

Entry process for FFA Member who are NOT 4-H members

WELCOME TO FAIRENTRY

FairEntry is the system in which you enter all of your livestock project animals as exhibits for the Henry County Junior Fair.

This written tutorial is meant for...

***FFA members who are NOT 4-H members!!!** If you are a 4-H and FFA member, please refer to the written instructions for 4-H and 4-H Members who are FFA members. This is for LIVESTOCK PROJECTS only in 2020.

Entry is open now. Please don't wait til the minute to make your entry/ies. Deadline is June 10th for 2020.

Before you start, have the following information at your fingertips:

Date of Birth of your animal

*If any of your tabs ask the age of your animal, please put their age as of the first day of fair- that way they will be in the correct class.

Tags: If there is no tag applied to your animal/s, please contact Laura

Rohlf at 419-592-0806 to get a tag/s assigned to you. They will be ready for application when the time to do so is announced.

*IF your animal has a tag already in its ear, please use that information for tag information. You will receive a new EID tag at a later time announced.

Tattoo: Use the tattoo information already applied on your animal; if no tattoo currently applied to your animal, put in a tattoo of your choice- no more than 3 letters or numbers for rabbits.

Ear Notch (Swine)

Scrapie + Premise # (Goat & Sheep)

Breed of your animal

Markings of your animal (not all species ask)

Owner: For Junior Fair always put the member's name unless they are leasing. Click leased and then the owners name below that.

Height (Horse/Pony) State in Inches or "hands"

*Do not worry about an amount due at the Payment/Invoice section, as we do not require a payment for entries.

A word of "WARNING"... Please do not click the SUBMIT button if you have not completed all of your entries. If you do so, you will lock yourself out and will not be able to edit your entries

LET'S GET STARTED

1. Go to: <http://henry-countyohio.fairentry.com>
2. At the main page of FairEntry, bottom right corner, you will need to select:
"Not in 4-H and need to create a FairEntry account?"
3. **Create a new FairEntry account:**
You will need an email address to use.
The next step is filling out the information requested. When all fields are filled out,

Click the blue button>>> **Create Account**
4. **WELCOLME!** Click **Begin Registration**
5. You will be at the **EXHIBITORS** tab (top bar in green)

"Do you want to register an individual?" Click the **Individual** button
6. You will then add your personal information (New Individual Exhibitor)
*The next screen will ask your more information... please fill this out completely!

Click >>>> **Continue**
(you will not be able to advance if you do not fill out this information)

7. The next screen will ask you a series of questions about your stall/pens you will need. Be sure to include only Junior Fair stall/pens you will need- NO OPEN CLASS.
8. Scroll up to the top and click>>> **Continue to Entries**
9. You will see your profile to the left and to the right “**Add An Entry**” click that button.
10. Choose your Department by clicking the **Select** button for your department.
11. Next you will choose your **Division** from the menu. Select the one you need.
12. Next you will choose your **Class**. Click the Select button you wish to make a entry for. Click>>>**Continue**
13. Next you will be asked **Club/Chapter**. The first time you make an entry, search for your chapter. Click the radio button for your chapter and it will appear above the search area.
14. Click.>>> **Continue**
15. Click>>> **Add an Animal**
16. Adding A New Animal frame click on the dropdown for **Animal Type**.
17. The next frame will ask for the specifics of your animal project. Anything with an asterick has to be filled in or you cannot advance to the next step.
*Click on the button at the bottom when information is complete.

This will take you to a screen for your to double check your entry. At this point you can edit if you need to.

Click>>> **Continue**

FOR HOGS AND RABBITS= you may download a pdf form, doc form or jpg
*The identification forms are at henry.osu.edu under Livestock Project Information (fillable) you can type in your information and save, add to the FairEntry entry you are making. Jpg is for photos if you did not cut and paste those into your form.

WHAT DO YOU WANT TO DO NEXT???

+Add another Entry

+Register another Exhibitor (choose this ONLY if you have another family member who is FFA and needs to make an entry/ies for FFA Livestock projects)

IF you are completely finished with your entry/ies, click>>>> **Continue** and click **Continue** (again.... Because you this no fee to enter Junior Fair, there will show a \$0 balance on your invoice)

DO NOT CLICK THE SUBMIT button if you are not finished making edits or adding entry/ies.... You will be locked out and will have to contact Laura Rohlf, Extension Educator, 4-H to make changes.

IF you are finished... click>>> **Submit**

Questions???? Contact Laura Rohlf, Extension Educator, 4-H at 419-592-0806 or email: rohlf.2@osu.edu