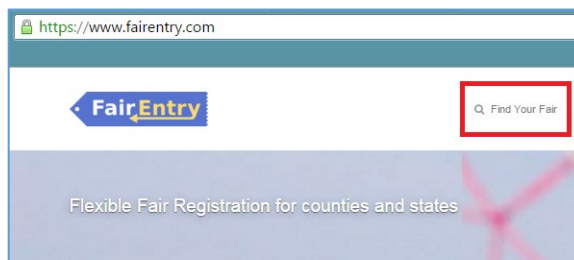---

Exhibitor Group (Family) Entry
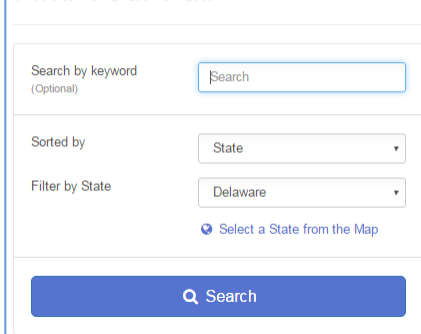
Important Reminders

- The FairEntry system for the Knox County Junior Fair is open from June 10 – June 27, 2020 at Midnight. 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.
- You will receive a second email when your entries have been approved by your fair or show.

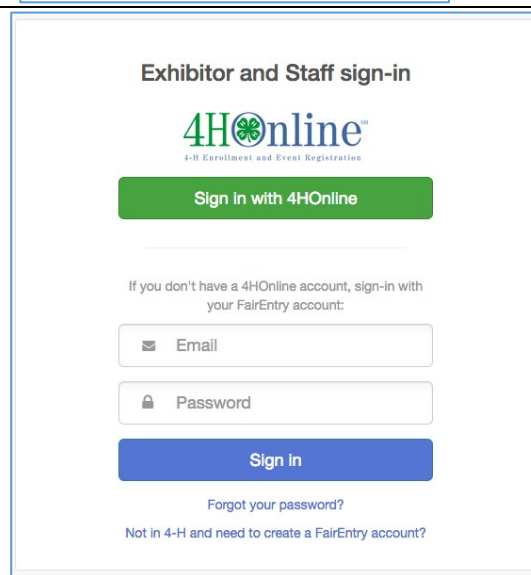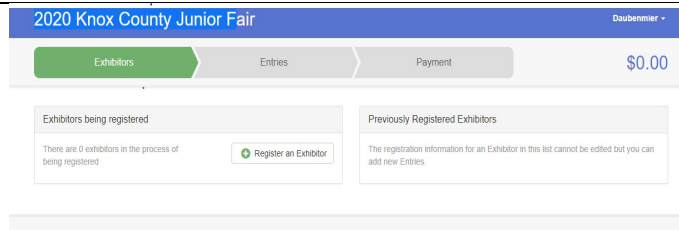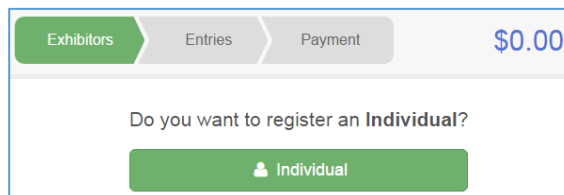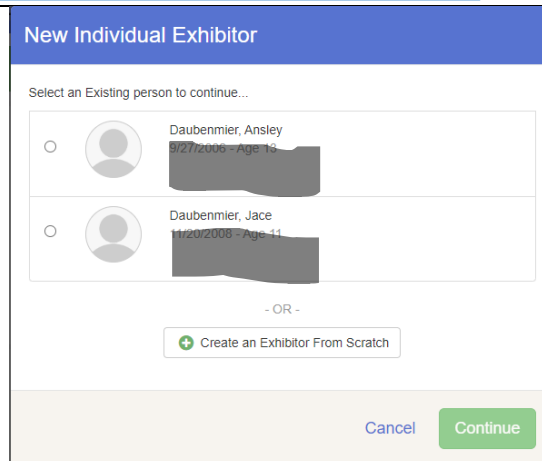|	
1. You may access your Fair or Show from their direct link or go to http://www.fairentry.com and click "Find Your Fair".	
2. Filter by Ohio, click Search, and then click on the correct fair.	
3. If you have a 4HOnline family account, select to "Sign in with 4HOnline" and enter your login information. NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry. If you do not have a 4HOnline profile, skip to step 20.	

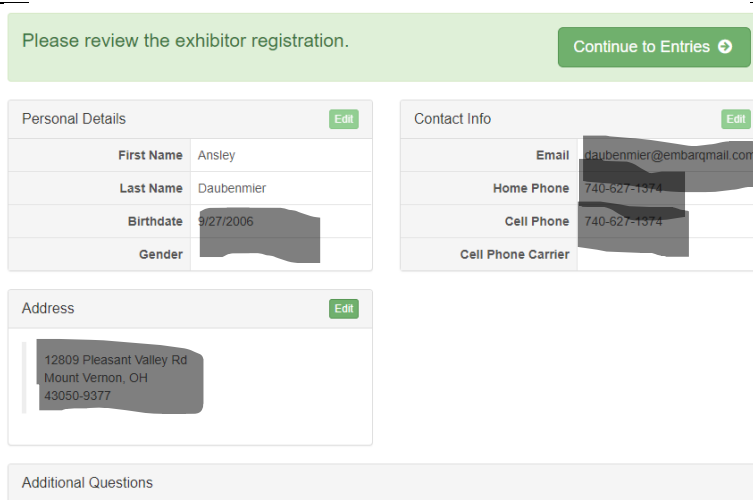|	
4. Click "Register an Exhibitor"	2020 Knox County Junior Fair — Daubenmier ▾ Exhibitors / Entries / Payment / $0.00 **Exhibitors being registered** There are 0 exhibitors in the process of being registered — ⊕ Register an Exhibitor **Previously Registered Exhibitors** The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.
Exhibitor Information Our fair is only configured to register as an individual. Click "Individual".	Exhibitors / Entries / Payment / $0.00 Do you want to register an **Individual**? 👤 Individual
1. Click on the exhibitor you would like to enter information for or click "Create an Exhibitor From Scratch" if there is a sibling that will be entering just through FFA.	**New Individual Exhibitor** Select an Existing person to continue... ○ Daubenmier, Ansley 9/27/2006 - Age 13 ○ Daubenmier, Jace 11/20/2008 - Age 11 - OR - ⊕ Create an Exhibitor From Scratch Cancel Continue
2. Click "Continue". There are no questions that we need answers for currently.	✓ Personal Details ✓ Contact Info ✓ Address ④ Questions ⑤ Review **Questions** There are no questions to answer. Continue ➡
3. Review the personal details, contact info, and address for accuracy. The only info that can be adjusted by you at this time is the address. If there are mistakes in the other areas, please reach out to Andrea at rees.139@osu.edu to get those items corrected. 4. Once those items are reviewed, click "Continue to Entries".	Please review the exhibitor registration. — Continue to Entries ➡ **Personal Details** — Edit First Name: Ansley Last Name: Daubenmier Birthdate: 9/27/2006 Gender: **Contact Info** — Edit Email: daubenmier@embarqmail.com Home Phone: 740-627-1374 Cell Phone: 740-627-1374 Cell Phone Carrier: **Address** — Edit 12809 Pleasant Valley Rd Mount Vernon, OH 43050-9377 Additional Questions

5. Click on "Add an Entry
6. Chose a Department and click "Select"

Daubenmier, Ansley
0 Entries   4HOnline   ⊕ Add an Entry

Choose Department and Division

Alpaca	Select ➡
Alpaca and Llama	Select ➡
Beef	Select ➡
Dairy	Select ➡
Dairy Market Feeder	Select ➡
Dog	Select ➡
Goat	Select ➡
Horse	Select ➡
Llama	Select ➡
Poultry	Select ➡
Rabbit	Select ➡
Sheep	Select ➡
Still Projects	Select ➡
Swine	Select ➡

Cancel   **Choose**

7. Choose the Division and click "Select".
8. The click "Choose".

Choose Department and Division

Department	Swine	Change

Market Hog	Select ➡
Swine Showmanship	Select ➡
Swine Skillathon	Select ➡

Cancel   **Choose**

Choose Department and Division

Department	Swine	Change
Division	Market Hog	Change

Cancel   **Choose**

9. Click "Select" for the Class you would like to Enter. 10. Then click "Continue".	**Starting an Entry** Department Swine Change Division Market Hog Change ⓘ Select a Class to continue 170: Market Hog Select ➡ **Starting an Entry** Department Swine Change Division Market Hog Change Class 170: Market Hog Change Continue ➡
11. Make sure that your club is listed correctly. If you are in FFA too and need to switch this project to FFA, you can do so here. 12. Click "Enter a single animal" and the click "add animal. If you put your animal information into 4HOnline, you will see if pop up and you can import it. Then click "I will specify animals later" If you did not put animal information into 4HOnline, you can just click "I will specify animals later". 13. Select the box beside the class you are entering and the click "Continue"	Make your Club, Animal, and Class selections to continue. Continue ➡ **Club** Change KNOX ROCKS 4-H CLUB [4-H] (Primary Club) ⓘ Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects: • 139 Market Hog Project ⓘ When entering into an Open Class, your club selection will be treated as *No Club (Open)*. **Animal(s)** Add Animal ⓘ Allowed Animal Types: • Market Hog • Swine - Market ⦿ Enter a single animal ○ Enter a pen of animals ○ I will specify animal(s) later Daubenmier, Ansley ○ 6164 [4HOnline] Daubenmier, Jace **Class or Classes** ☐ 170: Market Hog

14. If everything looks correct you will click "Create Entries".	**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** 2020 Knox County Junior Fair **Division** Swine **Club** KNOX ROCKS 4-H CLUB 4-H **Animal(s)** No Animals **Entry Classes** 1. 170: Market Hog Cancel **Create Entries**
15. It will take you back to this screen. Now you have the option to add entry's to the same individual or you can click on "Register another Exhibitor" and go through the same steps to complete entries for another exhibitor. 16. Once you have entered all exhibitors, you will click "Review/Complete Outstanding Records".	There are 3 entries belonging to 2 exhibitors in this invoice. ⊕ Register another Exhibitor There is 1 item that needs your attention ➡ Review/Complete Outstanding Records Daubenmier, Ansley 2 Entries 4HOnline ⊕ Add an Entry #159 **Department** Swine **Division** Market Hog **Class** 170: Market Hog Allow Public Viewing: Yes ✎ Edit Incomplete #2 **Department** Beef **Division** Beef Feeder **Class** 110: Beef Feeder Allow Public Viewing: Yes ✎ Edit
17. Click "Continue"	①——Review ②——Payment Method ③ Confirm **Invoice** [Summary][Detail] Individual Exhibitor: Ansley Daubenmier $0.00 Individual Exhibitor: Jace Daubenmier $0.00 **Total: $0.00** Continue ➡
18. Hit "Submit".	**One last step!** Agree to the terms below and press submit. **After you Submit** • Records will be locked to editing awaiting manager approval • Your credit card will not be charged until a manager approves the records • If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here. **Payment Total** No payment is necessary ✓ Submit

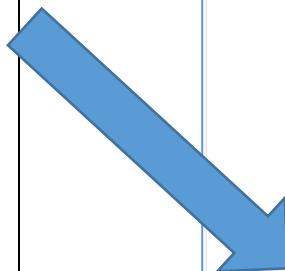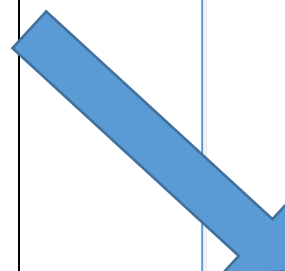|	
19. You are done!	**2020 Knox County Junior Fair** **Thanks!** Thank you for participating in 2020 Knox County Junior Fair. An email confirmation of your submission has been sent. If the fair management finds any issues with your registration, you will receive another email. Visit Dashboard Sign out
20. If you are an FFA member and created a profile last year, you will use the log in information here. Then you will follow the steps as outlined above starting with.	**Exhibitor and Staff sign-in** 4HOnline 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?
21. If you are in FFA and never created an account you will click "Not in 4-H and need to create a FairEntry account"	**Exhibitor and Staff sign-in** 4HOnline 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?

22. Insert your email and then confirm your email.

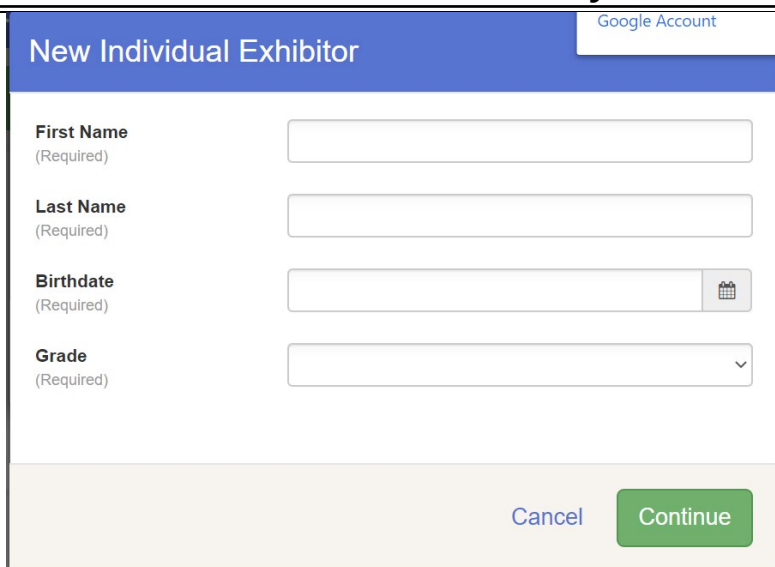|	
23. Fill in the appropriate information.	**G Back** 2020 Knox County Junior Fair **Account Creation** To continue with registration for this fair, please provide the following details. **Email** johnwreesjr@hotmail.com change **Account Name** . Example: Your last name **Phone Number** Format: ###-###-#### or ######### **Password** • 8 characters minimum • at least 1 digit • at least 1 capital letter or symbol **Confirm Password** Create Account
24. Click "Begin Registration"	2020 Knox County Junior Fair View and manage saved password Google Account **Welcome!** We noticed you haven't yet registered for the fair. Begin Registration ❯

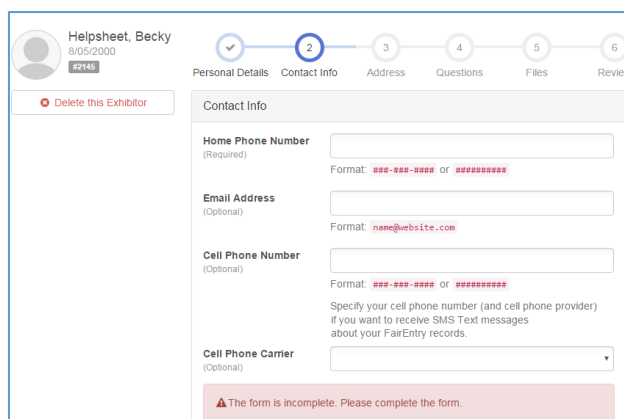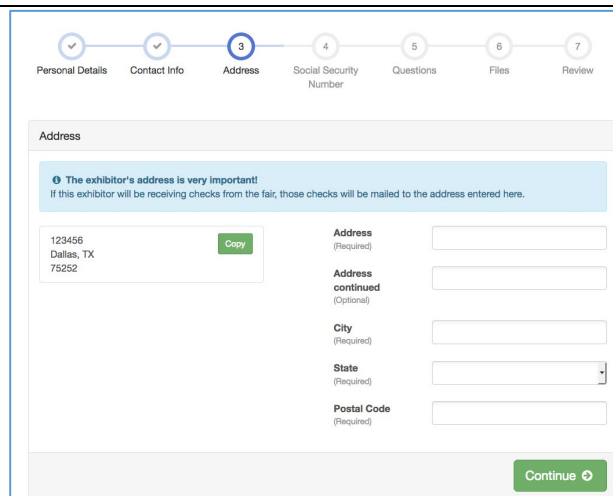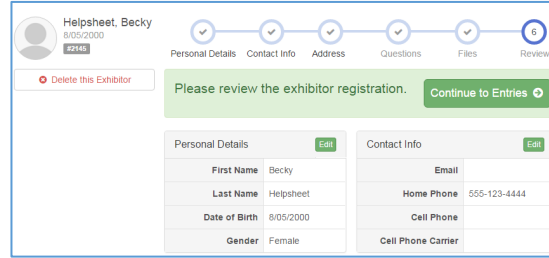|	
25. Fill in the appropriate information and click "Continue".	**New Individual Exhibitor** Google Account **First Name** (Required) **Last Name** (Required) **Birthdate** (Required) **Grade** (Required) Cancel · Continue
26. *(If you entered/spelled something incorrectly on the previous screen, you 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 unique to the exhibitor. If they wish to receive text messages, enter the 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.	Helpsheet, Becky 8/05/2000 #2145 ① Personal Details ② Contact Info ③ Address ④ Questions ⑤ Files ⑥ Review ⊗ Delete this Exhibitor Contact Info **Home Phone Number** (Required) Format: ###-###-#### or ########## **Email Address** (Optional) Format: name@website.com **Cell Phone Number** (Optional) Format: ###-###-#### or ########## Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records. **Cell Phone Carrier** (Optional) ⚠ The form is incomplete. Please complete the form.
27. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click "Copy" to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.	① Personal Details ② Contact Info ③ Address ④ Social Security Number ⑤ Questions ⑥ Files ⑦ Review Address ⓘ **The exhibitor's address is very important!** If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here. 123456 Dallas, TX 75252 · Copy **Address** (Required) **Address continued** (Optional) **City** (Required) **State** (Required) **Postal Code** (Required) Continue ⊙

28. Review the 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".	
29. Click "Add an Entry" and follow the steps outlined above.	