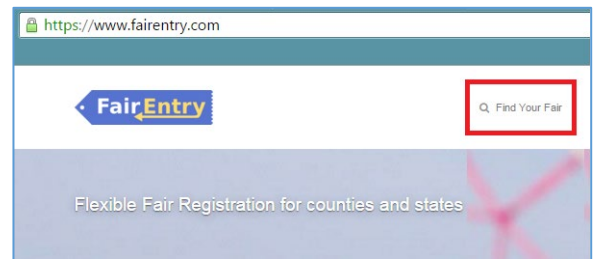


2022 Green County Fair Online Entry Instructions

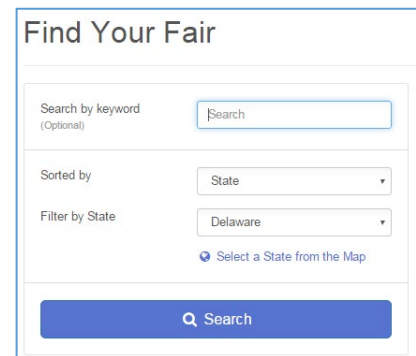
Important Reminders

- Be sure to complete your entries (including the final “Submit” step) prior to Tuesday, May 31 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.
- You will receive a second email when your entries have been approved by the Green County Fair.

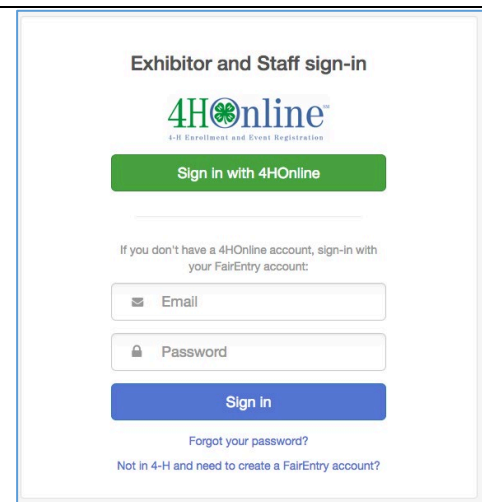
1. You may access the Green County Fair online entry system from this link:
<http://greencountyfair.net/pageserver/fairbook-jr-class>
 or you can go to <http://www.fairentry.com> and click “Find Your Fair”.



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 “2022 Green County Junior 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. FFA members – if you have a FairEntry account from previous years, login above the blue button.
5. If you do not have a 4HOnline account or a FairEntry account from previous years, 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.



6. 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.”
10. YQCA is required for all youth exhibiting Dairy, Beef, Swine, Sheep, Goats, Poultry or Rabbits. Enter your YQCA certificate number if you are exhibiting any of these animals. If you are not exhibiting any of these animals, enter “none.”
11. Exhibitor (if over 18) or a Legal Parent/Guardian must electronically sign the Waiver & Release of Liability. You can find a copy of this agreement on the Green County Fair website’s Jr. Fair Book page.

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

Text Question

3 YQCA Certification Number Required for Departments 1-8. All other Departments get "0" listed in the box.
*Required

Text Question

4 By Electronically signing the Waiver and Release of Liability Agreement, I waive and release Green County Agricultural Society & Mechanics Institute, its agents, servants, employees, insurers, successors, volunteers, and assigns from any and all claims, demands, causes of action, damages or suits of any kind including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of in any way related to or growing out of my presence or involvement at the facility. This waiver and release is intended to and does release Green County Agricultural Society & Mechanics Institute from any and all liability for damages or injuries on account of in any way related to or growing out of my negligence, the negligence of third parties and Green County Agricultural Society & Mechanics Institute negligence. This is not intended to release Green County Agricultural Society & Mechanics Institute from any liability resulting from their intentional conduct. I further consent and agree not to institute any claims or legal action against Green County Agricultural Society & Mechanics Institute for any claim released by this Agreement. I further agree that should any claim be made against Green County Agricultural Society & Mechanics Institute in connection with this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify Green County Agricultural Society & Mechanics Institute for any such claim and expenses including attorney's fees and costs incurred by Green County Agricultural Society & Mechanics Institute in defending themselves or security indemnify hereunder. I understand that the Green County Agricultural Society & Mechanics Institute is not responsible for any lost, stolen, or damaged valuables or property. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that such fully comply with all rules and regulations and with any amendments. I have read the Agreement and understand that by Electronically signing this agreement I have consented to be bound by its terms, including the irrevocability of any legal right I may have to sue Green County Agricultural Society & Mechanics Institute for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of this Agreement and its terms and conditions, as determined by Green County Agricultural Society & Mechanics Institute, will void and terminate this Agreement and may result in loss of the ability to use the facility. I am Electronically signing this Agreement freely, voluntarily and competently, and am at least eighteen (18) years of age, or am the parent or legal guardian of the minor or minors. Please Electronically sign by typing your name. Parents must type their name if Exhibitor is under 18.
*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

[Delete this Exhibitor](#)

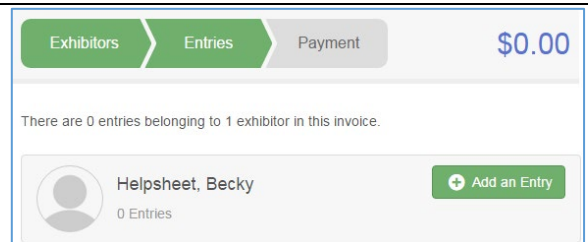
Please review the exhibitor registration. [Continue to Entries](#)

Personal Details	Contact Info																
<table border="1"> <tr><td>First Name</td><td>Becky</td></tr> <tr><td>Last Name</td><td>Helpsheet</td></tr> <tr><td>Date of Birth</td><td>8/05/2000</td></tr> <tr><td>Gender</td><td>Female</td></tr> </table>	First Name	Becky	Last Name	Helpsheet	Date of Birth	8/05/2000	Gender	Female	<table border="1"> <tr><td>Email</td><td></td></tr> <tr><td>Home Phone</td><td>555-123-4444</td></tr> <tr><td>Cell Phone</td><td></td></tr> <tr><td>Cell Phone Carrier</td><td></td></tr> </table>	Email		Home Phone	555-123-4444	Cell Phone		Cell Phone Carrier	
First Name	Becky																
Last Name	Helpsheet																
Date of Birth	8/05/2000																
Gender	Female																
Email																	
Home Phone	555-123-4444																
Cell Phone																	
Cell Phone Carrier																	

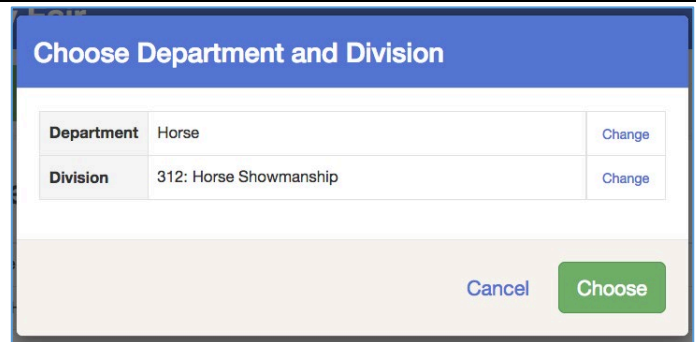
Creating Entries

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-out (submitting the entries, whether or not fees are charged).

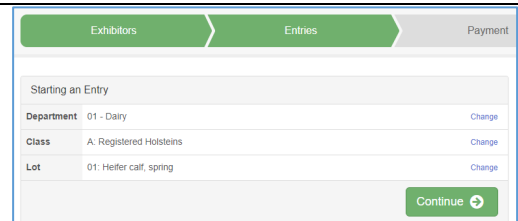
12. Click “Add an Entry” beside the correct exhibitor (if more than one has been created).



13. Click “Select” beside the first department you wish to enter.
 14. Click “Select” beside the class you wish to enter. *Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, class, or lot.*
 15. After you have selected the class, click the green Choose button.



16. Click “Select” beside the lot you wish to enter. If your Entry department, class and lot look correct, click “Continue.”



17. 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.”

18. 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.”

19. 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 RFID ear tag 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.

20. 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.

21. 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.

22. 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.

23. 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.