ONLINE ENTRIES FOR CROOK COUNTY FAIR

Important Reminders

- Online entries for 4H and FFA are July 1-13. Open Class entries are July 1-20. Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results. Proper performance of the website is not guaranteed on smart phones or tablets.
- 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 entries for all exhibitors. Entries are not final until they have been submitted. Once submitted, no changes or additions can be made until approved by the fair office.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email from the fair office when your entries have been approved or need corrections.

Steps

1. Go to https://crookcofair.fairentry.com or select the FairEntry logo from the Fair Entries page on the Crook County Fair website.
2. **4-H members:** Click the green sign in button. **NOTE * If your 4-H dues are not paid, FairEntry will not allow you to make online entries.**

Exhibitor and Staff sign-in

4H**●**nline™
4-H Enrollment and Event Registration

Sign in with 4HOnline

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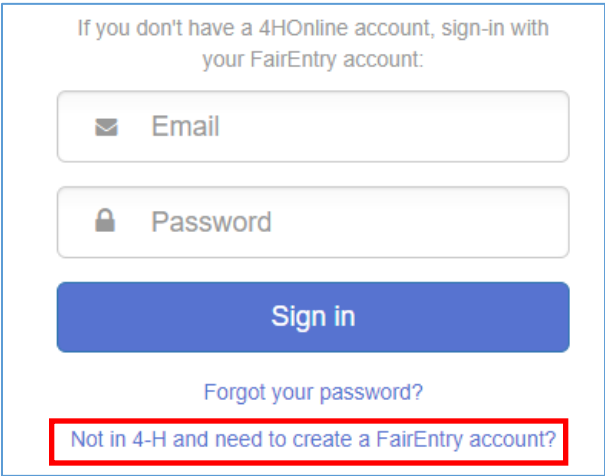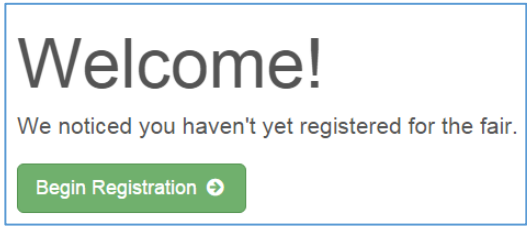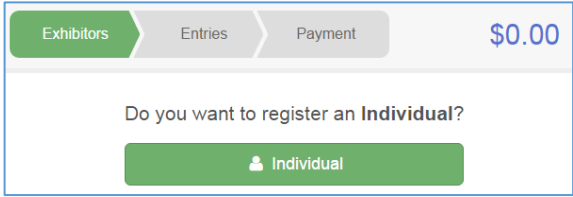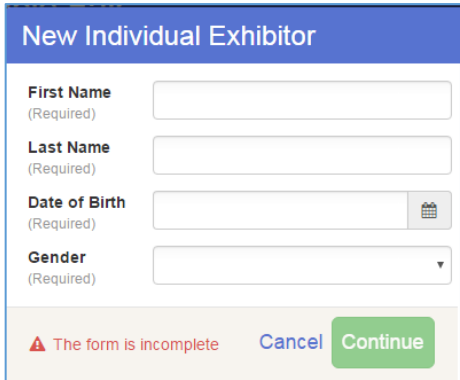
✉ Email

🔒 Password

Sign in

Forgot your password?
Not in 4-H and need to create a FairEntry account?

3. The login opens in another screen. If it appears that nothing happened, minimize your browser or check to make sure you don't have a pop-up blocker on. Login using your 4-H Online username and password.
4. **FFA and Open Class exhibitors skip to step 5.**

4HOnline - Google Chrome

🔒 Secure | https://www.4honline.com/Api/Login.aspx?403d40706f7075703...

UNIVERSITY of WYOMING EXTENSION

◉ I have a profile
○ I forgot my password

Email: _____

Password: _____

Role: Family ▼

Login

5. **(First time)** Click on the link to create a FairEntry Account. *(For past exhibitors, enter the email & password that you created and click the blue Sign In link.)* 6. Enter your email address twice and click Create Account. **IMPORTANT:** *This must be a valid email address, so that you can receive the necessary confirmation messages.* 7. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm). 8. Click Create Account.	If you don't have a 4HOnline account, sign-in with your FairEntry account: ✉ Email 🔒 Password **Sign in** Forgot your password? Not in 4-H and need to create a FairEntry account?
9. Click "Begin Registration"	**Welcome!** We noticed you haven't yet registered for the fair. **Begin Registration ➤**
Exhibitor Information 10. Register as an Individual by clicking on the Individual button.	Exhibitors > Entries > Payment $0.00 Do you want to register an **Individual**? 👤 Individual
11. Enter required information. Click Continue when all information is entered.	**New Individual Exhibitor** **First Name** (Required) **Last Name** (Required) **Date of Birth** (Required) 📅 **Gender** (Required) ▾ ⚠ The form is incomplete Cancel Continue

12. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. If you wish to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.	
13. Enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue when all information is entered correctly. 14. Click Continue at the Questions box.	
15. 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.	

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 check-out (submitting the entries, whether or not fees are charged). No changes or additions can be made once entries are submitted and approved by the fair office. It's best to make all entries for all exhibitors at the same time and then submit.

1. 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
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 Continue button.	Starting an Entry ℹ 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)
5. If this is a **live animal entry**, you are required to specify which animal will be exhibited in this class. You will see the option to "Add Animal" on the left of the Class selection list. 6. Fill in all required fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. 7. 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.	Club Change Class or Classes No Club (Open) ☑ 001: Market Beef ℹ When entering into an Open Class, your club selection will be treated as *No Club (Open)*. ☐ 100: Deferred Feeder Beef (county only) Animal(s) Add Animal ℹ Allowed Animal Types: • Market Beef ⦿ Enter a single animal ◯ Enter a pen of animals ◯ I will specify animal(s) later

8. Any questions related to entry in this class will be next. Click Continue after answering those questions. 9. 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.	

10. 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.
    b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
    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

11. 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 to make corrections. Click Continue when all information is correct.	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 ➔

12. No entry fees are charged for the Crook County Fair. There will be no payment selection to make. Click Continue on the Payment Method screen.	
13. You must check the box to "Agree to Terms". Click Submit to finalize the entries for the exhibitors in this family. *After you click Submit, no changes are possible to these entries.*	