

FairEntry TIP SHEET

STEP 1: Go to <http://www.fairentry.com>
click "Find Your Fair", enter Asotin in search box and then click on 2018 Asotin County Fair

STEP 2: Click on the green "Sign in with 4-H Online"

STEP 3: Enter your 4-H Online email and password

STEP 4: Set your role to "Family"

STEP 5: Click Login

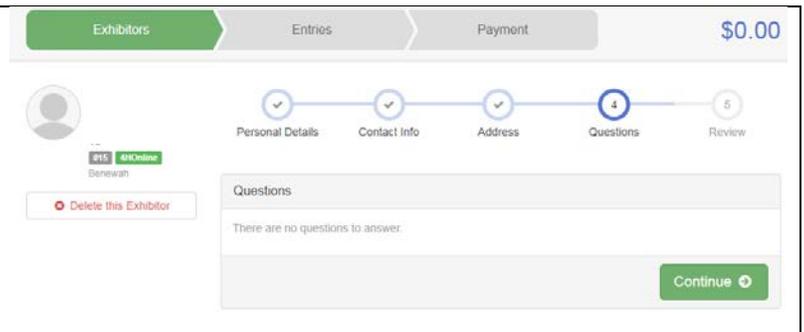
STEP 6: Click the green "Begin Registration" button

STEP 7: Click the green "Individual" button

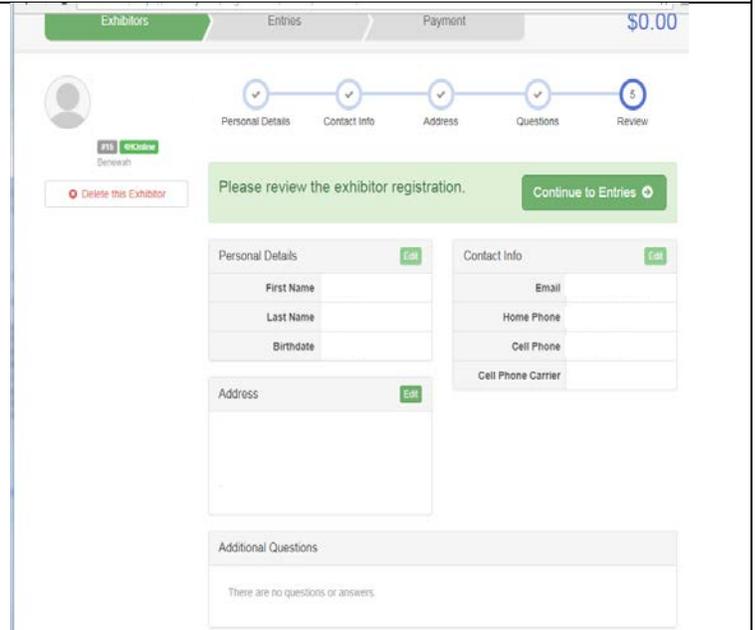
STEP 8: Click the button next to the child you wish to register for fair.

Step 9: Click "Continue"

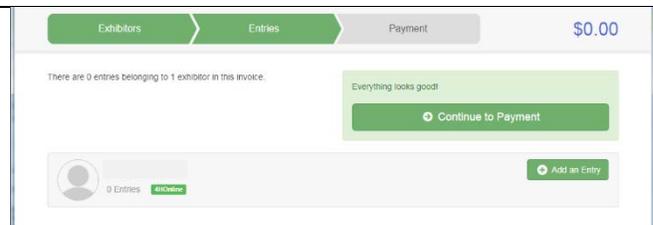
Step 10: Click “Continue”



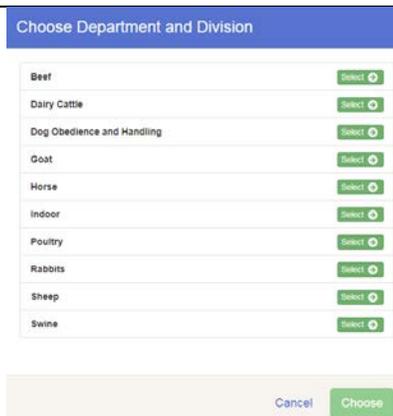
STEP 11: Verify all contact details are accurate and click “Continue to Entries”



STEP 12: Click “Add an Entry”



STEP 13: Choose “Select” next to your project.



Step 14: Choose your specific project.



STEP 15: Once you have narrowed down your class choice, click “Choose”

The screenshot shows a form titled "Choose Department and Division" with a blue header. It contains two rows: "Department" with the value "Beef" and a "Change" link, and "Division" with the value "202: Market Beef" and a "Change" link. At the bottom right, there are two buttons: "Cancel" and "Choose".

STEP 16: Select your class of livestock by clicking the small green “select” button.

The screenshot shows the "Starting an Entry" form. It has a progress bar at the top with "Exhibitors" and "Entries" highlighted, and "Payment" with a "\$0.00" amount. The form fields are: "Department" (Beef), "Division" (202: Market Beef), and "Select a Class to continue". Under "Select a Class to continue", there are two options: "2022: Market Beef" and "2022: Stocker-Feeder Beef", each with a green "Select" button. On the right, there is a user profile icon and "Existing entries (0)".

STEP 17: Click the “Continue” button if everything is correct or the “change” button if you need to edit an entry.

This screenshot is similar to the previous one but includes a third field, "Class", with the value "2022: Market Beef" and a "Change" link. At the bottom right, there is a large green "Continue" button with a right-pointing arrow.

STEP 18: Choose your club. Please choose the club that you have been attending the meetings for this project! Each entry may have a different club, please be sure that each of your projects is entered with the correct club!

The screenshot shows the "Club/Chapter" selection form. It has a progress bar at the top with "Exhibitors", "Entries", and "Payment" highlighted, and a "\$0.00" amount. The form is divided into two steps: "1 Club/Chapter" and "2 Animals". The "Club/Chapter" section asks the user to "Please select the 4-H Club or FFA Chapter that is associated with this entry." It shows "Selected Club: None" and "Suggested Club: 4-H" with a "Select this Club" button. There is a search bar and a list of suggested clubs, including "(Benewah)" and "(Benewah)" with "4-H" tags. A note at the bottom says "2 total clubs are available. Note: no more than 50 clubs are shown at once, so use the search feature to find your club." A green "Continue" button is at the bottom right.

STEP 19: Click “Add an animal” to enter your animal ID information. Certain fields are required, such as breed and sex. Market animals must enter tag# and beginning weight. Your club leader has been emailed this information.

The screenshot shows the "Entry Animals" form. It has a header "Entry Animals" and a message "There is no animal in this slot". On the right, there is a button "Add an animal" with a plus sign and a right-pointing arrow. At the bottom right, there is a large green "Continue" button with a right-pointing arrow.

STEP 20: If you have already added your animals into your 4-H Online Profile, click “choose an existing animal record”. If you have not done this yet, click “enter a new animal record” and complete the requested information.

STEP 21: Once you have entered all of the requested information, verify information is correct and click “Continue”

STEP 22: If you have finished all of your entries, click “Continue to Payment” (Asotin County Fair does charge any entry fee, so this will be \$0)
 If you have more entries for this 4-H member, click “Add another Entry” (**HINT:** If you are showing livestock that require a showmanship class, click this option!)
 If you need to register a sibling in this family, choose “register another exhibitor”

STEP 23: Once you have completed all entries and choose “Continue to Payment” in Step 22, you will be led through several screens that you just need to click Continue.

STEP 24: Click “Submit”, then “sign out” and you are one step closer to fair!
 Please watch your email for a confirmation or for a request to fix entry errors.