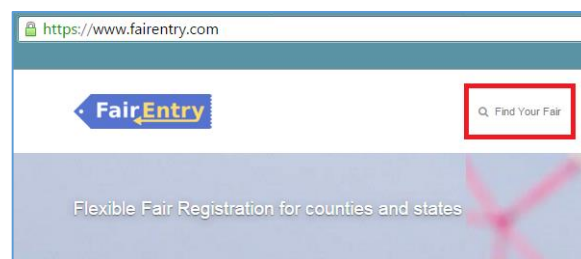


2020 Green County Fair Online Entry Instructions

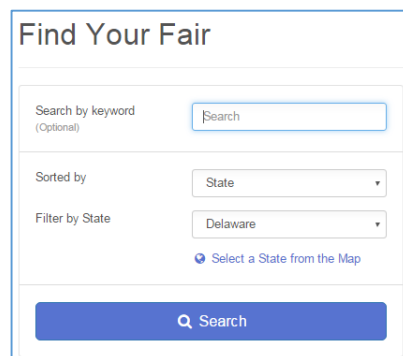
Important Reminders

- Be sure to complete your entries (including the final “Submit” step) prior to Tuesday, May 26 at 4:30pm.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by the Green County Fair.

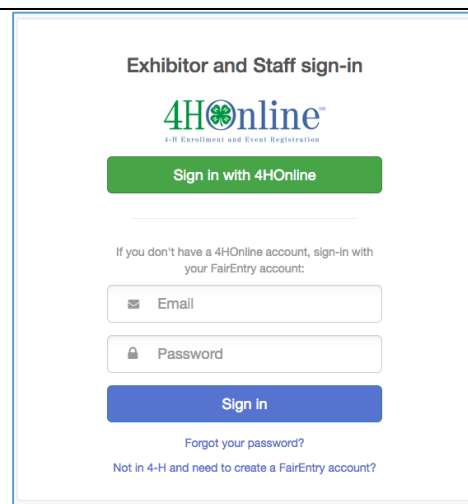
1. You may access the Green County Fair online entry system from this link:
<http://greencountyfair.net/pageserver/fairbook-jr-class>
 or you can go to <http://www.fairentry.com> and click “Find Your Fair”.



2. If you choose to go through “Find Your Fair,” then use the drop down menu to select “Wisconsin”, click Search, and then scroll down and click on “2020 Green County Jr. Fair.”



3. If you have a 4HOnline family account, you MUST click on the green box that says “Sign in with 4HOnline” and enter your login information. NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.
4. If you do not have a 4HOnline account (FFA members), click the blue text link at the very bottom of the box that says, “Not in 4-H and need to create a FairEntry account?” Follow the instructions to create your account.



5. Click "Begin Registration." The next page will ask "Do you want to register an Individual?" Click on the green box that says "Individual."

Welcome!

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

[Begin Registration](#)

6. If you logged in through 4HOnline, a list of youth in your family will appear. Select one of the youth to begin registering.
7. If you did not login through 4HOnline, you will need to enter the exhibitor information into the required fields (screenshot to the right).

New Individual Exhibitor

First Name
(Required)

Last Name
(Required)

Date of Birth
(Required)

Gender
(Required)

⚠ The form is incomplete [Cancel](#) [Continue](#)

8. Please select a t-shirt size for this exhibitor.
9. A Premise ID is required for all animal exhibits except Rabbits, Dogs and Cats. If you do not have a Premise ID, please enter "none" in the field. Then click "Continue."

Preference Question

1. Please indicate your preferred T-Shirt size:
*Required

Preference #1

- ☐ Youth Small
- ☐ Youth Medium
- ☐ Youth Large
- ☐ Youth X-Large
- ☐ Adult Small
- ☐ Adult Medium
- ☐ Adult Large
- ☐ Adult X-Large
- ☐ Adult 2X-Large
- ☐ Adult 3X-Large

Text Question

2. Premise ID: (Required for all animals except Rabbits, Dogs and Cats.)
*Required

Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Helpsheet, Becky
8/05/2000
82145

[Delete this Exhibitor](#)

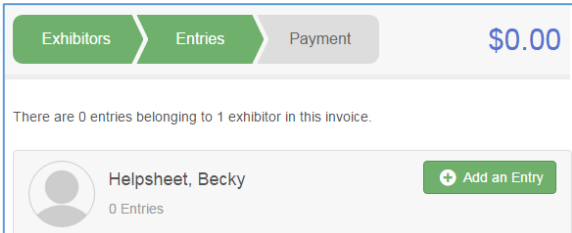
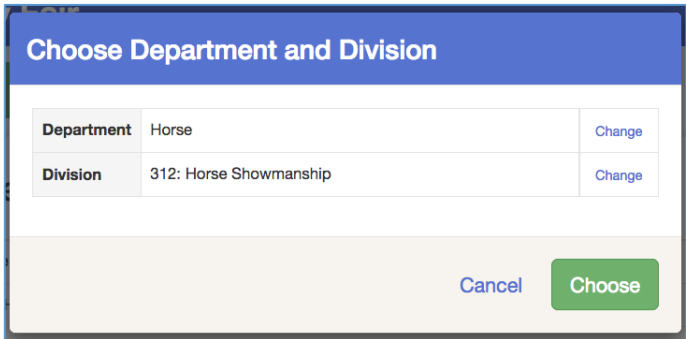
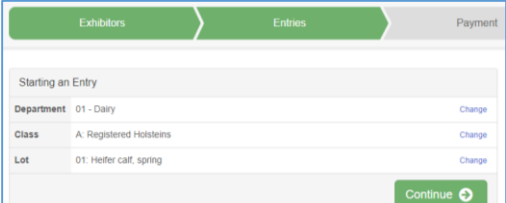
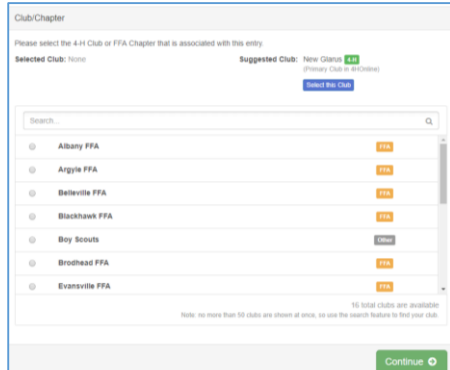
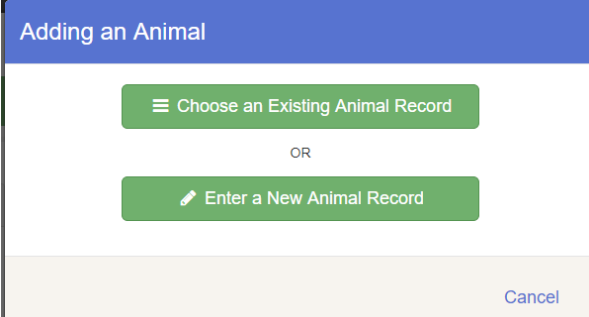
[Personal Details](#) [Contact Info](#) [Address](#) [Questions](#) [Files](#) [Review](#)

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, lot, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class 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 exhibitor group (and entries) or proceeding to check-

<p>out (submitting the entries, whether or not fees are charged).</p>	
<p>10. Click “Add an Entry” beside the correct exhibitor (if more than one has been created).</p>	
<p>11. Click “Select” beside the first department you wish to enter. 12. Click “Select” beside the class you wish to enter. <i>Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, class, or lot.</i> 13. After you have selected the class, click the green Choose button.</p>	
<p>14. Click “Select” beside the lot you wish to enter. If your Entry department, class and lot look correct, click “Continue.”</p>	
<p>15. You need to select a 4-H club or FFA chapter for each entry. If you logged in through 4HOnline, your 4-H club will appear on the right. If you want this entry under your 4-H club, click the blue “Select this Club” box. If you want this entry under an FFA chapter or another organization, choose it from the list and click “Continue.”</p>	
<p>16. For animal entries, you will need to “Enter a New Animal Record” the first time you enter this animal in a class and lot. If you have already created this animal’s record and are entering the same animal in a new class and lot, click “Choose an Existing Animal Record.”</p>	

17. NEW THIS YEAR – When entering animal ear tag numbers

- If you have multiple youth, enter a different ear tag number in for each youth (even though it may not be the exact ID# they will exhibit)
- For Swine, you must enter the ear notch number from your Swine ID form.
- For Market Lambs, enter the RFID ear tag number.
- For Market Goats, enter the scrapie tag number.
- For Beef, enter the RFID ear tag number.
- For Dairy, enter the registration number for registered animals; enter the ear tag number for grade animals.

18. When each class entry is complete, you have three choices for what to do next:

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.

19. 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.

20. YQCA - When an exhibitor creates an entry in Dairy, Beef, Swine, Sheep, Goats, Poultry or Rabbits, the exhibitor will be prompted to enter the 7-digit certification number on the check-out screen. The exhibitor will not be able to submit entries until this number is verified.
- NOTE: Verification requires that the first name, last name and birthdate for the exhibitor in FairEntry matches that of the exhibitor associated with the 7-digit YQCA certification number entered. If the exhibitor used a different name (i.e. Jake vs. Jacob) for YQCA certification, the exhibitor should update their name in FairEntry to match the name on file for YQCA.
- NOTE: If an exhibitor used the same 4HOnline account for YQCA and FairEntry, the certification number will auto-populate.

The screenshot shows the 'Payment Method' screen in FairEntry. At the top, there's a progress bar with steps: Review, Payment Method (current), and Confirm. Below the progress bar, there's an 'Invoice' section with a 'Summary' and 'Detail' tab. The invoice lists three exhibitors: Henry Orange, Jackson Orange, and Lily Orange, each with a \$0.00 amount. Below the invoice, there's a 'YQCA Livestock Certification' section. It asks for a 'Certificate Number for Jackson Orange' and 'Certificate Number for Henry Orange'. Each has a text input field and a 'Validate Certificate Number' button. A note at the bottom states: 'Livestock certification is required to complete this registration. Please enter a valid YQCA certificate number above and click "Validate Certificate Number" to verify your livestock certification. Your name and birthdate must be the same in both FairEntry and LearnGrow (YQCA) in order to validate your certificate. If you have not completed a YQCA livestock certification course you must do so before continuing with this registration. Please visit LearnGrow in order to create an account and complete your certification.'

21. On the payment method screen, click "Continue." We do not ask families to pay for their entries through the FairEntry system. Instead, the club or chapter will write one check for their entries to the Green County Fair. Please check with your club leader or chapter advisor regarding payment for your family's entries.

The screenshot shows the 'Payment Method' screen in FairEntry. At the top, there's a progress bar with steps: Review, Payment Method (current), and Confirm. Below the progress bar, there's a message: 'A payment method is not necessary because your invoice total is \$0.00.' At the bottom right, there's a green 'Continue' button.

22. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.

You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved by the Green County Fair. Please SAVE these confirmation emails for your records.

The screenshot shows the 'Payment Method' screen in FairEntry. At the top, there's a progress bar with steps: Review, Payment Method (current), and Confirm. Below the progress bar, there's a 'One last step!' section with the text 'Agree to the terms below and press submit.' Below this, there's an 'After you Submit' section with a list of bullet points: 'Records will be locked to editing awaiting manager approval', 'Your credit card will not be charged until a manager approves the records', and 'If the manager does not approve all the records, the amount charged to the credit card may be less than the amount listed here.' Below the list, there's an 'Agree to Terms' section with a checkbox and the text 'By checking this box, I affirm that I have read and understood the rules and regulations set forth by the Fair and will abide by them.' At the bottom right, there's a green 'Submit' button.