Organizations	Select →

Select the Class you will be entering in (These will be different for each Department. I am using dogs as an example).


Choose Department and Class

Department	4-H Dog	Change
450: Herdsmanship	Select →	
451: Fit and Showmanship	Select →	



Select: Choose

Choose Department and Class

Department	4-H Dog	Change
Class	451: Fit and Showmanship	Change

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

Verify the member is listed under the correct club for this entry. Choose Change if needed.

Club	Change	
XXXXXXXXXXXX 4-H		
(Primary Club)		

Choose the animal that is to be shown for this class. Please make sure you animals are all entered into 4HOnline.

Animal(s) [Add Animal](#)

i Allowed Animal Types:


- Dogs

Enter a single animal

Enter a pen of animals

I will specify animal(s) later

XXXXXXXX


XXXXX  [4HOnline](#)

XXXXX [4HOnline](#)

XXX [4HOnline](#)

Choose the Lot to which the member will be showing in:

Lot or Lots


1: Fitting and Showing 

2: Special

3: Cloverbud

4: Alumni

Choose Continue

[Continue](#) 

Review your selections

Exhibitors Entries Invoices Check-in Breaks Show Results Sale

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

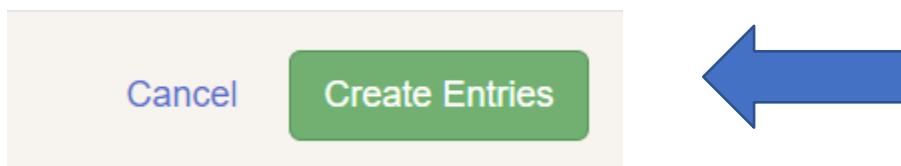
Department	2018 Pierce County Fair
Class	4-H Dog
Club	XXXXXXXXXXXX 4-H
Animal(s)	No Animals

Entry Lots

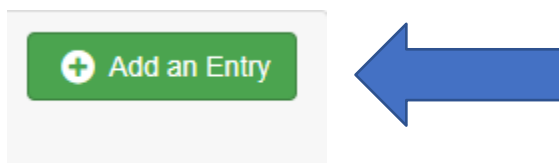
1. 1: Fitting and Showing

Choose Cancel if you need to make changes or Create Entries if accurate

“Non-Animal entries require a description of the entry before the entry can be submitted”



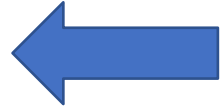
Choose Add an Entry for each Lot that you will be entering the exhibitor in.



Once all the entries have been made; choose: Review/Complete Outstanding Records

There are 2 items that need your attention

 Review/Complete Outstanding Records



Answer all the questions

Questions

1. First Dog (Name and Breed)

*Required

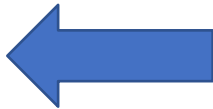
XXXXXXXXXXXX



2. Second Dog (Name and Breed)

Choose: Continue

Continue 




Entry Files – Screen (NOT required) Choose: Continue

Entry Files

Rabies Certificate	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="jpg"/>	


Picture of Dog	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="gif"/> <input type="button" value="jpg"/>	



Choose: Continue to Invoice Review

Everything looks good!

Choose: Submit



Follow instructions for payment