## 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**, <u>supinger.5@osu.edu</u>, Brenda Sandman-Stover, <u>sandman-stover.1@osu.edu</u>, Sarah Carpenter, <u>carpenter.955@osu.edu</u> or Pat Zehring, <u>zehring.5@osu.edu</u>

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: <u>http://greenecojrfair.fairentry.com</u>

Note: DO NOT use WWW in address

PLEASE ENTER ALL FAMILY MEMBERS BEFROE HITTING "SUBMIT"

## 4-H Members:

 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"

2019 Greene County Fair	
Registration is currently Open Registration dates: 12/16/2018 - 6/27/2019 Exceptions may apply View Details	
Welcome to the Greene County Jr. Fair located in Xenia, OH. Youth involved in 4-H and FFA are encouraged to showcase their projects at the fair. 4-H and FFA members must make their entries using the Fair Entry system. To assist you with making these choices, please review the fair book and rules posted on the website.	Exhibitor and Staff sign-in
	Sign in with 4HOnline
	If you don't have a 4HOnline account, sign-in with your FairEntry account:
	Password
	Sign in
	Forgot your password? Not in 4-H and need to create a FairEntry account?

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.

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l	(Jaw)	Passor     Sign in     Frage run passor

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

For your convenience, the managers of this fair have already imported some of your 4HOnline records.
4H@nline
We noticed you haven't yet registered for the fair.

Select youth and click continue and go through the questions section. Confirm information and continue through entries.

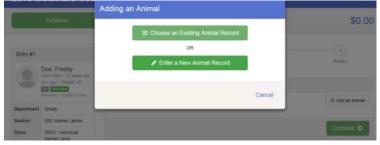
	New Individual Exhibitor		Exhibitors	Entries	Payment	\$0.00
Exhibitors	Select an Existing person to continue	St	Excitions	Encles	Payment	50.00
	O Dec. Freidy 100/1999 - Age 17 - 0R -		Doe, Freddy 1:01/1999 - 17 years tild (4-4 age) - Craster, 10 22 stratting Colonaet	Personal Details Contact Info	Address Questio	
	Create an Exhibitor From Scratch		O Delete this Exhibitor	Questions		
				There are no questions to answer.		
	Cancel Continue					Continue O
FairCotry		© 2015 Registra				
			FairBates			© 2015 RegistrationMax
	Exhibiting Constraints of the second secon	Eitinis Per Personal Dotals Contact link Add Personal Dotals Contact link Add Personal Dotals Contact link Add Personal Datais Contact lin				2
						2

Select Add an Entry. Select Department then Section then Class you want to enter

Exhibitors	Entries	Payment	\$0.00
here are 0 entries belonging to 1 exhibitor in t	is involce.		
Doe, Freddy 0 Entries (1000000			Add an Entry
FaicEntry			© 2015 RegistrationMa

- 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

	Exhibitors	> Entries	Payr	nent	\$0.00
Entry #1		Gub/Chapter	2 Animala	3 Cuestions	
9	Doe, Freddy 1/01/1999 - 17 years old (4+1 apr) - Grade: 10 102 Interests - Eagle Country	Entry Animals There is no animal in th	his slot		O Add en animel
Department	Sheep				Entry Animais.
Section	250: Market Lambs				Contraction of the
Class	25001: Individual Market Lamb				Continue O
0	Delete this Entry				



- 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

lection	261: Show/Breed Rabbits		identifier (Tattoo)	
005	26102: Californian		Animal Type	Rabbit - Breeding
	Seniar Doe		Colors And Markings	white
			Breed	Plonds White
c	Derete this Entry		Animal Name	
			Tattoo Left Ear	
			Tattoo Right Ear	
			Birmoate	4/04/2016
			Sex	Female
			Dam Name	
			Sire Name	
			Ovned Or Leased	Owned
			Ovmer Name	
		Additional Questions		
		There are no questions or answ	er.	
				Continue O

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

Exhibitors		s Payment	\$0.00
		What do you want to do next?	
Doe, Freddy 001/1999 - 17 years		For Freddy Doe:	
Nd (4-H age) - Grade: 10 42 400-400 Delaware - Eagle Country		O Add another Entry	
Dairy Cattle		Register another Exhibitor	
228. Dairy Cattle Showmanship			
22602: Int. Showmanship (12-14 Yrs.)		Everything looks good!  Continue to Payment	
	Doe, Fréddy 00/1909 - 17 years 01/1909 - 17 years 01/1909 - 17 years Early Comer Daily Come Daily Come Daily Come Daily Come Showmanthip 29802 int Bhowmanthip (2):14	Doe, Freddy 0/1/1999 - 17 years 0/1/1999 - 17 years 0/1000 - 17 ye	Doe. Freddy Ort 1990 - 17 years (14 H sput - Crafter 10 Carl Conter Carl Conter Conter Conter Conter

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- 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).

2015 RegistrationMax

- 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.