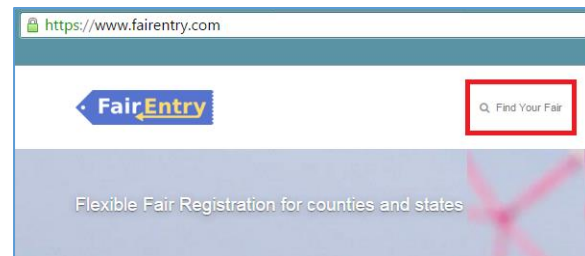# Exhibitor Group (Family) Entry

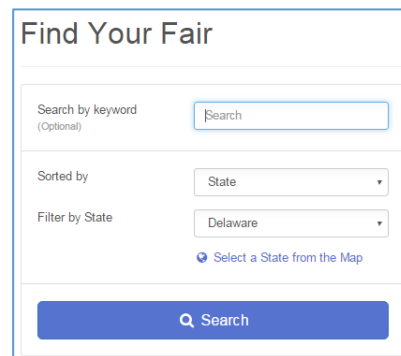## *Important Reminders*

- Larimer County Fair entry is open June 3rd. Be sure to complete your entries (including the final "Submit" step) prior to the cut-off date, July 8th.
- 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 your fair or show.
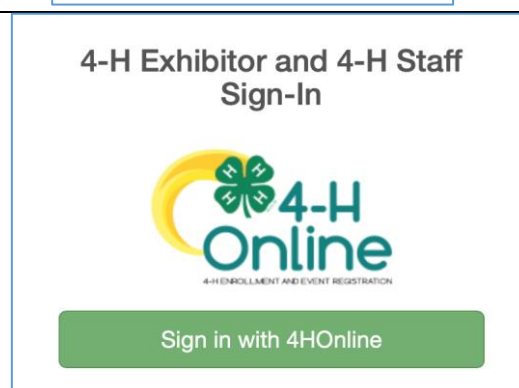
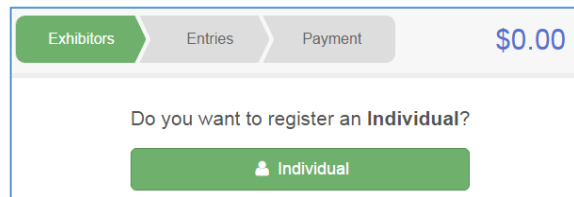|	
• You may access your Fair or Show from their direct link http://larimercountyfair.fairentry.com/ • or go to http://www.fairentry.com and click "Find Your Fair".	
• Filter by your state, click Search, and then click on the correct fair.	
• If you have a 4HOnline family account, select to "Sign in with 4HOnline" and enter your login information. **NOTE**: If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.	

1. Click "Begin Registration"	**Welcome!** We noticed you haven't yet registered for the fair. Begin Registration

Step One – Entering Exhibitor Information

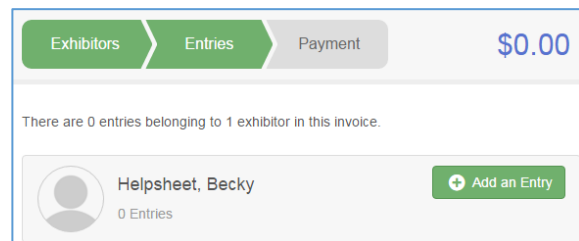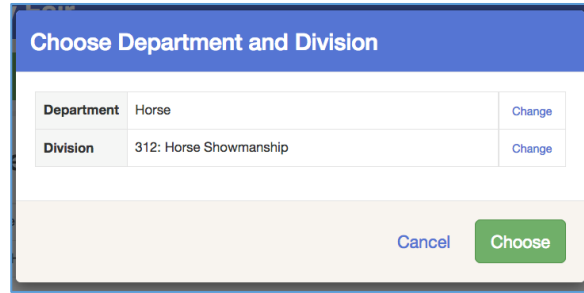|	
1. Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.	Exhibitors Entries Payment $0.00 Do you want to register an **Individual**? Individual
2. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions, and click Continue.	

Step Two - Creating Entries for Exhibitors

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 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).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).	Exhibitors Entries Payment $0.00 There are 0 entries belonging to 1 exhibitor in this invoice. Helpsheet, Becky 0 Entries Add an Entry

2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
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.*
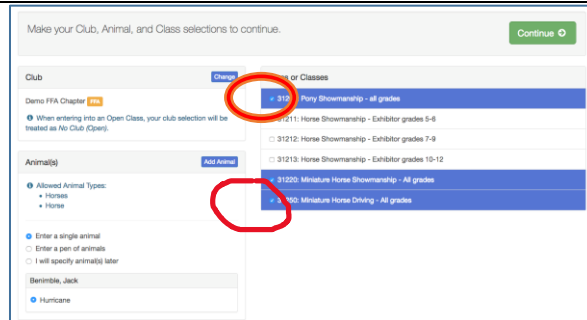4. After you have selected the class, click the green Choose button.

Choose Department and Division

Department	Horse	Change
Division	312: Horse Showmanship	Change

Cancel — Choose

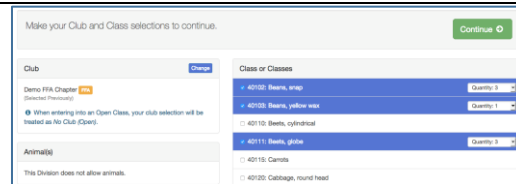**Creating Class Entries Using the Multiple Entry Process**

Larimer County has turned on the Multiple Entries option for this area, you will see a screen similar to the view at the right, below.

1. Click Change to select the Club to which these entries will be associated.
2. If this is an Animal Entry, click Add Animal and enter the Animal's details.
3. If this is a pen or group entry, Add multiple animals and then select to Enter a pen of animals.
4. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
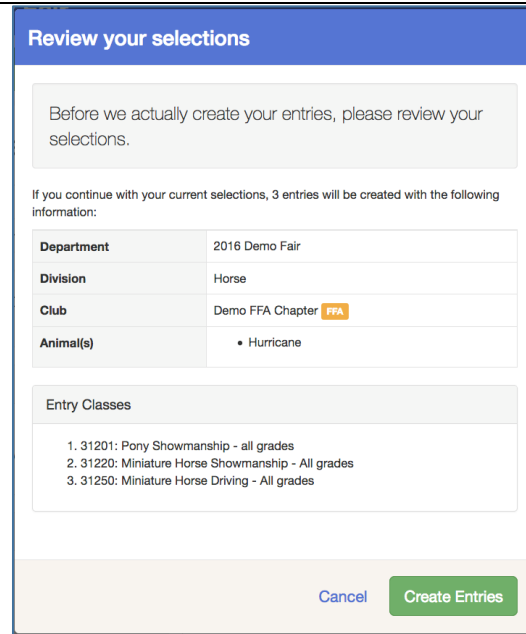5. Check the box next to each class this animal will enter.

6. If this is not an animal entry or if animals will be added at check-in, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue.

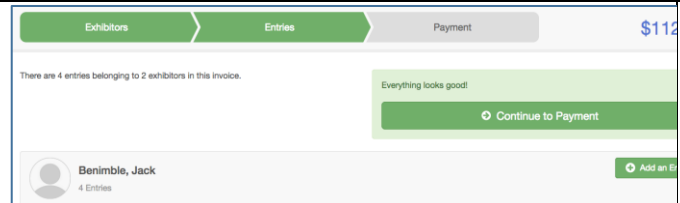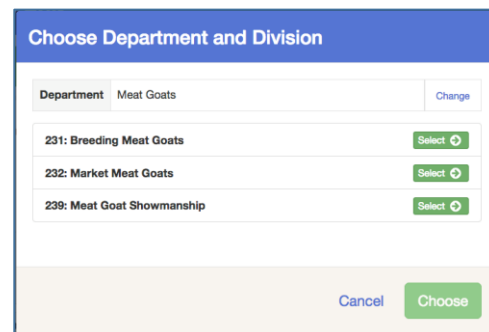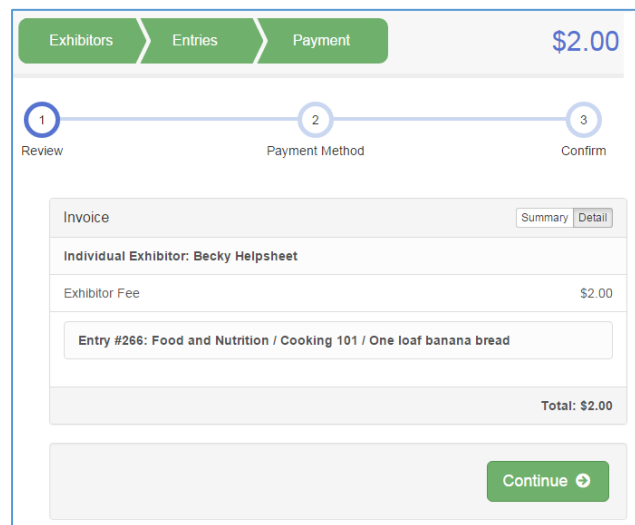|	
7. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.	**Review your selections** Before we actually create your entries, please review your selections. If you continue with your current selections, 3 entries will be created with the following information: **Department** — 2016 Demo Fair **Division** — Horse **Club** — Demo FFA Chapter FFA **Animal(s)** — • Hurricane **Entry Classes** 1. 31201: Pony Showmanship - all grades 2. 31220: Miniature Horse Showmanship - All grades 3. 31250: Miniature Horse Driving - All grades Cancel **Create Entries**
8. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor. 9. If all entries are complete, click Continue to Payment. 10. If you need to add more entries for an existing exhibitor, click Add an Entry.	Exhibitors Entries Payment $112 There are 4 entries belonging to 2 exhibitors in this invoice. Everything looks good! **Continue to Payment** Benimble, Jack — 4 Entries Add an E **Choose Department and Division** **Department** — Meat Goats Change 231: Breeding Meat Goats Select 232: Market Meat Goats Select 239: Meat Goat Showmanship Select Cancel **Choose**

Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

1. 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.

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

3. 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.