

Hello Fairfield County 4-H and FFA Families,

We are excited to have you participate at the 2024 Fairfield County Fair. To participate at the fair, we will need you to make entries through the software, FairEntry. Fair entries will open on August 5, 2024, and will be accepted through August 23, 2024, at 11:59 p.m. CST. Please use this guide to help you create your fair entries, should you have any questions or concerns, please contact Haley Black, 4-H Program Assistant, at black.768@osu.edu or 740-277-4622.

Please use these links to find the directions that are applicable to you and your family:

4-H Member Directions (works for members who are only in 4-H or who are in 4-H AND FFA)

- 1.) Access the Fairfield County Junior Fair through our direct link (<https://fairentry.com/Fair/SignIn/19969>) or go to <http://www.fairentry.com> and click “Find Your Fair,” you will search by state (Ohio) and then scroll down to find 2024 Fairfield County Junior Fair.
- 2.) You will use the option “Sign in with 4HOnline” and enter your log-in information. If you are a 4-H member, please do not sign in with the other option, your entries will not be approved. You will use the same log-in information as what you use with 4-HOnline.
 - a. If you have forgotten your login information, please let Haley know, and she can reset it for you. Then you will use your existing username, and new password to log into FairEntry.
- 3.) Click “Begin Registration” and enter the exhibitor information into the required fields. Click continue. 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 have for 4-HOnline or an alternate one unique to the exhibitor. Click continue when you are finished entering data.
 - a. Enter the mailing address. All fields, except “Address Continued,” are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to the address to the current Exhibitor record. Click Continue when all information is entered correctly.
 - b. Please answer the Fairfield County specific questions (this will be step 4 or 5 on the progress bar).
- 4.) Review the exhibitor information. If any of the information is incorrect, click the green “Edit” button on the appropriate exhibitor and change it. When all information is correct, click continue to entries.
- 5.) Click “Add an Entry” beside the correct exhibitor (if more than one has been created).
- 6.) 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.
- 7.) 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.*
- 8.) After you have selected the class, click the green “Choose” button.
- 9.) Select the appropriate class and click “Continue.”
- 10.) Select a Club or Chapter for this entry.

- 11.) If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class. You will see the option to “Add an Animal”
- 12.) You will have two choices. Select “Choose and Existing Animal Record” to import and select animals from 4-HOnline or animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.
- 13.) Fill in all of the fields with information about the animal you intend to exhibit. *Please note that animals who have an EID 840 Tag, you must enter the full 16 digit tag number. Your entries will be sent back if you do not enter the full 16 numbers. Additionally, if you have a species who requires a USDA Scrapie Tag, the full tag number must be there in full as well.* Click “Create and Add Animal” when finished. If the animal information was entered incorrectly, you have the option to either Remove from Entry or Edit Animal Details. When the information is correct, click “Continue.”
- 14.) 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,” make any further additions.
 - c. Once all entries for **all exhibitors** have been made, you can click “Continue to Payment.”
- 15.) 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 the green “Entries” section at the top of the page, and make corrections. Click “Continue” when all the information is correct.
- 16.) The Fairfield County Junior Fair does not charge for entries, but the way FairEntry processes entries are through invoices. Once all entries have been entered for all the exhibitors in your family, submit the invoice for approval from the Fairfield County Extension Office.
- 17.) You will receive an email message when the entries have been submitted for approval. You will receive a second email (hopefully with 24 hours) when the entries have been approved.

Returning FFA Member Directions (works for returning FFA only members)

- 1.) Access the Fairfield County Junior Fair through our direct link (<https://fairentry.com/Fair/SignIn/19969>) or go to <http://www.fairentry.com> and click “Find Your Fair,” you will search by state (Ohio) and then scroll down to find 2024 Fairfield County Junior Fair.
- 2.) Use your login information from last year to sign into FairEntry. If you have forgotten your password, please click the blue “Forgot your Password?” We can not reset FairEntry passwords, so please use the tool on the website.
- 3.) Click “Begin Registration” and enter the exhibitor information into the required fields. Click continue. 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 have for FairEntry or an alternate one unique to the exhibitor. Click continue when you are finished entering data.
 - a. Enter the mailing address. All fields, except “Address Continued,” are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor

Group, click “Copy” to the address to the current Exhibitor record. Click Continue when all information is entered correctly.

- b. Please answer the Fairfield County specific questions (this will be step 4 or 5 on the progress bar).
- 4.) Review the exhibitor information. If any of the information is incorrect, click the green “Edit” button on the appropriate exhibitor and change it. When all information is correct, click continue to entries.
- 5.) Click “Add an Entry” beside the correct exhibitor (if more than one has been created).
- 6.) 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.
- 7.) 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.*
- 8.) After you have selected the class, click the green “Choose” button.
- 9.) Select the appropriate class and click “Continue.”
- 10.) Select a Club or Chapter for this entry.
- 11.) If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class. You will see the option to “Add an Animal”
- 12.) You will have two choices. Select “Choose and Existing Animal Record” to import and select animals from 4-HOnline or animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.
- 13.) Fill in all of the fields with information about the animal you intend to exhibit. *Please note that animals who have an EID 840 Tag, you must enter the full 16 digit tag number. Your entries will be sent back if you do not enter the full 16 numbers. Additionally, if you have a species who requires a USDA Scrapie Tag, the full tag number must be there in full as well.* Click “Create and Add Animal” when finished. If the animal information was entered incorrectly, you have the option to either Remove from Entry or Edit Animal Details. When the information is correct, click “Continue.”
- 14.) 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,” make any further additions.
 - c. Once all entries for **all exhibitors** have been made, you can click “Continue to Payment.”
- 15.) 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 the green “Entries” section at the top of the page, and make corrections. Click “Continue” when all the information is correct.
- 16.) The Fairfield County Junior Fair does not charge for entries, but the way FairEntry processes entries are through invoices. Once all entries have been entered for all the exhibitors in your family, submit the invoice for approval from the Fairfield County Extension Office.
- 17.) You will receive an email message when the entries have been submitted for approval. You will receive a second email (hopefully with 24 hours) when the entries have been approved.

Returning FFA Member Directions (works for new FFA only members)

- 1.) Access the Fairfield County Junior Fair through our direct link (<https://faireentry.com/Fair/SignIn/19969>) or go to <http://www.faireentry.com> and click “Find Your Fair,” you will search by state (Ohio) and then scroll down to find 2024 Fairfield County Junior Fair.
- 2.) Select “Not in 4-HOnline and need to create a FairEntry exhibitor account?” and follow the instructions to create your account.
- 3.) Click “Begin Registration” and enter the exhibitor information into the required fields. Click continue. 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 have for FairEntry or an alternate one unique to the exhibitor. Click continue when you are finished entering data.
 - a. Enter the mailing address. All fields, except “Address Continued,” are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to the address to the current Exhibitor record. Click Continue when all information is entered correctly.
 - b. Please answer the Fairfield County specific questions (this will be step 4 or 5 on the progress bar).
- 4.) Review the exhibitor information. If any of the information is incorrect, click the green “Edit” button on the appropriate exhibitor and change it. When all information is correct, click continue to entries.
- 5.) Click “Add an Entry” beside the correct exhibitor (if more than one has been created).
- 6.) 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.
- 7.) 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.*
- 8.) After you have selected the class, click the green “Choose” button.
- 9.) Select the appropriate class and click “Continue.”
- 10.) Select a Club or Chapter for this entry.
- 11.) If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class. You will see the option to “Add an Animal”
- 12.) You will have two choices. Select “Choose and Existing Animal Record” to import and select animals from 4-HOnline or animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.
- 13.) Fill in all of the fields with information about the animal you intend to exhibit. *Please note that animals who have an EID 840 Tag, you must enter the full 16 digit tag number. Your entries will be sent back if you do not enter the full 16 numbers. Additionally, if you have a species who requires a USDA Scrapie Tag, the full tag number must be there in full as well.* Click “Create and Add Animal” when finished. If the animal information was entered incorrectly, you have the option to either Remove from Entry or Edit Animal Details. When the information is correct, click “Continue.”
- 14.) 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,” make any further additions.
 - c. Once all entries for **all exhibitors** have been made, you can click “Continue to Payment.”
- 15.) 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 the green “Entries” section at the top of the page, and make corrections. Click “Continue” when all the information is correct.
- 16.) The Fairfield County Junior Fair does not charge for entries, but the way FairEntry processes entries are through invoices. Once all entries have been entered for all the exhibitors in your family, submit the invoice for approval from the Fairfield County Extension Office.
- 17.) You will receive an email message when the entries have been submitted for approval. You will receive a second email (hopefully with 24 hours) when the entries have been approved.

TIPS FOR EXHIBITORS MAKING ONLINE ENTRIES (FOR ALL)

- Recommended Browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer and Edge may cause unexpected results.
- If possible, use a computer and not a smart phone. This will allow you to view the webpage in full, and no miss any buttons or actions.
- Make entries early, this will give you numerous days to double check that everything is there and correct.
- 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 (and spam) 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.

We know that this is a lot of information, so if you have any questions, please do not hesitate to contact our office. Please make sure that you are checking your email frequently during these next couple of weeks, incase we have something that needs fixed on your entries. There are a multitude of reasons why we send back entries, with the most common being no entries were added to the exhibitor, and the full EID 840 tag was not added.

Please let us know if you have any questions or concerns, but please be aware that this is a busy time for our office, and we will return your phone call or email as soon as possible. If you call in and you do not receive an answer, please leave a voicemail, with your name, callback number, and short summary of your issue and I will return it in a timely manner.

Thank you for all of your support and what you do for Fairfield County 4-H!

Thanks 😊

Haley Black

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740-277-4622