

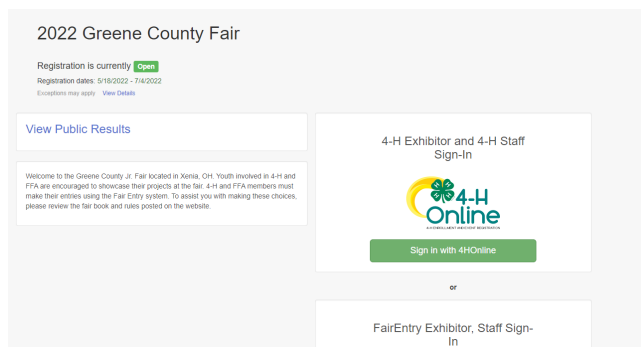
2022 Greene County Jr. Fair Class Entries

Important Reminders and Instructions

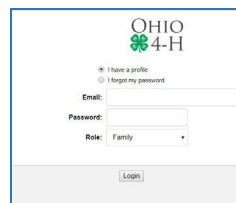
- The Jr. FairEntry system will **open on June 1** for all projects. All Jr. Fair Entries are **due by end of work day July 5, 2022.**
- All Jr. Fair entries must be made through the website: <http://GreeneOhio.fairentry.com>
- Recommended browsers: Google Chrome, Mozilla Firefox, or Safari. Older versions of Internet Explorer may cause unexpected results.
- **Register all entries for each exhibitor in the entire family before proceeding to the Payment section. Please add showmanship when completing entries.**
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- ***Once you have submitted your entries, check your email inbox for a confirmation email with a list of your entries. You will receive another email when your entries have been approved.***

Steps

1. Go to <http://GreeneOhio.fairentry.com>
2. Click the green 4HOnline login button.



3. Enter your 4HOnline Email Address and password make sure the role is “Family”
4. Click the login button



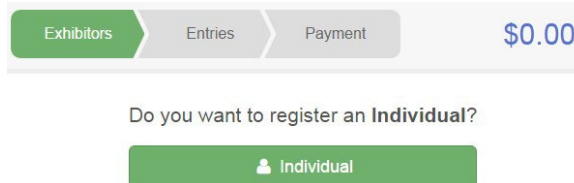
5. Click “Begin Registration”

Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#)

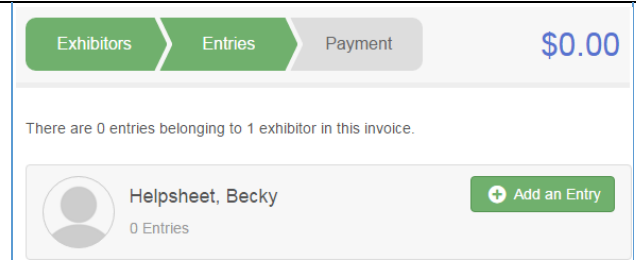
6. Click the “Individual” button.



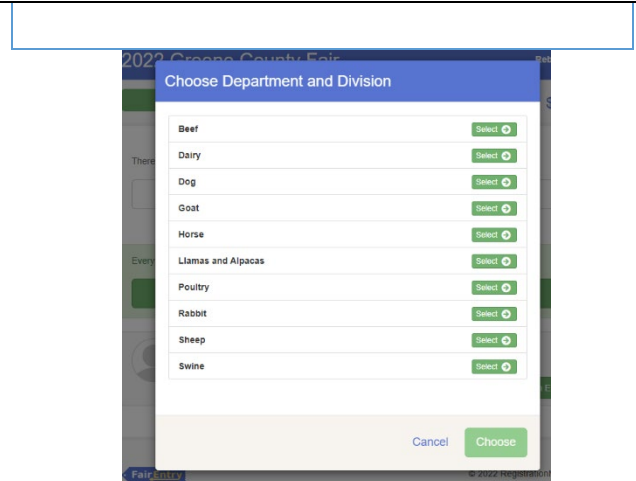
Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 rabbits, two entries into 2 different classes must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out.

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



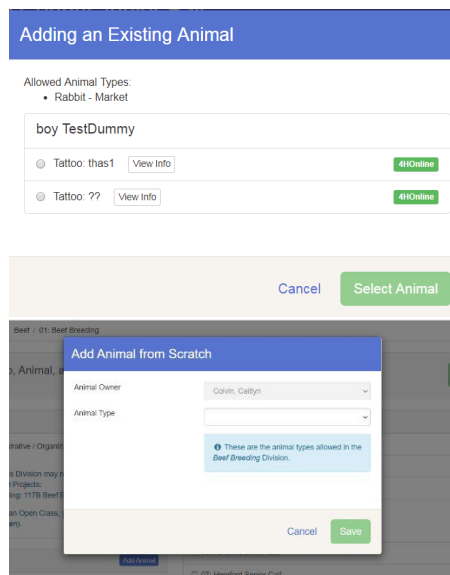
2. Click "Select" beside the first department you wish to enter.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Continue button.



5. If this is an **animal class entry**, you must specify which animal will be exhibited in this class; you will see the option to "Add an animal".

If this is a market goat from tag-in, market lamb from tag-in, or market beef from weigh-in you will be able to add the animal directly. This information was based off of what was submitted at the time.

If it is not one of those species, you will follow "Add animal from scratch"



7. Any questions related to entry in this class will be next. Click Continue after answering those questions.

The Review screen allows you to double check this entry for accuracy and make any changes necessary. When the information is correct, click Continue and that class entry is complete.

8. When each class entry is complete, you have 3 choices for what to do next:
- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
 - If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. You will not be able to add another entry until the first one is approved so please complete all entries for each exhibitor before submitting.
 - If all entries for all exhibitors in the family have been completed, click **Continue to Payment** to finalize and submit your entries.



9. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

One last step!

Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

Submit

10. Read the conditions on payment screen.

You can click the detail button to see what was submitted. Once it looks correct, click the green Continue button.

The screenshot shows a payment screen with a progress bar at the top indicating three steps: 1. Review, 2. Payment Method, and 3. Confirm. The current step is Review. The total amount is \$0.00. Below the progress bar, there is an invoice summary table with columns for 'Invoice' and 'Summary Detail'. The table shows 'Individual Exhibitor: Anna Clover' with a value of '\$0.00' and a 'Total: \$0.00'. A green 'Continue' button is located at the bottom right of the invoice summary.

Invoice	Summary Detail
Individual Exhibitor: Anna Clover	\$0.00
Total: \$0.00	



11. Read the information in the “After you Submit” section. Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

Exhibitors > Entries > **Payment** \$0.00

Review Payment Method Confirm

One last step!
Agree to the terms below and press submit.

After you Submit

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- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

Submit

12. Once you click submit – check your e-mail for a confirmation message listing your entries. If you don’t receive an e-mail confirmation OR if you notice any errors– email our office ASAP to make the changes.

Rejected entries need to be fixed and resubmitted by the deadline.

All Jr. Fair Entries are due in FairEntry by end of work day on July 5.

