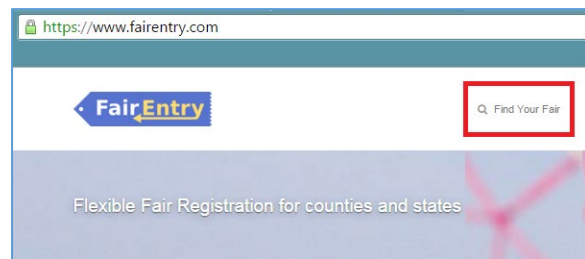


## Exhibitor Group (Family) Entry

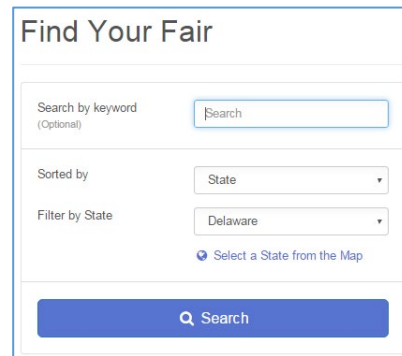
### Important Reminders

- The online entry system will be open October 11<sup>th</sup> – 25<sup>th</sup>, 2023. **Be sure to complete your online entries (including the final “Submit” step) prior to October 25<sup>th</sup>.** Paper nomination cards will still be available this year if you’d rather use them. They can be turned in at nominations. You do not have to do both the online system and paper cards – just one or the other.
- 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.

- You may access our Show by going to <http://www.fairentry.com> and click “Find Your Fair”.



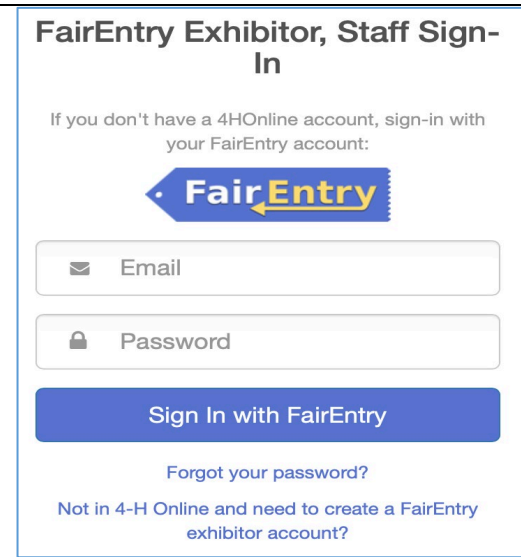
- Under “Search by Keyword,” type Augusta. Filter by State and select “Virginia”. Select 2024 Augusta County 4-H/FFA Market Animal Show and Sale.



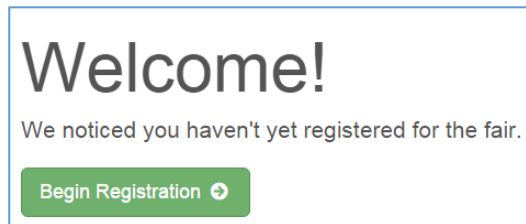

- If you have a 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.  
**NOTE:** If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.  
**NOTE:** You must be enrolled and approved through 4-H Online before you can make entries. Please allow us time to approve your enrollment before attempting to make entries.



- If you are in FFA, but have a sibling in 4-H, sign in with 4-H Online.
- If you do not have a 4HOnline account, but have registered for a Fair with FairEntry before, enter your login information.
- If you do not have a 4HOnline account and have not registered with FairEntry before, select to Create a New Account. Follow the instructions to create your account.
- Still confused? See the Exhibitor Login Flowchart at the end of this document.

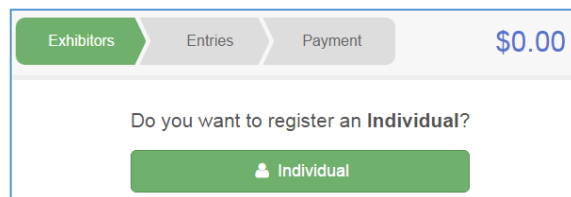


1. Click “Begin Registration”

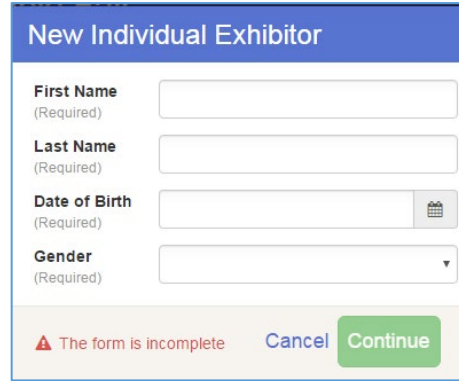


## Step One – Entering Exhibitor Information

1. Click “Register an Exhibitor,” then select “Individual.”




2. Select exhibitor from your family list (4-H Online) or click “Create an Exhibitor from Scratch.” Enter the exhibitor information into the required fields. Some forms may require different information depending on the specie.




**New Individual Exhibitor**

**First Name** (Required)

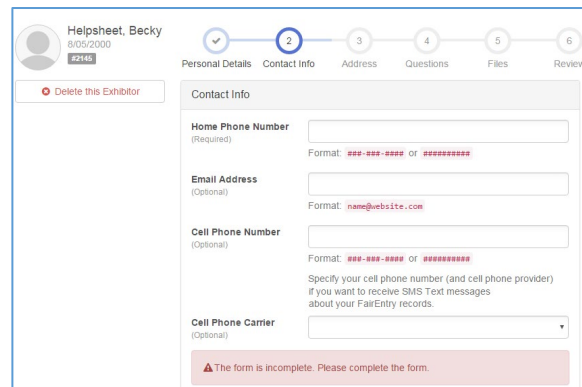
**Last Name** (Required)

**Date of Birth** (Required)  

**Gender** (Required)


 The form is incomplete

3. *(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  
#2446

Personal Details  Contact Info  Address  Questions  Files  Review

 Delete this Exhibitor


**Contact Info**

**Home Phone Number** (Required)   
Format: ###-###-#### or #####

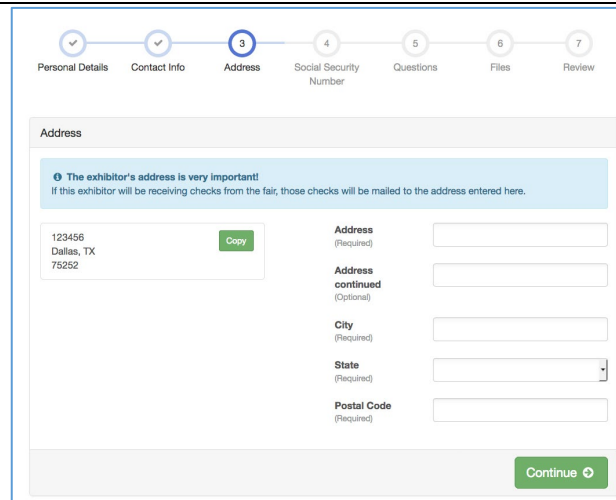
**Email Address** (Optional)   
Format: name@website.com

**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.

4. 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 add the address to the current Exhibitor record. Click Continue when all information is entered correctly.
5. Answer the additional questions (t-shirt size, school, etc.). Hit “Save”.
6. If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files, and click Continue.



Personal Details  Contact Info  **Address**  Social Security Number  Questions  Files  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

**Address** (Required)

**Address continued** (Optional)

**City** (Required)

**State** (Required)

**Postal Code** (Required)



7. 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: 82145). A progress bar at the top indicates that 'Personal Details', 'Contact Info', and 'Address' are completed, while 'Questions', 'Files', and 'Review' are pending. A central message asks the user to 'Please review the exhibitor registration' and provides a 'Continue to Entries' button. Below this, two sections are visible: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The 'Personal Details' section contains the following information:

First Name	Becky
Last Name	Helpsheet
Date of Birth	8/05/2000
Gender	Female

The 'Contact Info' section contains the following information:

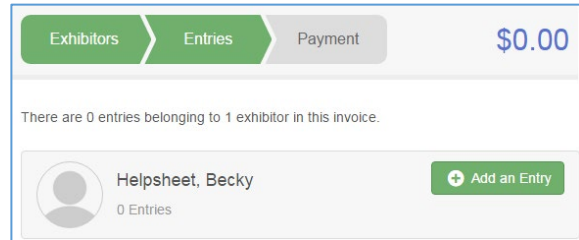
Email	
Home Phone	555-123-4444
Cell Phone	
Cell Phone Carrier	



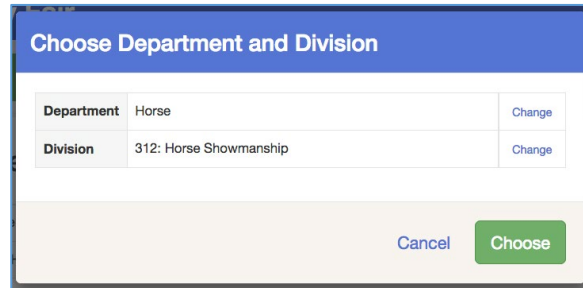
## Step Two - Creating Entries for Exhibitors

Each exhibitor can have multiple entries. One entry must be made for each animal and one entry for showmanship. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the department you wish to enter ("Market Beef").
3. 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.*
4. After you have selected the class, "Market Beef", click the green Choose button.



Choose Department and Division		
Department	Horse	<a href="#">Change</a>
Division	312: Horse Showmanship	<a href="#">Change</a>
		<a href="#">Cancel</a> <a href="#">Choose</a>



## Creating Entries Using the Single Entry Process

1. Select a 4-H Club or FFA Chapter for this entry.

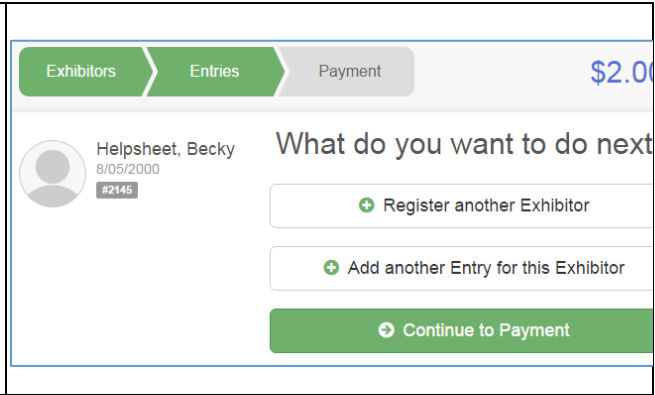
NOTE: 4-H Online imported duplicates of many of our clubs. Just select one of whichever club you're in.

2. Within the Animal(s) box, select "Add an animal".
3. Choose "Enter a New Animal Record" to enter new animal information. Select "Market Beef" for Animal Type.
4. Fill in all of the fields with information about the animal you intend to exhibit. Click "Create and Add Animal". Click Continue.
5. Answer additional questions (ex: Has your market steer/heifer been dehorned?) Click Continue after answering the questions.
6. If you need to enter another animal, select "Add Another Entry." **Make sure you enter all animals you intend to nominate.**
7. To enter showmanship: Click "Add Another Entry."
8. Change division to "Beef Showmanship," then select the appropriate showmanship class according to your age.

Remove From Entry	Identifier (Tag)	44848
Edit Animal Details	Animal Type	Goats, Meat (Weigh-in)
	DNA Collected	
	DNA (A-I-Sar-Ber)	
	Retinal Image	
	State Fair	
	Retinal Images (State Fair)	
	Tag	44848
	Animal ID: 4-H (i.e. 06-123) or USDA	



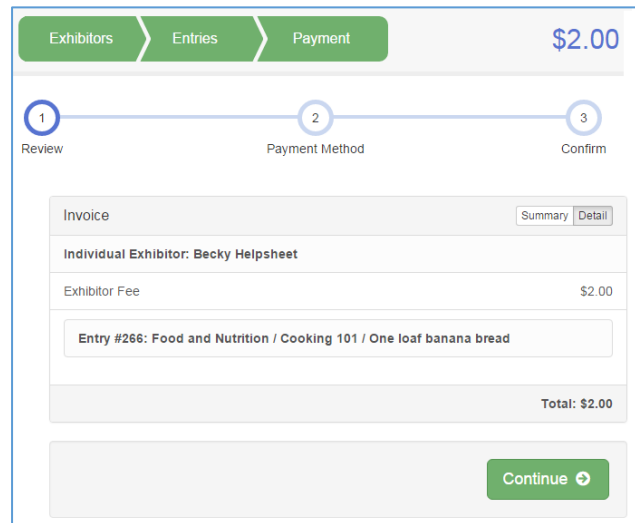
9. When each class entry is complete, you have three choices for what to do next:
- a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete (market and showmanship), then Continue to Payment.



## Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. **You must submit your entries even though we don't collect nomination fees up front.**

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* You should have 1 market beef class per calf nominated and 1 showmanship class per exhibitor. If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.



The screenshot shows a three-step process: 1. Review, 2. Payment Method, and 3. Confirm. The 'Payment' step is active, showing an invoice for \$2.00. The invoice details include: Individual Exhibitor: Becky Helpsheet, Exhibitor Fee: \$2.00, and Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread. A 'Continue' button is visible at the bottom right.

With any questions, please call the Augusta County Extension Office at 540-245-5750 and ask to speak with Emmalee or Ashley. Or email us at [eaedwards@vt.edu](mailto:eaedwards@vt.edu) or [acraun@vt.edu](mailto:acraun@vt.edu).

**Thank you for your patience as we transition to our new show software system!**





## Exhibitor Login Flowchart

