Greene County Junior Fair - Online Entry Instructions

The Fair Entry system is integrated with the 4-H Online Enrollment program. Please use this packet to help you make entry for Fair. Follow the instructions, if you have any questions, please contact **Rebecca Supinger**, **supinger.5@osu.edu**, **Brenda Sandman-Stover**, **sandman-stover.1@osu.edu**, **Sarah Carpenter**, **carpenter.955@osu.edu** or **Pat Zehring**, **zehring.5@osu.edu**

For those that want help making Fair Entry, please come to the office between 8:30-4:30 Monday-Friday.

4-H **members and any youth enrolled in both 4-H and FFA MUST make entry utilizing your 4-H On-Line Family E-Mail and password**. When making entry, you will be prompted to select your 4-H Club/FFA chapter for each entry.

Follow these step-by-step directions to set up your 4-H Family On-line password and make Fair Entries. Use Google Chrome or Mozilla Firefox as your internet browser for optimal performance. Do not use Internet Explorer.

All Junior Fair families must make their entries online through FairEntry.
- The enrollment process will be open thru midnight June 28, 2019.

To enter your entries, please go to:
http://greenecojrfair.fairentry.com   Note: DO NOT use WWW in address

> **PLEASE ENTER ALL FAMILY MEMBERS BEFROE HITTING "SUBMIT"**

4-H Members:

1. Using your 4HOnline family email and password (the same email and password that you used to enroll in 4-H in the spring), click the green button that says "Sign in with 4HOnline"
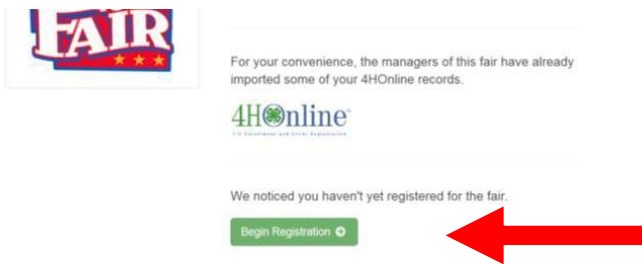
a. An email has been sent to your Family email address on file, if you did not receive an email or don't know it please contact the Extension office by calling 937-372-9971 to find out what it is.
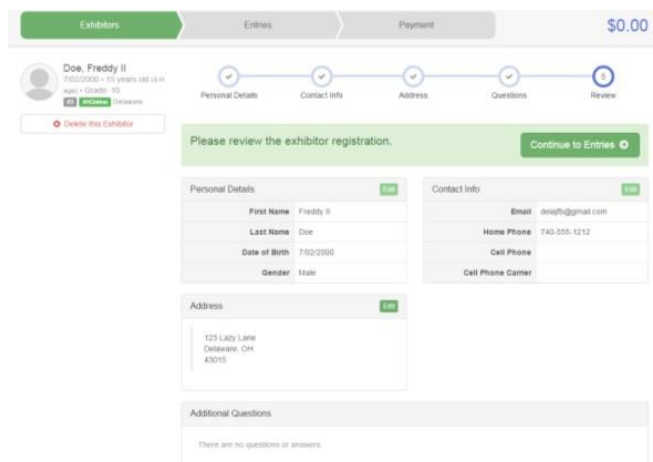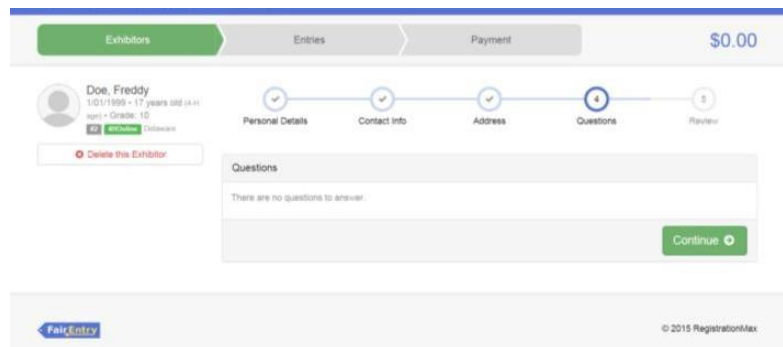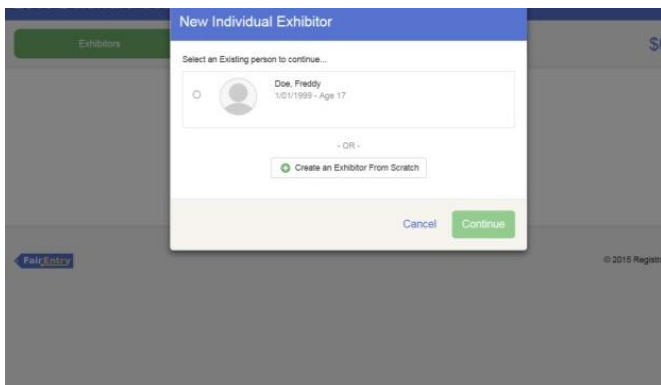

b. If you don't remember your password or your family is new to Greene County 4-H this year please click the "I forgot my password button" and enter the family email and proceed to reset it.
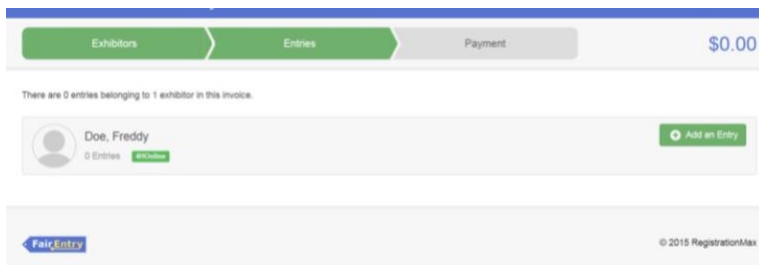
When signed in, you will need to select Begin Registration. Select individual

Select youth and click continue and go through the questions section. Confirm information and continue through entries.
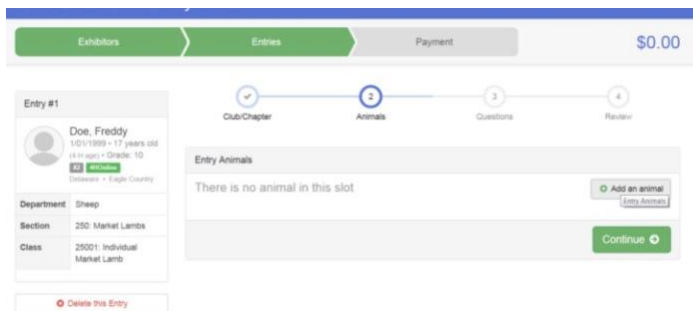
Select Add an Entry. Select Department then Section then Class you want to enter
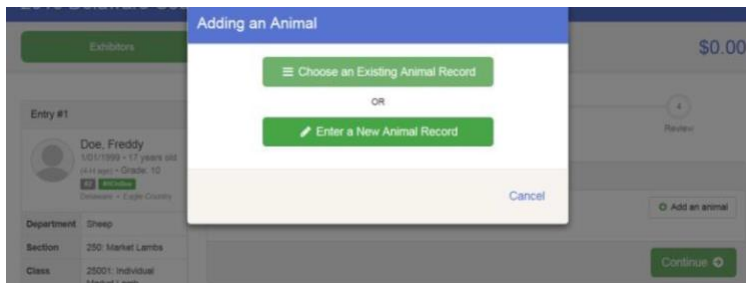

      c.   SOME Sections have the option to enter multiple classes from a single screen
2. Select the club you are participating in with this project.
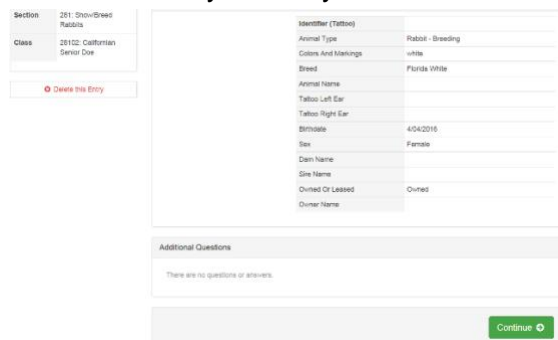3. If it is a livestock entry you must add an animal. Select the add animal button

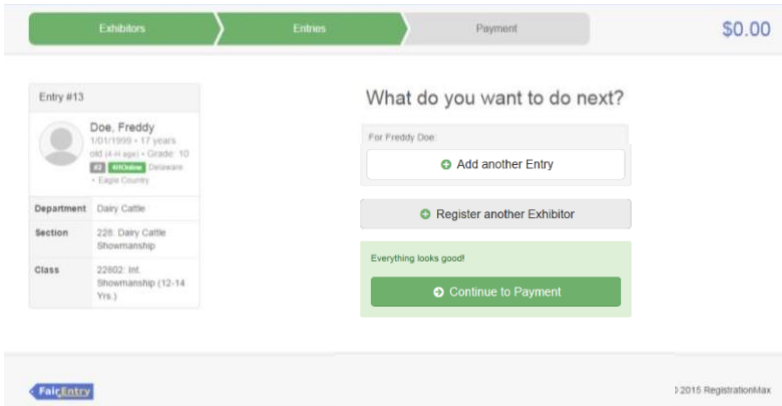   a.   Click the "Enter a new animal record"

      b.   Select the animal type-(normally only one option) and input the information. IF YOU DO NOT HAVE A TAG OR ARE NOT 90% SURE YOU ARE BRINGING THAT CERTAIN ANIMAL PLEASE ENTER 0 IN THE TAG # LINE.
4. Read and answer required class questions if any. (Goat entries will ask number of pens per exhibitor) click continue
5. Review your entry and click continue

6. To Continue Select: Add another entry / Add another entry to this section/ Register another Exhibitor / Continue to payment. (payment is $0)
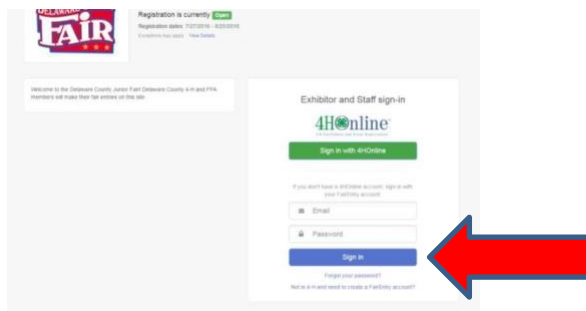

   a. Continue with the necessary steps for additional family members
   b. YOU MUST REGISTER ALL EXHIBITORS AND PROJECTS WITH SAME FAMILY EMAIL BEFORE YOU PROCEED TO PAYMENT (CHECKOUT).
7. When finished, click continue to payment. Review your detailed family invoice, click the "detail" button (beside the summary button) on the invoice line. Click continue 3 times.
8. Check the agree to terms box and click Submit. ONCE YOU HAVE SUBMITTED YOU CAN NO LONGER EDIT YOUR ENTRIES.
9. You will receive an email confirmation.
10. When the entries are reviewed and approved by our staff, you will receive a second email. If there are any problems with the entry registration, an email will be sent with the information that needs corrected.

FFA Members:

Click the link that says "Not in 4-H and need to create a fair entry account" **Youth enrolled in FFA only** will create a Fair Entry Account. 4-H members and FFA members also enrolled in 4-H DO NOT CREATE A SEPARATE FAIR
ENTRY ACCOUNT. This will result in double entries.
1. Create account and input your information, and confirm.
2. Follow along the steps above starting at step 6.

Thank you for your patience during the transition to our new fair software system.