FairEntry Help Guide for Exhibitors Entering into 2023 Cowlitz County Fair

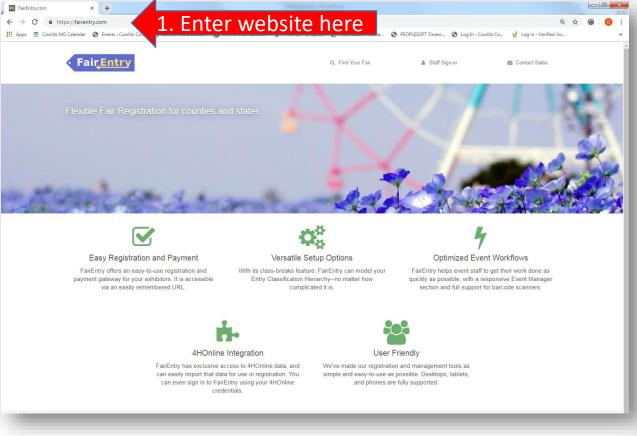
Refer to 2023 4-H Premium Book for information on Class, Sub-Class and other requirements.

2023 FairEntry "Helpful Hints"

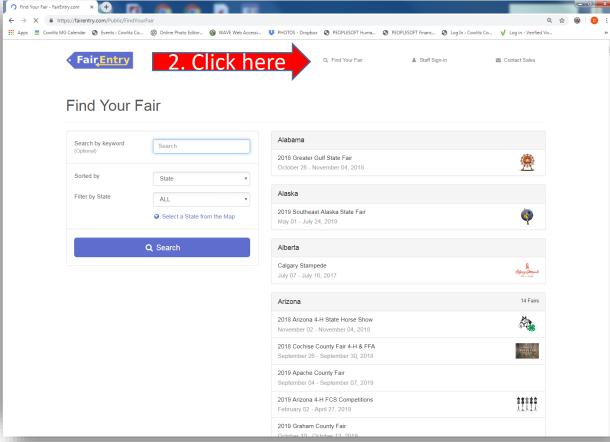
- 1. Non-4-H Exhibitors can be added under the 4-H family FairEntry account; however, non-4-H exhibitors are restricted from entering into Department: S 4-H and must enter into the Open-Class or FFA Departments.
- 2. 4-H Volunteers who do not have a family 4-H Youth member need to sign-in to FairEntry using a FairEntry account, not their 4-H Online account.
- 3. FairEntry restrictions are in place for 4-H Animal Divisions. 4-H members will not be allowed to enter an Animal Division if they are not affiliated with the given animal project through 4-H Online. There are no restrictions in FairEntry for non-animal 4-H entries.
- 4. To ensure Fair Entry invoice(s) are not sent back for correction, ensure 4-H youth in grades K-2 are entered into Cloverbud Divisions:
 - O: Animal Cloverbud
 - o ZD: Still Life Cloverbuds
- 5. To complete enrollment members must agree to the Cowlitz County Fair Terms & Conditions by checking the box at the bottom of the screen and then scroll back up to the top to click "Submit".
- 6. FairEntry Email Communications
 - o "Thanks for registering" email is sent when registration is submitted.
 - "There are issues with your registration" email is sent with details/comments on the specific entries that require correction.
 - "Your registration was approved" email is sent when the invoice is approved. The invoice for 4-H is approved by J.
 Leach 4-H Staff. Once your invoice has been reviewed, you can log back in and fix an entry and /or create a new
 invoice to add more entries if needed.
- 7. For market animals, ensure to include the tag number received at weigh-in when entering animal.
- 8. FairEntry registration for 4-H closes on Saturday, July 1st at 9pm PST.

Please do not wait until the last minute!

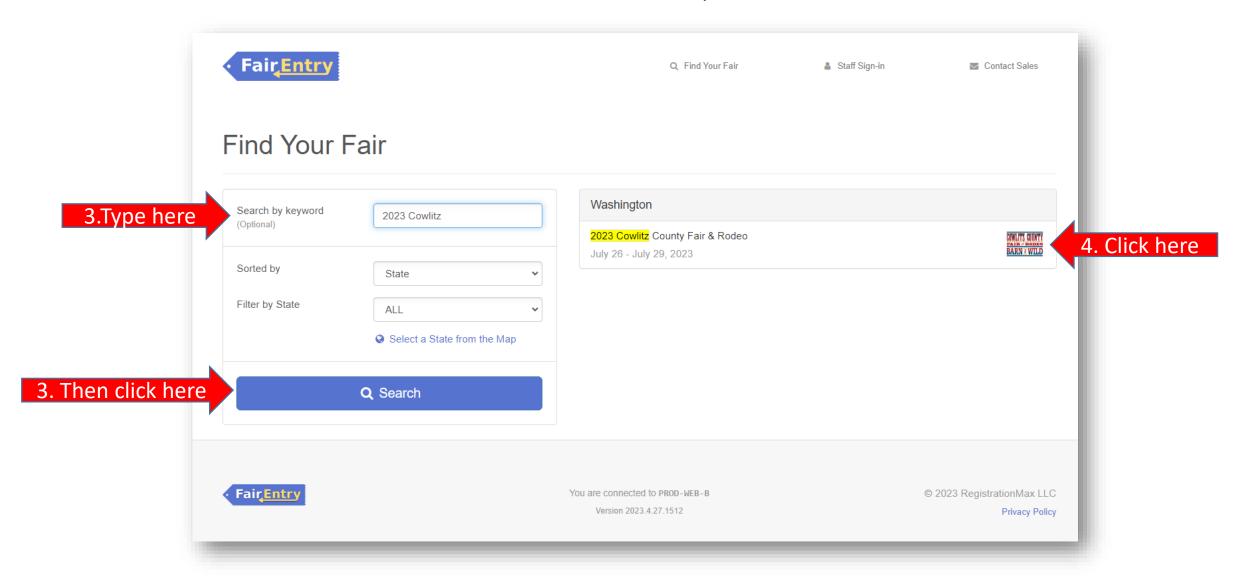
1. Go to www.fairentry.com



2. Click "Find Your Fair"



- 3. Search by keyword: "2023 Cowlitz", then click Search.
 - 4. Select "2023 Cowlitz County Fair & Rodeo".



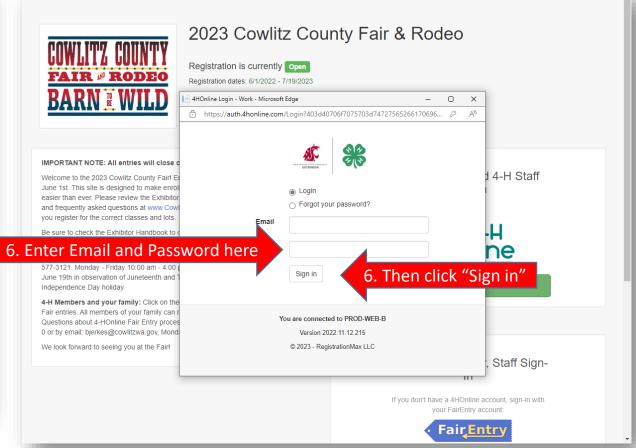
5. Login in with your 4H online email and password. Note: All family members can enter for fair under your 4H Online login, even if all members are not enrolled in 4-H.



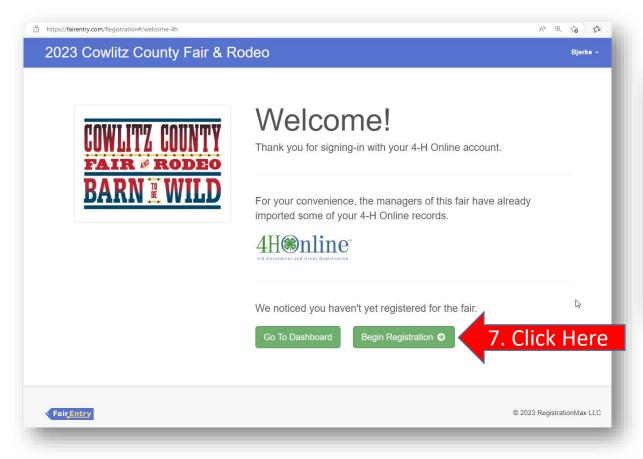
6. Once you have clicked **Sign in with 4H Online**, a smaller screen will pop up as shown below. Please enter your <u>4H</u>

<u>Online</u> email and password to login. Then click "Sign in".

WSU Extension Office can assist with identifying the Family Email, but do not have access to your password.



7. Once you are logged in you will see the screen below. You will need to click on the "Begin Registration" button to enter into the Fair. Cowlitz County 4-H entries <u>do not have a fee</u> but you will still go through the payment screens further on in the entry process. Note: Everything entered for an invoice will have to be approved by the Extension office staff before you can start another invoice. This is like 4H Online. Approval will not occur everyday—so be patient.

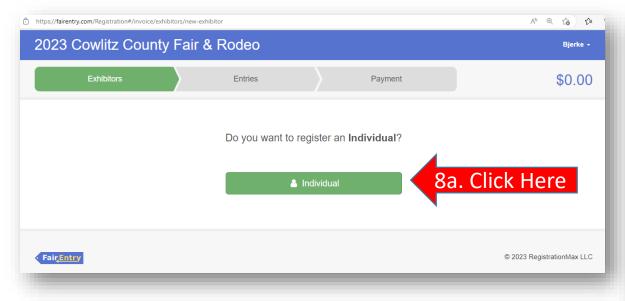


8. Click the "Register an Exhibitor" button and fill out the information requested. For a non-4-H member you can follow the same directions for entering as a 4-H Member with the exception that non-4-H Exhibitors will not be able to register for 4-H Departments (open class may have additional requirements and entry question please call the Fair Office for help with Open Class or FFA). Fair Office: (360) 577-3121, FairStaff@cowlitzwa.gov.

Note: All Cowlitz County 4-H members personal information will already be in the Fair Entry system. 4H Online members are identified by the "4HOnline" green rectangle under the AHOnline of the same.

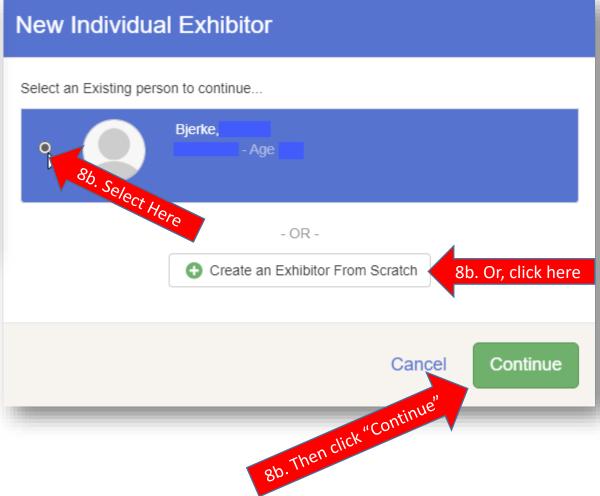


8a) Click the "Individual" button.

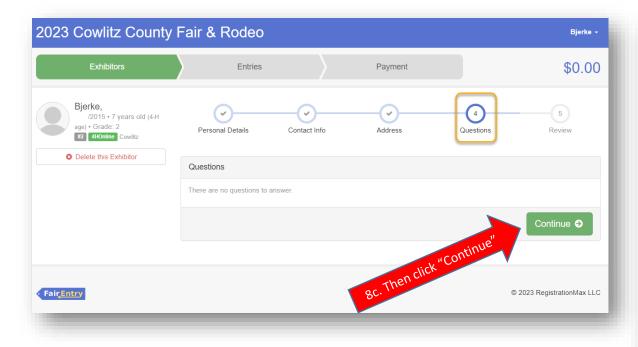


8b) Here you will choose which Exhibitor you would like to work on by selecting the radio button on the left and clicking "Continue".

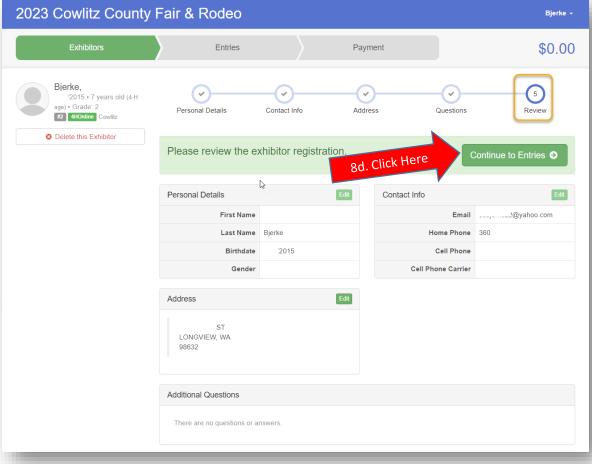
If you need to add an Exhibitor, click on "Create an Exhibitor From Scratch" and completing the field prompts of First Name, Last Name, Birthday and Grade.



8c) Respond to Questions if applicable, then click "Continue".

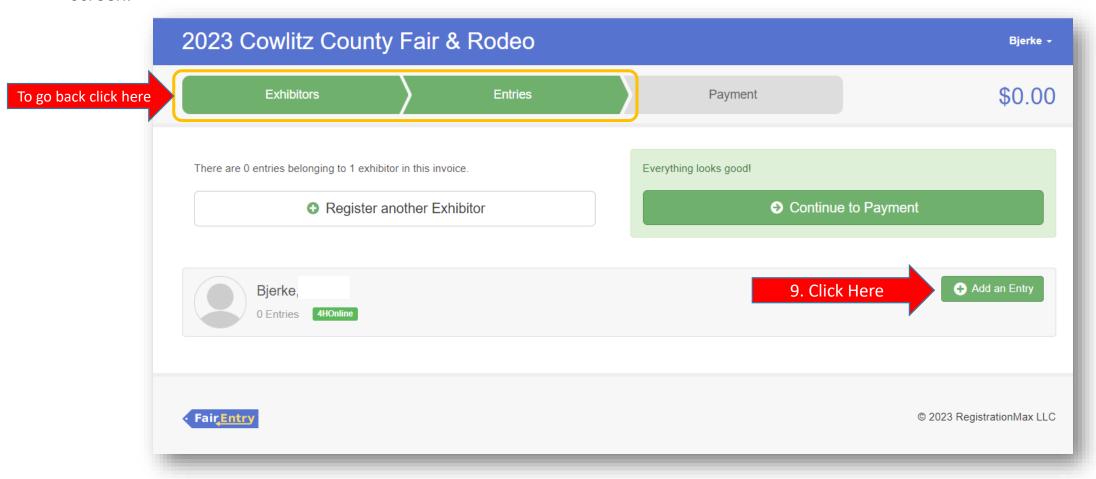


8d) Review is the final step (5) in registering an Exhibitor. Review the details you've entered, if any need to be modify select the Edit button to correct. When you're done reviewing, select "Continue to Entries".

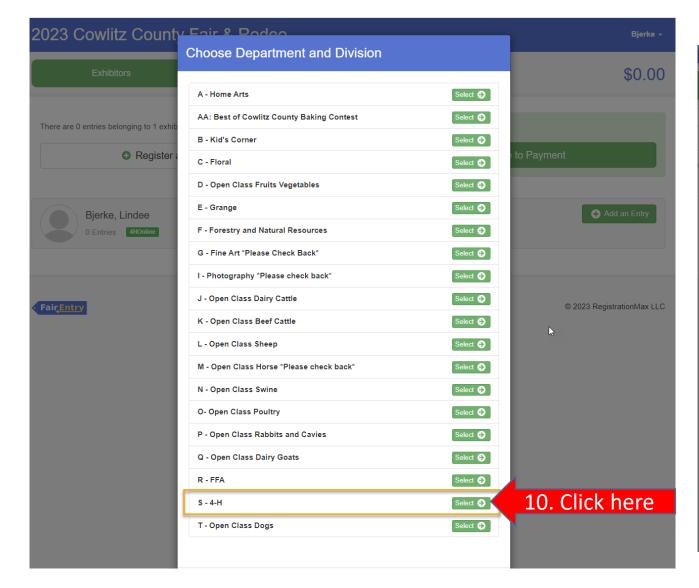


9) You have completed registering an exhibitor and now it is time to add entries, select "Add an Entry" next to the given exhibitor.

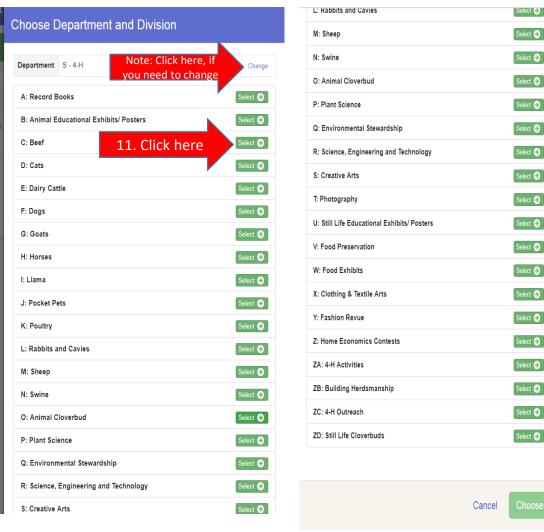
Note: you can go back to Exhibitors and Entries at anytime by clicking on the "Exhibitors" or "Entries" tabs at the top of the screen.



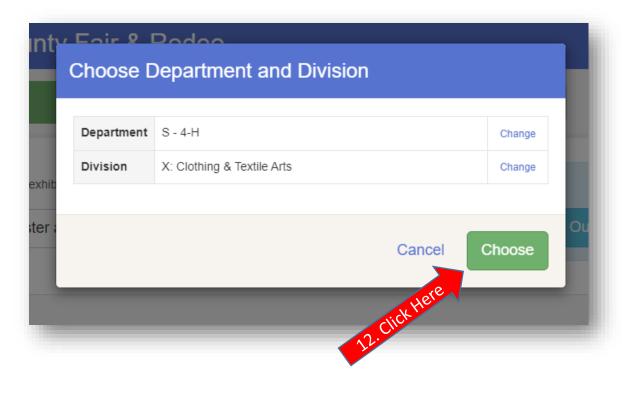
10. Once you have selected to "Add an Entry" for the Exhibitor you have chosen, the screen below will pop-up. You will need to select Department "S- 4-H", this will bring you to all the Divisions you can enter in as a 4-H member.



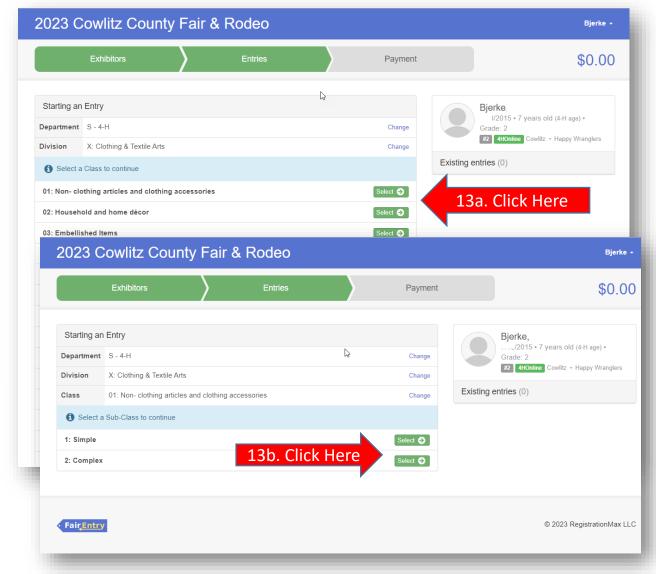
11. Now you will need to choose the Division you would like to add an entry in and click "Select" next to the Division. Note: Any time you select the wrong Division, Class or Sub-Class click the "Change" button next to the item to change.



12. Now that you have selected the Department and Division you need to click "Choose".

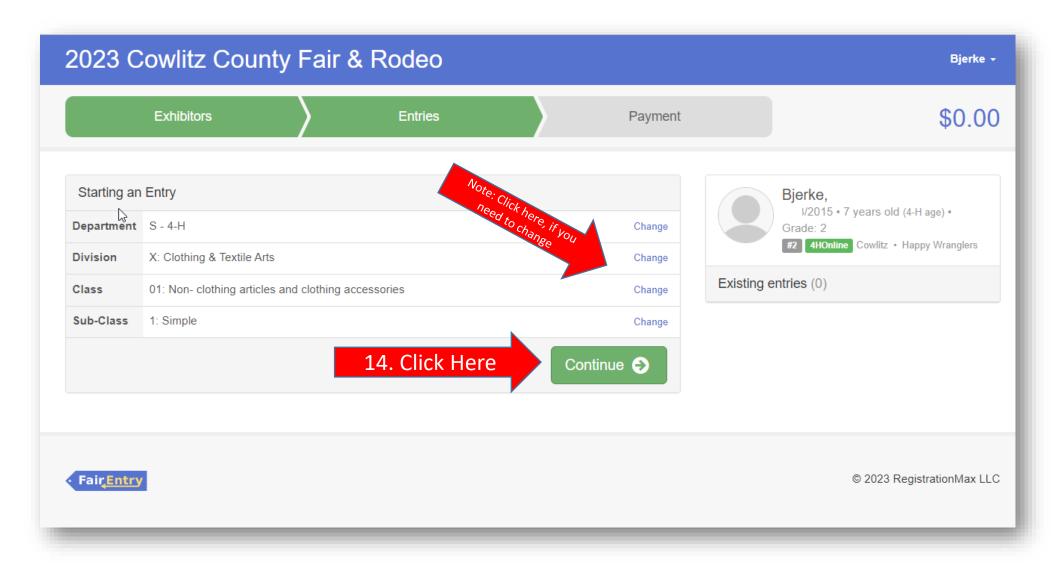


13a) You will need to select the "Class" related to the Division you wish to enter by clicking "Select" next to the Class name. 13b) Next select the Sub-Class related to the Division and Class you have already selected by clicking "Select". Note: Some classes do not have a "Sub-Class".



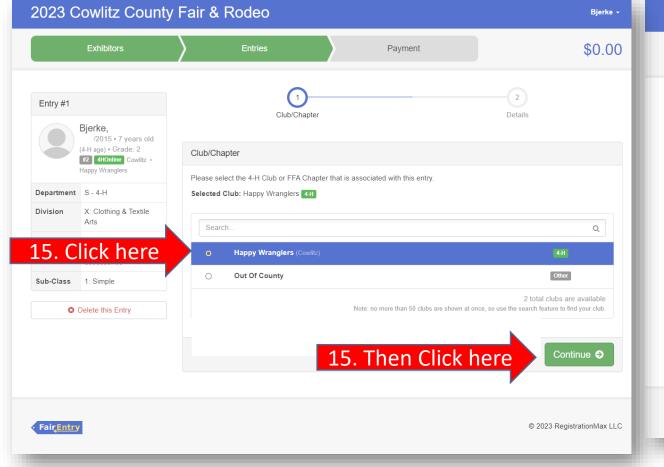
14. Double check you have selected the correct Department (**S – 4-H**), Division, Class and Sub-Class, then click "**Continue**".

Note: Any time you select the wrong Division, Class or Sub-Class click the "Change" button next to the item to change.



15. On the next screen you will be asked to select a Club. You will have two options: your registered Cowlitz County 4-H Online Club or Out Of County. Make sure to <u>select the radio button</u> next to your 4-H Club name <u>before</u> clicking "Continue".

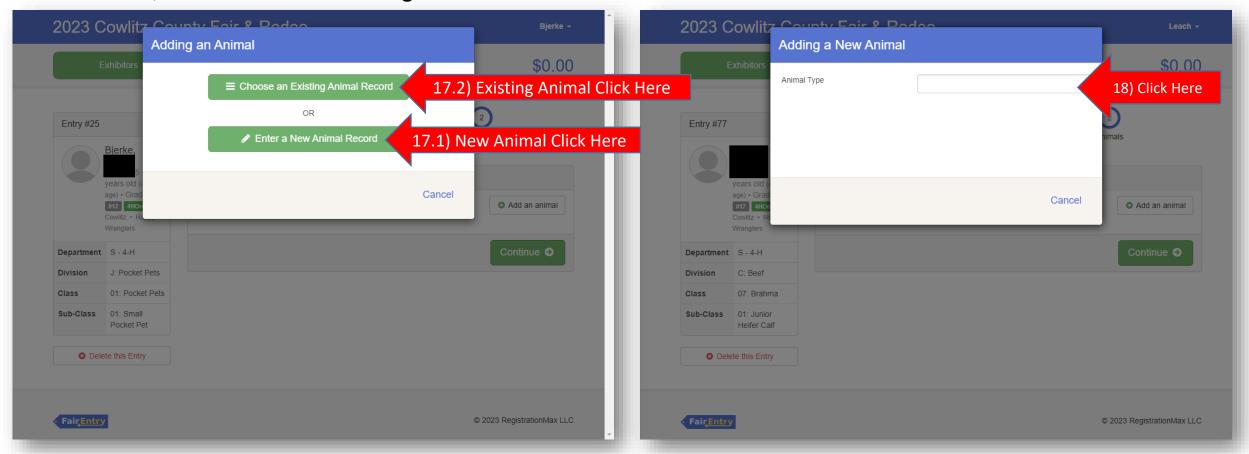
16. If you are entering into an animal division it will prompt you to add your animal's information. Click on "Add an Animal" to provide your project animal information. Note: Skip this step if you are entering into Still Life and continue to step 19.





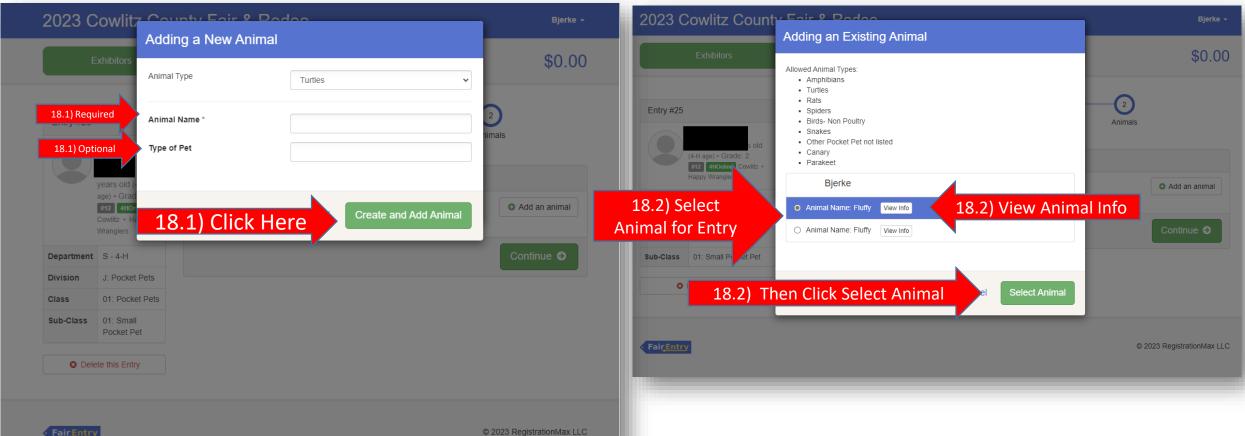
- 17. The screen below will pop-up and you will need to click on the option that best fits you.
- 17.1) If this is your first entry for this project animal select "Enter a New Animal Record".
- 17.2) If you have already entered your project animal for another Entry or have multiple project animals in the same Division, select "Choose an Existing Animal Record".

17.1) To Enter a New Animal Record first select the Animal Type, it will give you a drop down for the animal Division you are entering in. Note: The only animal type option(s) you are going to see is for that specific animal division you are creating an entry for. You must be enrolled in the correct project in 4H Online to be able to select animal type. For example, if you are not enrolled in beef then you can't enter beef.

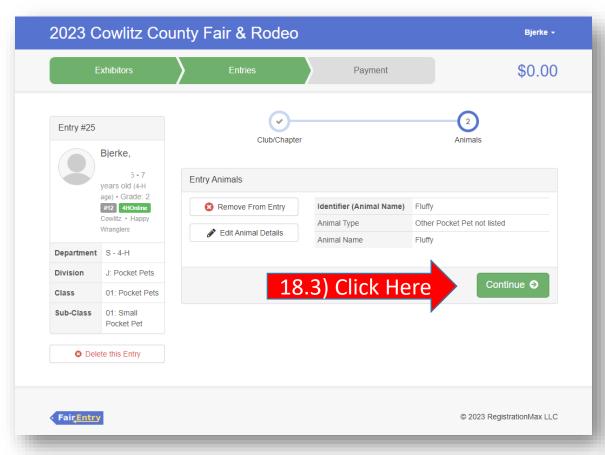


18.1) Once you have selected an animal type you will need to fill out the required information before you can continue. The required information will be different for each animal Division. You will see an * next to each field that is required, the other information should be filled out if you have it but is optional. Once you have filled out all the information you will need to click "Create and Add Animal".

18.2) If you have multiple project Animals and you have already entered the information for a previous entry you will see your project animal list here. Click the radio button next to the Animal Name and then click "Select Animal". Note: If you need to review the animal's information Click View Info. For animal projects you must also enter Fitting & Showing and Herdsmanship, and use "animal name" that you used in step 18.1.



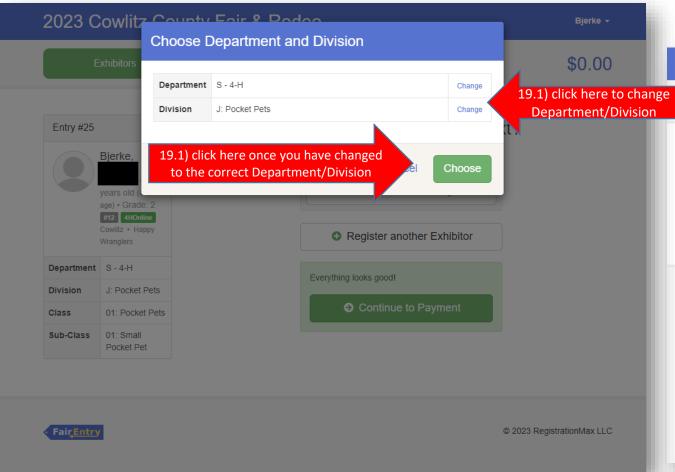
18.3) Once you have entered or selected your project animal you will need to click "Continue". Don't forget to review for correct Department; Division; Class and Sub-Class.



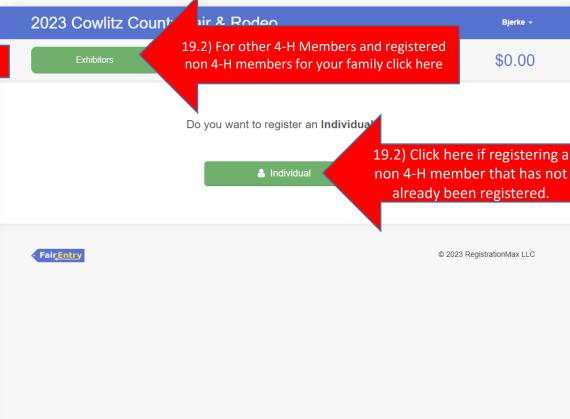
19) Once you have completed either option for step 17 and step 18, you will see the screen below. You will have the option to either 19.1) Add another Entry for the Exhibitor you are currently working on, or 19.2) Register another Exhibitor, or 19.3) If you have entered all the Entry's for all family members you will click "Continue to Payment". Note: You will need to follow steps 9-18 until all Entries are completed for the current Exhibitor before continuing to other Exhibitors in the family. You will also need to be sure and enter all entries for all family members before continuing to payment. As mentioned, you will not be able to add another entry until Extension staff has approved your current invoice you have submitted.



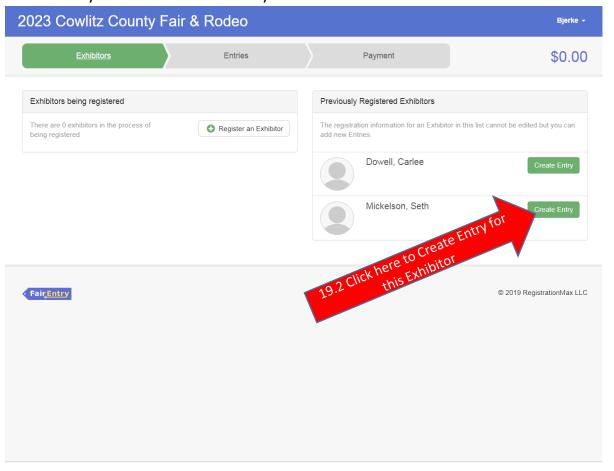
19.1) When adding another entry for the current Exhibitor, the screen below will pop- up. It will automatically be set to the option you selected from steps 10 and 11. You will need to click "Change" next to Division if you are entering into a different Division. Then you will click "Choose" (same as step 12) and then you will be ready to follow steps 13-18 (repeat as necessary).



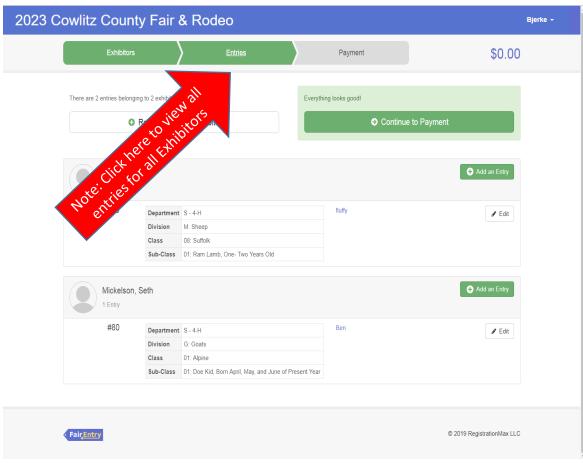
19.2) After selecting 'Register another Exhibitor' you will see the screen below. If you wish to Register another family member that is not a 4-H member (ex. Mom), you will click "Individual". If you are wanting to enter another 4-H Member (ex. younger sister) you will need to click the green "Exhibitors" Tab. Note: All Cowlitz County 4-H members are already in the system, all non 4-H members that have not already been entered into the FairEntry system will need to be added using the "Individual" selection.



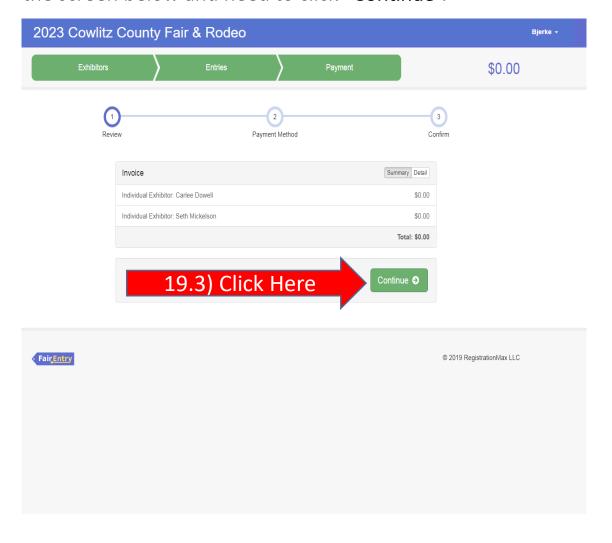
19.2) Once you have clicked on the Exhibitors tabs you will be brought to the screen below. You will now be able to select a new Exhibitor to create entries for by clicking "Create Entry" next to the Exhibitors name. Repeat steps 8-18 until you have entered all Entries for this Exhibitor. Repeat as necessary to enter all family members.



19.3) Note: You should review all the Exhibitors and Entries you have created on this invoice, before clicking "Continue to Payment". Click on the green "Entries" Tab to view all Exhibitor and all Entries entered on this invoice.



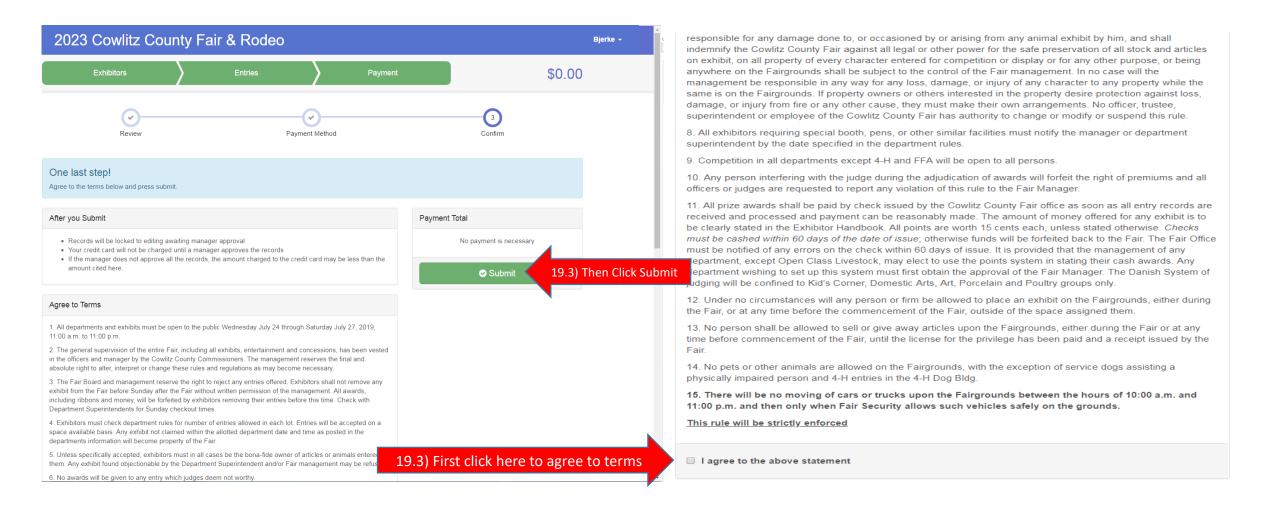
19.3) Once you have entered everything for all exhibitors you are ready to Continue to Payment. Once you have selected the "Continue to Payment" button you will see the screen below and need to click "Continue".



19.3) Again there is no entry fee for 4-H Department Entries, so you will have no payment method. Just click "Continue".

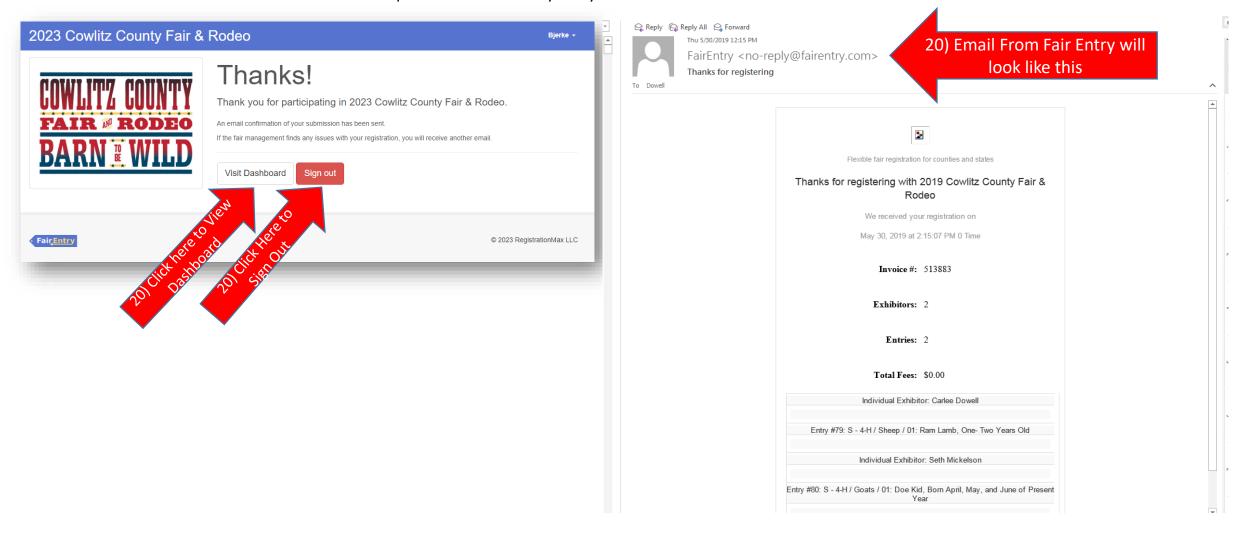


19.3) You are at the final step to entering into the Cowlitz County Fair. Scroll down to the bottom of the screen after reading the terms and check the "I agree to the above statement". Then scroll back up to the top and click "Submit". You will not be able to click submit until you have "agreed to the above statement" (These terms are from the Cowlitz County Fair that 4-H exhibitors must follow.)

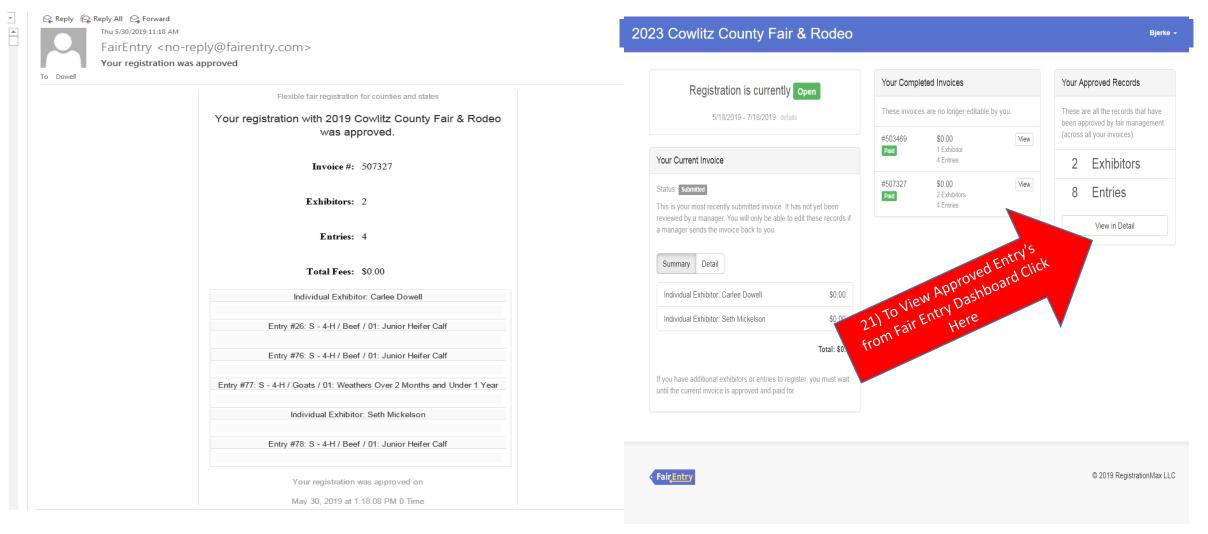


20) Once you have submitted your invoice you will see this screen on the left. You can choose to either go back to your dashboard or sign out. You will receive a confirmation email as stated on the screen. It will look like the email on the right.

Your Invoice will be reviewed by Extension Staff and each entry will be looked at individually and either approved or sent back as denied with an explanation of why to your email.



21) You will also receive an email once your invoice has been approved or denied. Once your invoice has been reviewed, you can log back in and fix an entry and/ or create a new invoice to add more entries if needed. You can also view entries in detail you have already submitted that have been approved from your Dashboard pictured below on the right.



Support for 4-H

- For technical support contact:
 - Stephanie Bjerke, Cowlitz County WSU Extension Admin.
 - bjerkes@cowlitzwa.gov or (360) 577-3014 Ext. 0
 - Office Hours: Monday Friday, 9:00am 12:30pm
- ❖ For 4-H policy questions or project guidelines contact:
 - Jennifer Leach, Cowlitz County 4-H Faculty at leachj@cowlitzwa.gov

You can also schedule an appointment to come into the WSU Extension Office for help, Office Hours: Monday – Friday, 9:00am – 12:30pm.

Please do not just drop-in for help, schedule ahead.

DO NOT WAIT UNTIL THE LAST MINUTE!!