

Green County Fair Online Entry Instructions

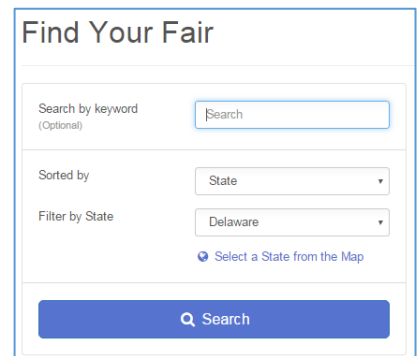
Important Reminders

- Be sure to complete your entries (including the final “Submit” step) prior to May 20, 2024.
- 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://greencountyfairjunior.fairentry.com>
 or you can go to <http://www.fairentry.com> and click “Find Your Fair”.



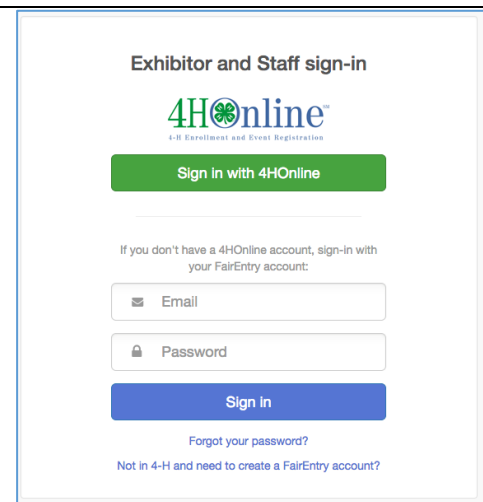
2. If you choose to go through “Find Your Fair,” then use the drop down menu to select “Wisconsin”, click Search, and then scroll down and click on “2023 Green County Junior Fair.”



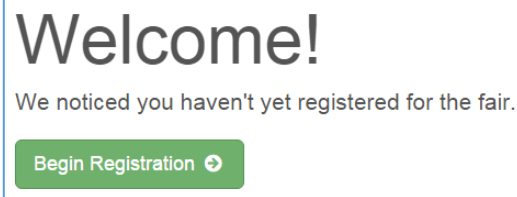
3. If you have a 4HOnline family account, you MUST click on the green box that says “Sign in with 4HOnline” and enter your login information. NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

4. FFA members – if you have a FairEntry account from previous years, login above the blue button.

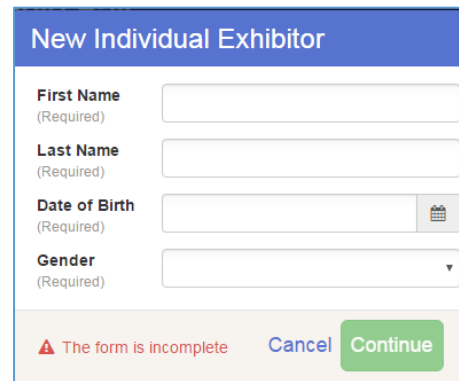
5. If you do not have a 4HOnline account or a FairEntry account from previous years, click the blue text link at the very bottom of the box that says, “Not in 4-H and need to create a FairEntry account?” Follow the instructions to create your account.



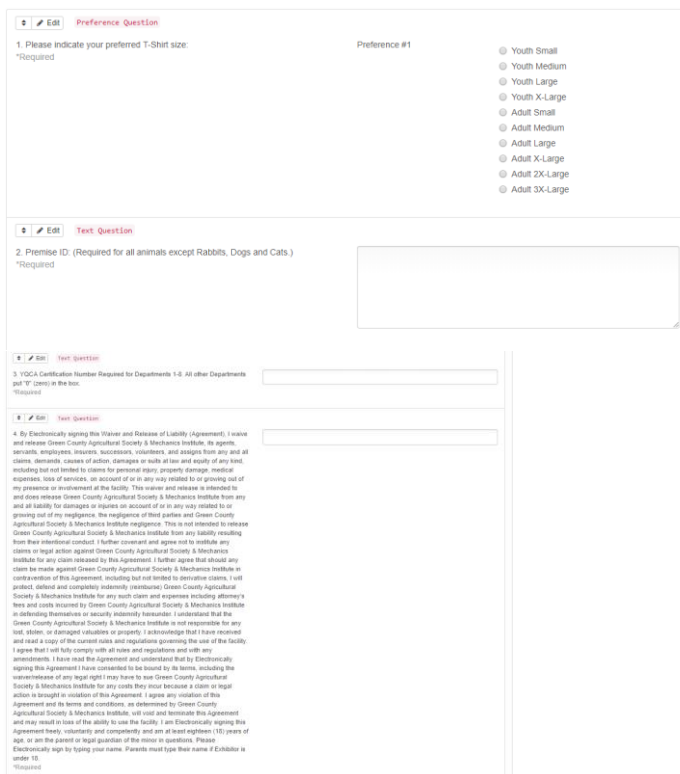
6. Click “Begin Registration.” The next page will ask “Do you want to register an Individual?” Click on the green box that says “Individual.”



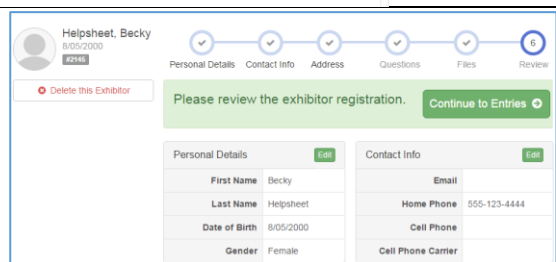
6. If you logged in through 4HOnline, a list of youth in your family will appear. Select one of the youth to begin registering.
 7. If you did not login through 4HOnline, you will need to enter the exhibitor information into the required fields (screenshot to the right).



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.



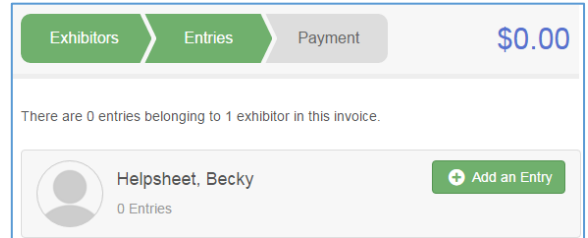
Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.



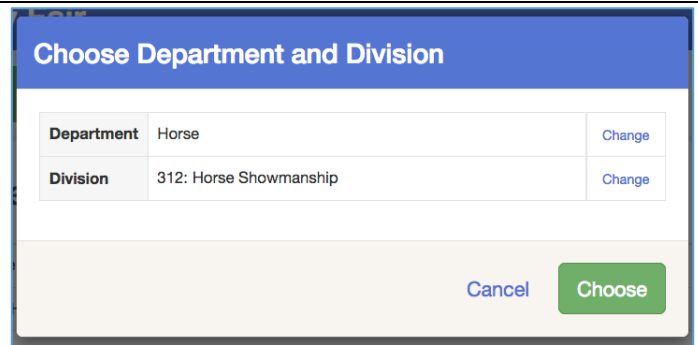
Creating Entries

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).

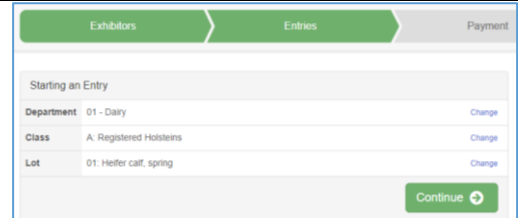
12. Click “Add an Entry” beside the correct exhibitor (if more than one has been created).



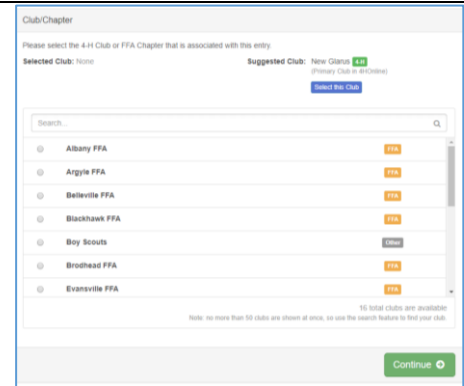
13. Click “Select” beside the first department you wish to enter.
 14. Click “Select” beside the class you wish to enter. *Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, class, or lot.*
 15. After you have selected the class, click the green Choose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



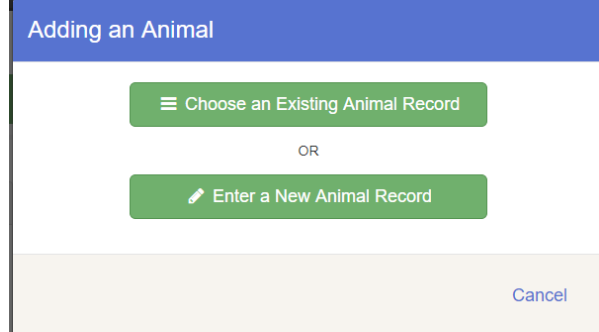
16. Click “Select” beside the lot you wish to enter. If your Entry department, class and lot look correct, click “Continue.”



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.”



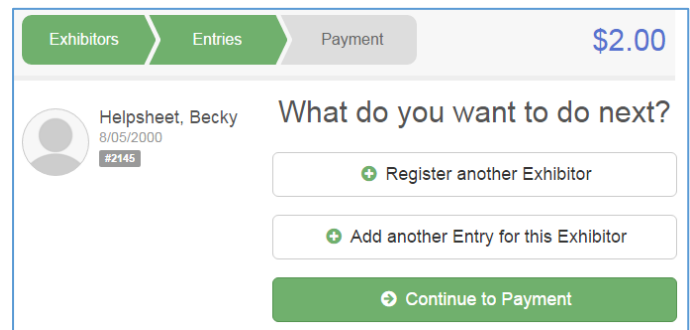
19. When entering animal ear tag numbers

- 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 RFID ear 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:

- a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- b. 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.