Livestock Fair Entry Directions

All Junior Fair livestock exhibitors will complete their livestock entries online. This will replace the paper forms from previous years. This help sheet will guide you through the process. Please read the entire guide before attempting to make your entry to ensure the process is done correctly.

All entries are due to be completed by Wednesday, July 1.

When completing online entries, make sure you enroll all your animals that will show at the fair and sign up for showmanship classes. You must follow all Junior Fair rules when entering your animals. Please give us accurate information regarding tags and the animals you will be bringing to the fair to ensure accuracy for classes/shows and stalling purposes. Do not enroll more animals than what you are planning on bringing to the fair.

Please don’t hesitate to reach out to our office for any question you might have or assistance you may need.

Greene.osu.edu
937-372-9971

Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer or Cellphone may cause unexpected results.

1. Step One – Let’s get started!

   Sign into FairEntry- http://GreeneOhio.fairentry.com

   4-H Members:
   • Click on the green button “Sign in with 4HOnline”.
   • You will register with your 4HOnline information. This was the email and password you created for the March 1 Enrollment.

   FFA Members:
   • Entry process for FFA members who ARE also 4-H members:
     Families will login to FairEntry using their 4HOnline account as normal. For the member who is dual-enrolled in 4-H and FFA, they
will create their 4-H class entries just like everyone else. The youth will create their FFA animal just as they did their 4-H animals but will designate their FFA chapter as the “club”.

- **FFA members who have siblings in 4-H**: Login into FairEntry with your family 4HOnline information and create a new exhibitor for the FFA member and select your chapter.
- **FFA members who are NOT 4-H members**: FFA members, not enrolled in 4-H, will create a new FairEntry account or use the account created last year if you made one. Follow the steps to enter exhibitor information and adding class entries.

2. **Step 2** – Click edit by each member name and review member information. If correct, click continue to entries.

3. **Step 3** - Click “Add an Entry”. ONLY click “Register another Exhibitor” if the exhibitor is a new FFA member in this family.

4. **Step 4** - Continue through the prompts for department, division, and class. **Horse exhibitors please see Part B after you click select for the Horse.**

   - Find your specie and click select.

   - Choose your entry. Click select and then choose. Verify department and division. Click select to continue.
- Select a class and then on the next screen click continue.

**Attention all horse exhibitors- see last page for entering your animal information**

5. **Step 5** - Ensure your suggested club is correct or select your FFA Chapter. To move forward, click the Select this Club button.

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<thead>
<tr>
<th>Club/Chapter</th>
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<tr>
<td>4-H Club</td>
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<tr>
<td>FFA Chapter</td>
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**Step 6** - Click “Add Animal” then “Enter a New Animal Record”.

- Click the drop-down box for animal type.
• Enter all animal information for your species. Please either select breed or type in breed if it pertains to your animal.

• Click Create and Add Animal.
  • Review entered information (animal and entries). Edit or press Continue with ok.

6. **Step 7** – You can now select from the following:
  • Add Another Entry IF you need to make another entry for yourself.
  • Register another exhibitor (another family member).
  • Continue to payment if entries are all complete. There is not payment for our entry process.
    • Move forward through the payment process until you reach the screen with the submit button. To finalize your entry, hit submit.

After submitting entries, please check your email for acceptance or rejection of each entry. Allow up to one to two business days to receive the acceptance/rejection email. If your entry is rejected, there is an explanation of the problem.

Rejected entries need to be fixed and resubmitted by the deadline.
Part B: Horse exhibitors:

- Click select for all Horse Classes and then click Choose.

You can add your horse one time then select multiple classes for that horse.

Click Add Animal and then add animal from scratch.

- Animal type – click the drop-down arrow and select Horse

- Add your animal name and other fields that are required (with a red asterisks) and click Save.

Continue with step 5 above