

## Exhibitor Group (Family) Entry

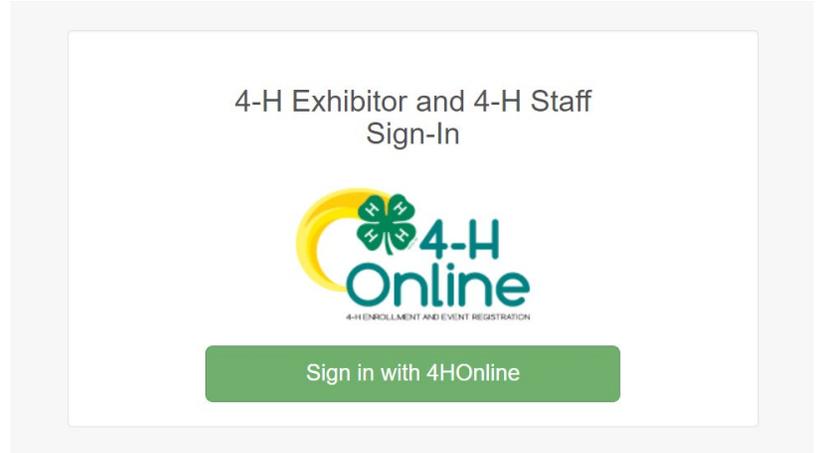
### Important Reminders

- The FairEntry system for the Knox County Junior Fair is open from May 8 – June 6, 2023 at 12 Noon. 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.

1. You may access our fair at <https://knoxcountyjrffair.fairentry.com>.

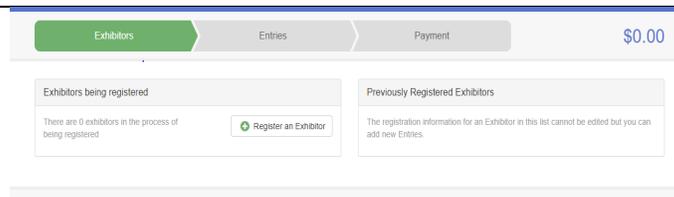


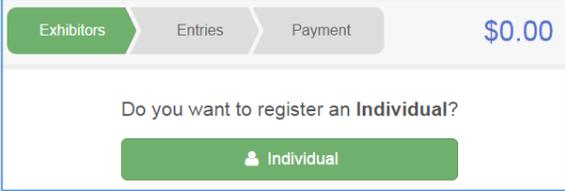
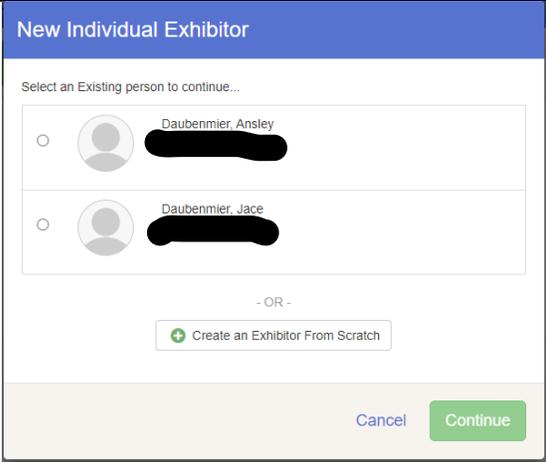
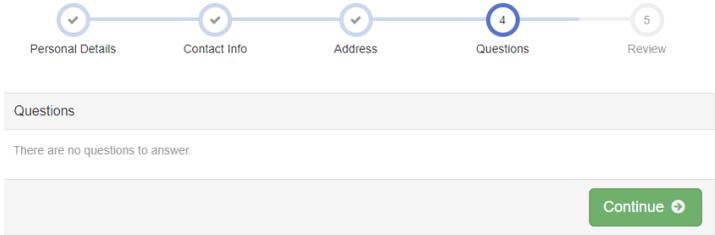
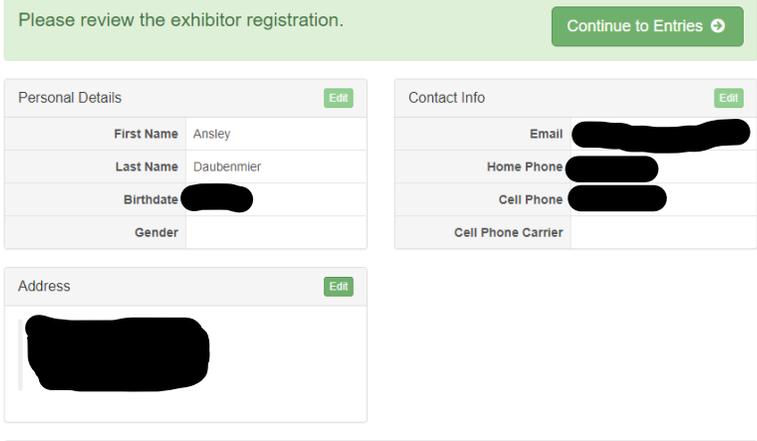
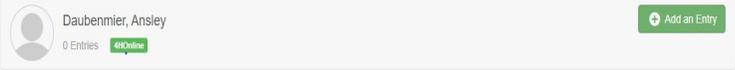
2. If you are a 4-H member or a 4-H member & FFA member you can enroll through your 4-H Online 2.0 profile and select club or chapter accordingly per project.
3. “Sign in with 4HOnline” and enter your login information.  
NOTE: If you forgot your password for your 4HOnline account, you would need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.



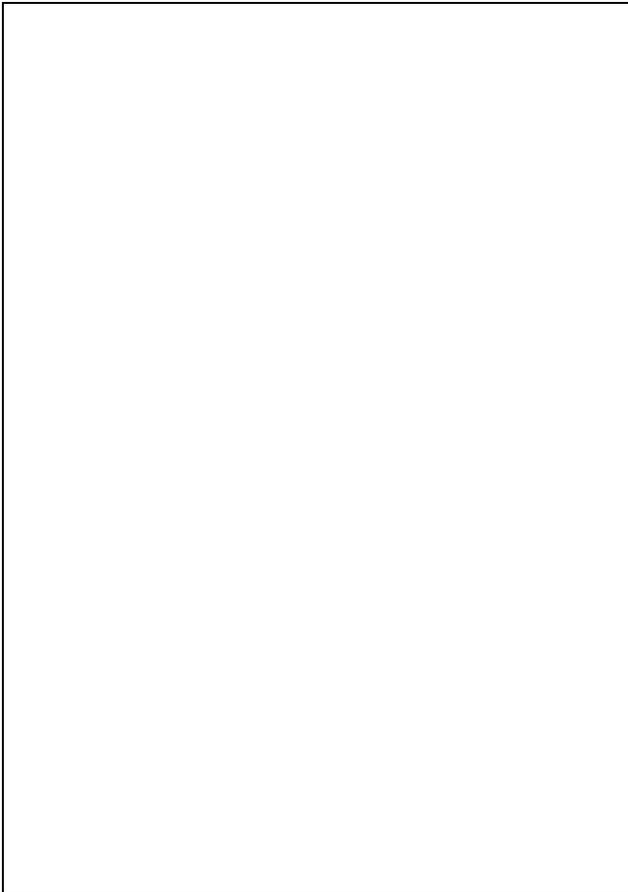
If you are FFA only, skip to step 22.

4. Click “Register an Exhibitor”




<p><b>Exhibitor Information</b></p> <p>Our fair is only configured to register as an individual. Click "Individual".</p>	
<p>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.</p>	
<p>2. Click "Continue". There are no questions that we need answers for currently.</p>	
<p>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 <a href="mailto:rees.139@osu.edu">rees.139@osu.edu</a> to get those items corrected.</p> <p>4. Once those items are reviewed, click "Continue to Entries".</p>	
<p>5. Click on "Add an Entry"</p> <p>6. Chose a Department and click "Select"</p>	





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
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Market Hog	Select ↻
Swine Showmanship	Select ↻
Swine Skillathon	Select ↻

Cancel Choose

Choose Department and Division

Department	Swine	Change
Division	Market Hog	Change

Cancel Choose



- Click "Select" for the Class you would like to Enter.
- Then click "Continue".

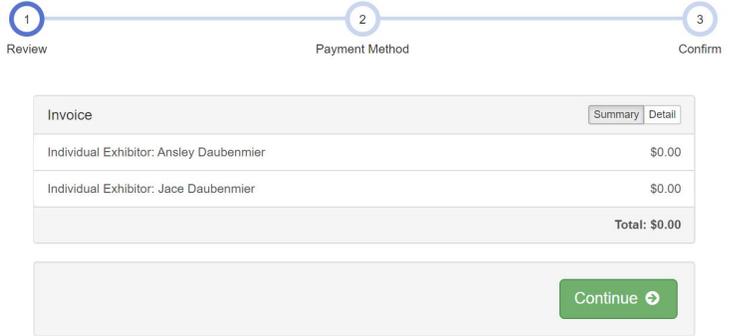
- Make sure that your club is listed correctly. If you are in FFA too and need to switch this project to FFA, you can do so here.
- For Market Animals: This is the screen you should get. We will bring the animals in during weigh-ins at the fair.
- For Breeding Animals: Click "Enter a single animal" and the "Add Animal". Then you will need to click on "Add Animal from Scratch" or select the animal that you added in 4-HOnline if you did that. If you are adding your animal, then fill out all the appropriate information.
- Select the box beside the class you are entering, and the click "Continue"

- If everything looks correct you will click "Create Entries".

- It will take you back to this screen. Now you have the option to add entries to the same individual or you can click on "Register another Exhibitor" and go through the same steps to complete entries for another exhibitor.
- Once you have entered all exhibitors, you will click "Review/Complete Outstanding Records".



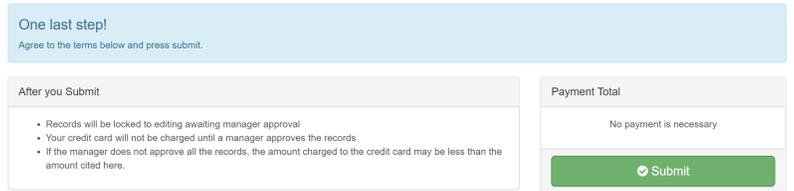
18. Click "Continue"



Invoice	Summary	Detail
Individual Exhibitor: Ansley Daubenmier		\$0.00
Individual Exhibitor: Jace Daubenmier		\$0.00
		<b>Total: \$0.00</b>

19. Hit "Submit".

20. **Entries are not final until they have been submitted.**



21. You are done!

## 2023 Knox County Junior Fair

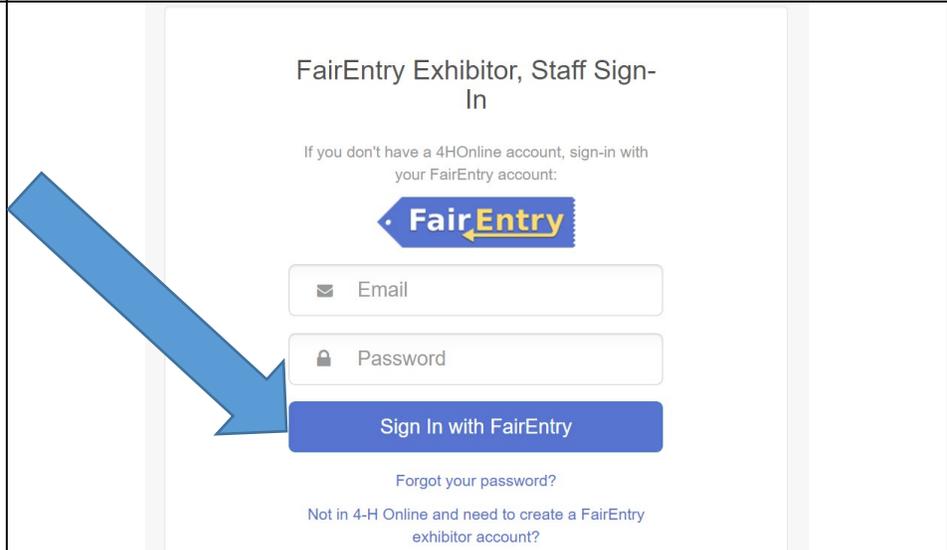


# Thanks!

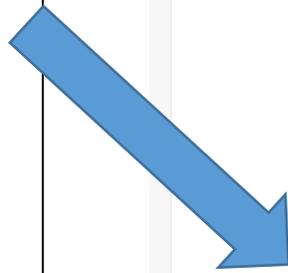
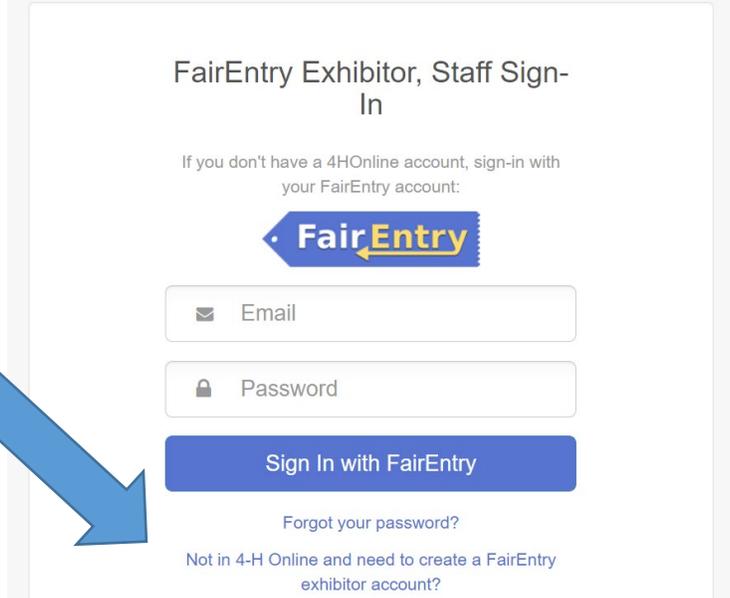
Thank you for participating in 2023 Knox County Junior Fair.  
An email confirmation of your submission has been sent.  
If the fair management finds any issues with your registration, you will receive another email.

[Visit Dashboard](#) [Sign out](#)

22. 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.




23. If you are in FFA and never created an account, you will click "Not in 4-H and need to create a FairEntry account"

FairEntry Exhibitor, Staff Sign-In

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

**FairEntry**

Email

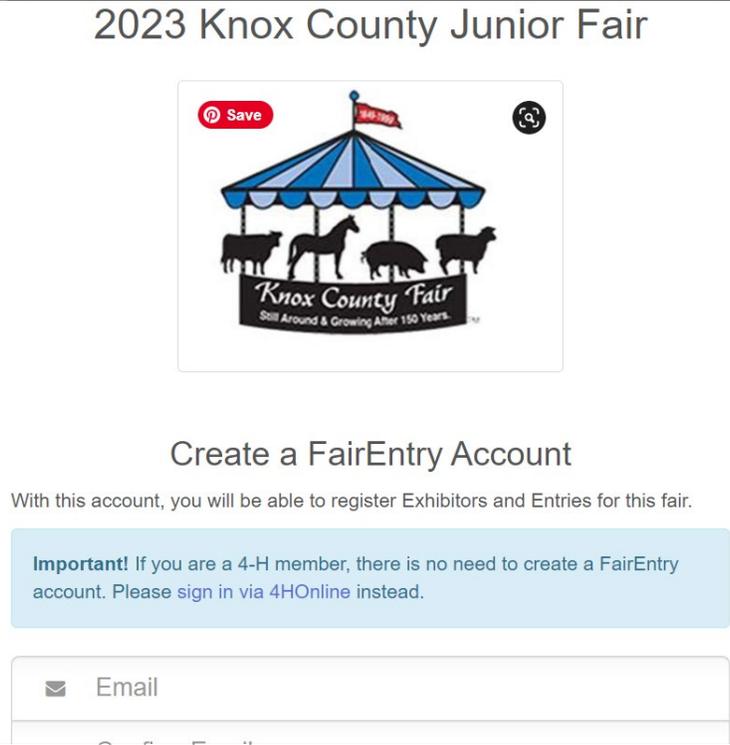
Password

Sign In with FairEntry

Forgot your password?

Not in 4-H Online and need to create a FairEntry exhibitor account?

24. Insert your email and then confirm your email.



## 2023 Knox County Junior Fair



Create a FairEntry Account

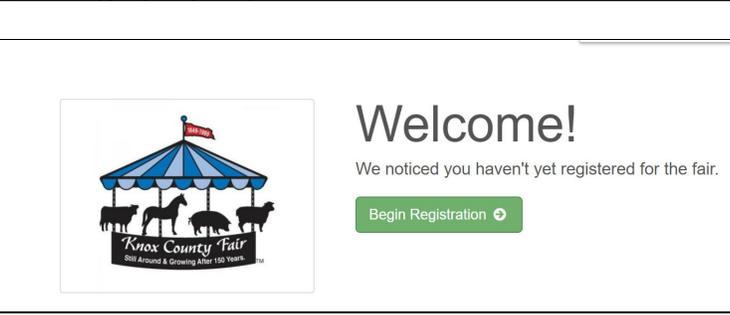
With this account, you will be able to register Exhibitors and Entries for this fair.

**Important!** If you are a 4-H member, there is no need to create a FairEntry account. Please sign in via 4HOnline instead.

Email

25. Fill in the appropriate information.

26. Click "Begin Registration"



## Welcome!

We noticed you haven't yet registered for the fair.

Begin Registration

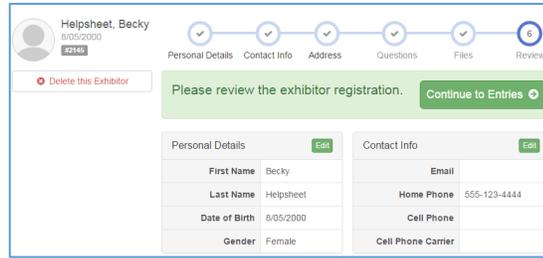


27. Fill in the appropriate information and click "Continue".

28. (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.

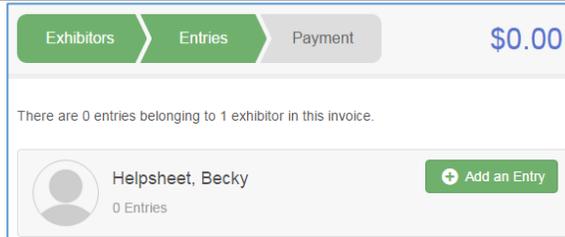
29. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click "Copy" to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.

30. 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”.



The screenshot shows a registration review interface for 'Helpsheet, Becky' (ID: #2145). At the top, there is a progress bar with steps: Personal Details, Contact Info, Address, Questions, Files, and Review. Below the progress bar, there is a 'Delete this Exhibitor' button and a green banner that says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. The main content area is divided into two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The 'Personal Details' section includes fields for First Name (Becky), Last Name (Helpsheet), Date of Birth (8/05/2000), and Gender (Female). The 'Contact Info' section includes fields for Email, Home Phone (555-123-4444), Cell Phone, and Cell Phone Carrier.

31. Click “Add an Entry” and follow the steps outlined above.



The screenshot shows the 'Entries' section of the exhibitor profile. At the top, there is a navigation bar with 'Exhibitors', 'Entries', and 'Payment' tabs, and a total amount of '\$0.00'. Below the navigation bar, there is a message: 'There are 0 entries belonging to 1 exhibitor in this invoice.' At the bottom, there is a card for 'Helpsheet, Becky' with '0 Entries' and an 'Add an Entry' button.

