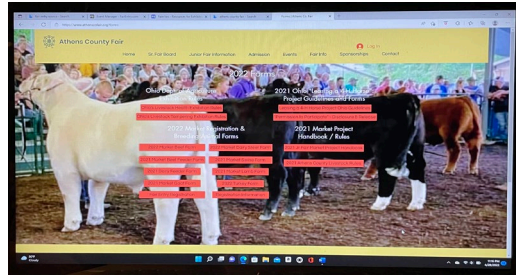


## Exhibitor Group (Family) Entry

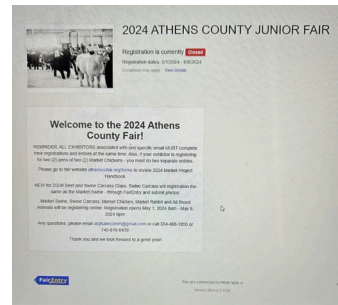
### Important Reminders

- Our fair has dates when entry is accepted into the fair (Wed, 5/1/24 8am – Wed, 5/8/24 8pm). **Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.**
- 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.

- Beginning 5/1/24 at 8:00am -- You may access your Fair from the Athens County Fair website [www.athenscofair.org/forms](http://www.athenscofair.org/forms) and click “Fair Entry Registration”.

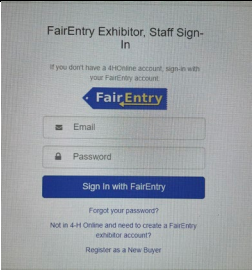


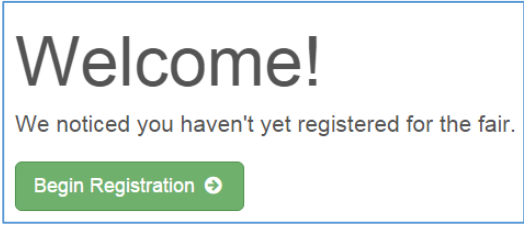
- This screen will appear – click on



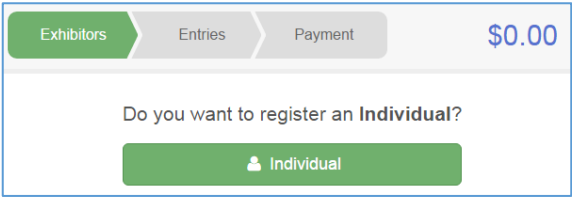
- If you have a 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.  
**NOTE:** If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

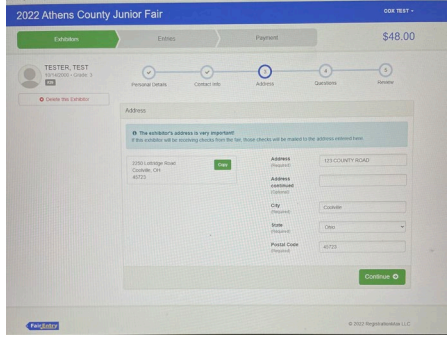


<ul style="list-style-type: none"> <li>If you are a FFA member, select “Sign in with FairEntry”</li> </ul>	
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<ol style="list-style-type: none"> <li>Click “Begin Registration”</li> </ol>	
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## Step One – Entering Exhibitor Information

<ol style="list-style-type: none"> <li>Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.</li> </ol>	
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<ol style="list-style-type: none"> <li>Enter the information requested on the progress bar. Answer any questions, and click Continue.</li> <li>If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files, and click Continue.</li> </ol>	
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**Step Two - Creating Entries for Exhibitors**

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 market goats, two entries into the market goat 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 exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

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

2. 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.
3. After you select a department, you will see a list of divisions 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, division, or class.*
4. After you have selected the class, click the green Choose button.



## Creating Entries Using the Single Entry Process

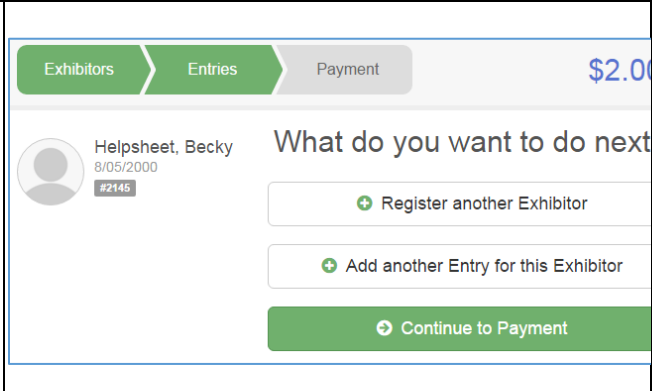
1. Select the appropriate class.
2. Click Continue

3. Select a Club or Chapter for this entry.
4. For animal class entry, follow the instructions on-screen to complete the entry process for each entry.

5. If this is an **breed animal class entry**, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to “Add an animal”.
6. You will have two choices. Select “Choose an Existing Animal Record” to import and select animals from 4HOnline or animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.
7. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



9. When each class entry is complete, you have three choices for what to do next:
- a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.



### Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

1. 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.
2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

Exhibitors > Entries > Payment \$2.00

1 2 3  
Review Payment Method 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](#)

