WELCOME TO FAIRENTRY

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

4-H Online, the system in which you enrolled in 4-H, is compatible and integrable to FairEntry, so it is a very efficient program for us to use. All of your 4-H information has already been integrated to Fair Entry. If you are also a FFA member and wish to enter any animals as part of FFA project work, you will want to be sure to click the correct FFA chapter you are a member of. *FFA members who are not 4-H members will have a different set of instructions to create their account.

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. On the right hand side of the screen you will see "**Exhibitor & Staff Sign-In**"
      *click the Green button **"4HOnline"**

3. The next screen will ask you for your log in information>>> use the same information that you used when you completed your 4Honline enrollment.

4. You will receive the WELCOME message.
      *Click the **Begin Registration** button (first time in)
      Or
      *Exhibitors being registered (as in the video)....
            Click **Register an Exhibitor**

5. At the top it indicates you are at the Exhibitors tab. click **Individual**

6. Click on the **Exhibitor** you want to enter. Be sure to check that you are in the correct exhibitor: left hand corner.

   *Here you will be asked as series of questions. Please fill out the sections that are specific to your project species and also assisting with the milkshake stand if you are able to. *Do NOT include Open Class entries in your count for stalls/pens.

7. The next screen will allow you to begin your entries.

   *Click **Continue to Entries**>

8. At this screen you will the member's name who you are making entries for.   *Click **Add an Entry**>

   *You will see a drop down menu. Select the first **Department** that you wish to make an entry in.

   My example will be in the Beef Department (**click select**)

*The next drop down menu is the **Division**. This will look familiar to you as the information in the 4-H Handbook is set up this way but referred to as class- erase that term from your memory please😊

Example in video: Beef is selected

*Click on the **Selection**

This will take you to the screen in which you make your actual **Class** selection:

*Click on the one you wish to enter

 Example in the video: Beef Feeder

Review the information on the next screen.

The next screen ….

9. **Club/Chapter** will be the next thing you need to complete. Since we have integrated from 4HOnline, your will automatically appear in the top section. If you are wanting to enter this animal here in FFA click your chapter or if your club has not appeared, select your club from the clubs listed. *Be sure to review this each entry you make to be sure you are represented in the correct club/chapter.

10. Entry Animals is your next screen:
   *Click **Add an Animal**. The dropdown you will need to select is
   ENTER A NEW ANIMAL Record

  Next Dropdown is : **Animal Type**; select from the dropdown.

The next screen will ask you to fill out all the details for your animal for that entry. Those items with an asterisk have to be filled in or you cannot advance.

*If the asks for age of the animal, please put the age as of the first day of fair. Birthdate is the actual date it was born.

Once you have all the information filled in, click the **CREATE AND ADD THE ANIMAL**

11. Entry animal will appear at the top of the screen- review the information and make any corrections you can.

   *Click **CONTINUE**

 12. **WHAT DO YOU WANT TO DO NEXT?**

13. For more than one entry in a given specie choose department and division. It will take you to a drop down that you will go through the previous steps to enter an animal.

*If you have a back-up animal, please be sure to make an entry for this animal as well as the original entry.

example: If you want to show 2 beef feeders, make the 2 entry + entry for your back-up animal. I will know how many total you will be bringing= 2.

This will eliminate having to put information into the system at fair check-in. Ideally, I would like to know by August 1st what animals you will be bringing.

*If you are making several class entries for a horse/pony, you will click **Choose an Existing Animal Record**

*If you have more than 1 horse, be sure to click on the correct horse for your entry you are making.

*If you are wanting to make an entry in another department- click **Change** and then change for the department you would like to go to.

Check & Review

*You will not have a balance on the invoice tab because we do not charge for entering the Junior Fair. Click through invoice tabs.

IF you are ready and you wish to submit your entry/ies, then the final step is to click **SUBMIT**…

Remember---- do not click this button if you need to go back in to change any information that you might need to change or add or delete. You will be locked out.

As you have questions, please get in touch with me at 419-592-0806 or via email at rohlf.2@osu.edu.