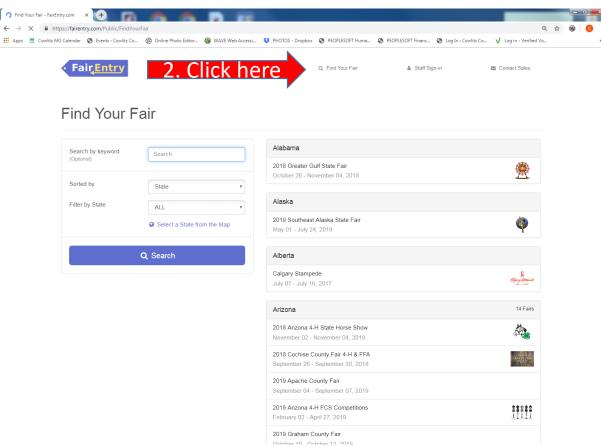
Fair Entry Help Guide for Exhibitors Entering into Cowlitz County Fair

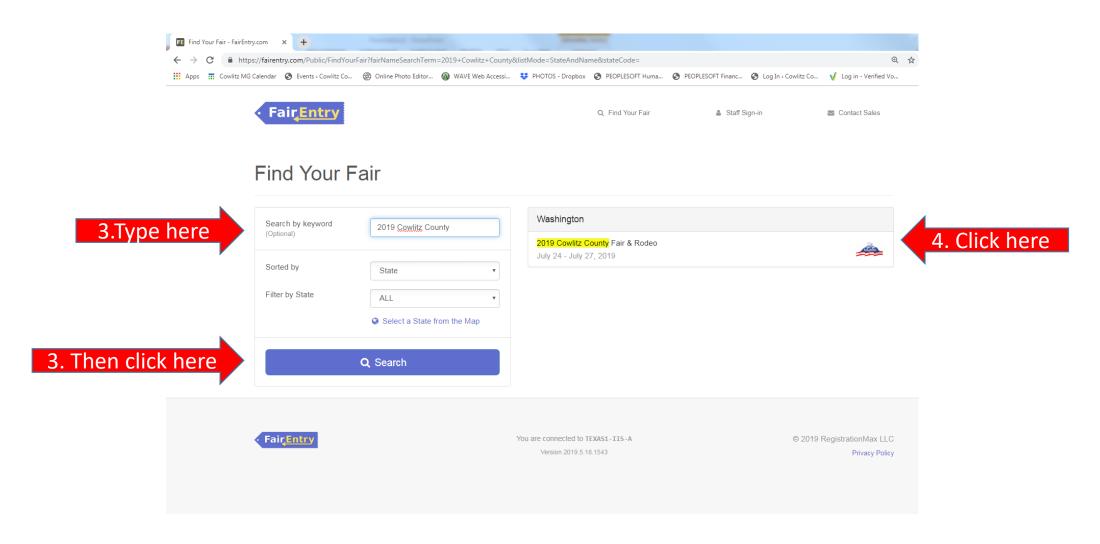
1. Go to www.fairentry.com

7 Find Your Fair - FairEntry.com x + Enter website here ← → C 🗎 https://fairentry.com ← → X • https://fairentry.com/Public/FindYourFair ## Apps ## Cowlitz MG Calendar S Events Cowl ③ PEOPLESOFT Financ... ③ Log In ← Cowlitz Co... √ Log in − Verified Vo. Fair Entry **Fair Entry** Q Find Your Fair & Staff Sign-in Contact Sales Find Your Fair Alabama Search by keyword Search (Optional) 2018 Greater Gulf State Fair Sorted by State Alaska Filter by State Select a State from the Map May 01 - July 24, 2019 Q Search Alberta Easy Registration and Payment Versatile Setup Options Optimized Event Workflows Calgary Stampede With its class-breaks feature. FairEntry can model your FairEntry helps event staff to get their work done as FairEntry offers an easy-to-use registration and July 07 - July 16, 2017 payment gateway for your exhibitors. It is accessible Entry Classification Hierarchy--no matter how quickly as possible, with a responsive Event Manager via an easily remembered URL. complicated it is. section and full support for barcode scanners. Arizona 4HOnline Integration User Friendly FairEntry has exclusive access to 4HOnline data, and We've made our registration and management tools as simple and easy-to-use as possible. Desktops, tablets. 2019 Apache County Fair can easily import that data for use in registration. You can even sign in to FairEntry using your 4HOnline and phones are fully supported. credentials February 02 - April 27, 2019

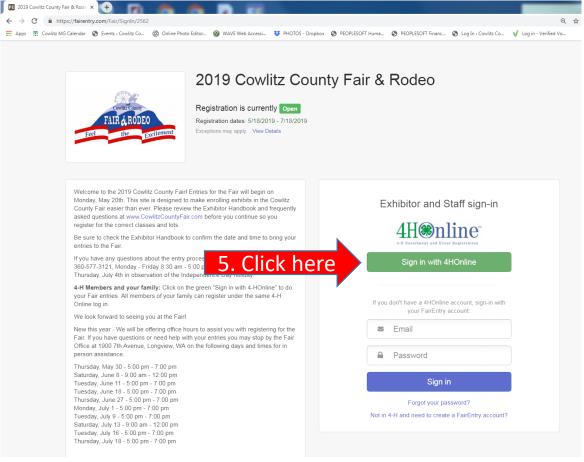
2. Click Find Your Fair



3. Search by keyword: 2021 Cowlitz County then click search.4. Select 2021 Cowlitz County Fair & Rodeo.



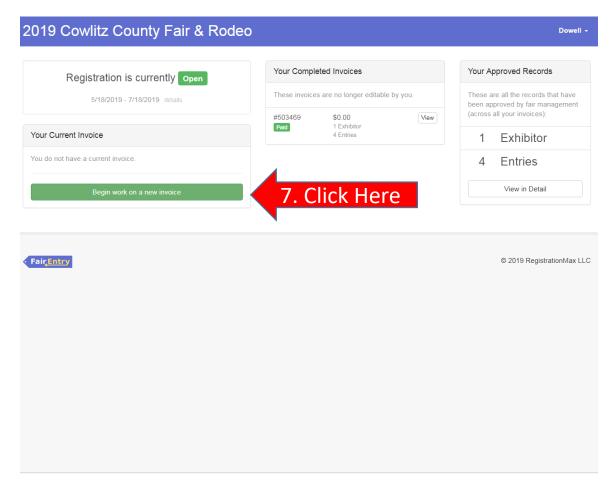
5. Login in with your 4H online email and password. Note: All family members will enter for fair under your 4H Online login, even if all members are not enrolled in 4-H.



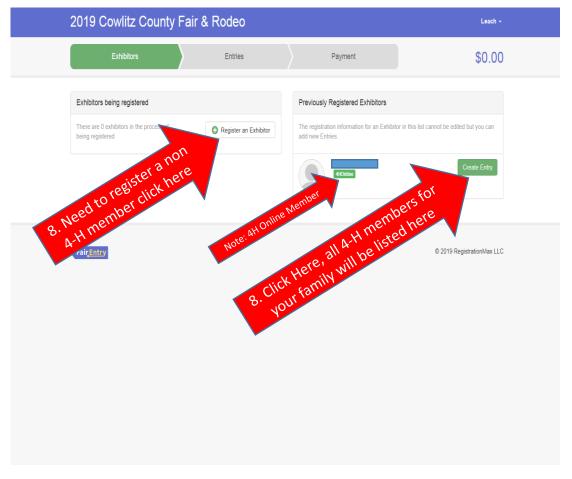
6. Once you have clicked Sign in with 4H Online, a smaller screen will pop up as shown below. Please enter your 4H online email and password to login. Then click login. Note: Do not change role leave on "family".



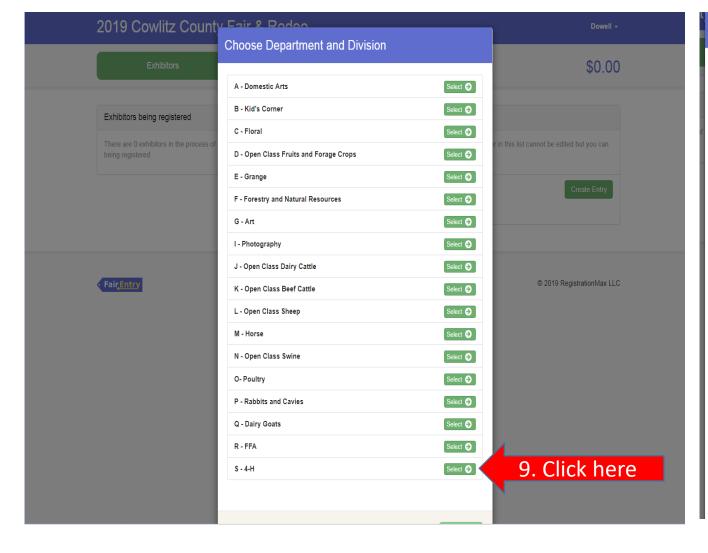
7. Once you are logged in you will see the screen below this is dashboard. You will need to click on the "Begin work on a new Invoice" button to enter into Fair. Your invoice will have all your entries on them, it is set up this way so if there is a fee for entering into Fair. Cowlitz County <u>does not have a fee</u> but you will still go through the payment screens further on in the entry process. Note: Every thing entered for an invoice will have to be approved by the Carlee before you can start another invoice. Once you have submitted the invoice you will not be allowed to add another Entry until approved. This is similar to 4H Online.



8. Here you will choose which Exhibitor you would like to work on first by clicking the button that says create Entry next to that exhibitors name. All 4-H members will be listed for your family on the right hand side. If you need to register a family member that is not in 4-H you will need to create an Exhibitor by clicking the Register a new Exhibitor button and fill out the information needed. Then you can follow the same direction for entering as a 4-H Member (open class may have additional requirements and entry question please call the Fair Office for help with Open Class or FFA) . Note: All 4-H members personal information will already be in the Fair Entry system. You can tell they are 4H Online members by the 4HOnline green rectangle under the exhibitors name.

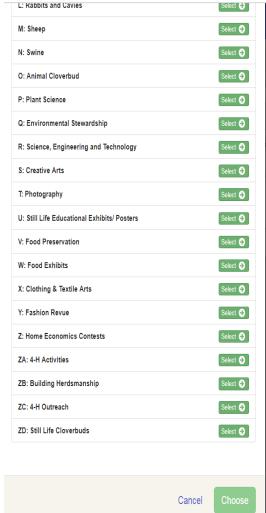


9. Once you have selected to "Create an entry" for the Exhibitor you have chosen, the screen below will pop-up. You will need to select S- 4-H, this will bring you to all the divisions you can enter into as a 4-H member.

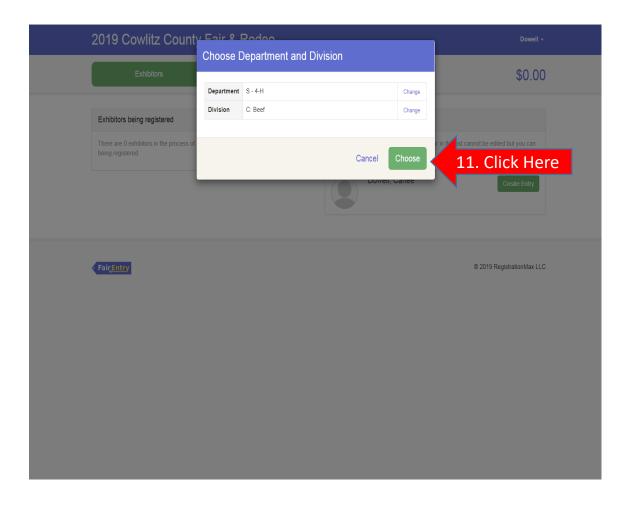


10. Now you will need to choose a division you would like to add an entry in and then choose "Select" next to the division. Note: Any time you select the wrong Division, Class or Sub- Class click the "change" button next to the item to change.

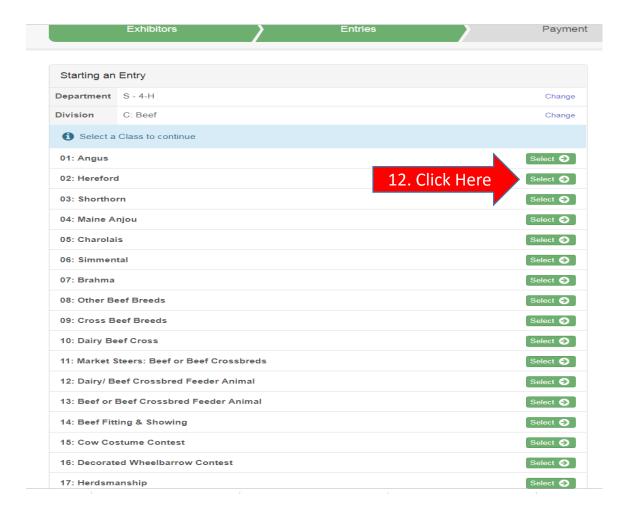
Choose Department and Division Note: Click here, i Department S - 4-H you need to change A: Record Books B: Animal Educational Exhibits/ Posters Select 🕣 C: Beef 10. Click here Select 🕣 Select 🕣 D: Cats E: Dairy Cattle Select (-) F: Dogs G: Goats Select 🕣 H: Horses I: Llama Select 🕣 J: Pocket Pets Select 🕣 Select 🕣 K: Poultry L: Rabbits and Cavies Select 🕣 M: Sheep Select 🕣 N: Swine Select 🕣 O: Animal Cloverbud Select 🕣 P: Plant Science Select 🕣 Q: Environmental Stewardship Select 🕣 R: Science, Engineering and Technology Select 🜖 S: Creative Arts Select 🕣



11. Now that you have selected the department and division you need to click "Choose".



12. You will need to select the class related to the division you wish to enter by clicking "Select" next to the class name.



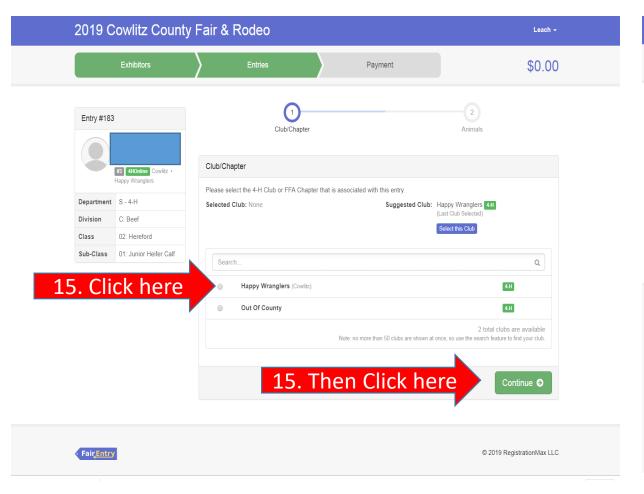
13. Now select the sub- class related to the division and class you have already selected by clicking "Select".

	Exhibitors	/	Entries		Payment		\$	50.00
Starting an	Entry						Assessed to Complete	
_	•					5/	owell, Carlee 22/1992	
Department	S - 4-H				Change	#	75	
Division	Division C: Beef Change					Existing entries (4)		
Class	02: Hereford				Change	_		
Select a	Sub-Class to continue					#6		
01: Junior H	leifer Calf	12 CI:	ak Hara		Select 🕣	Department		
		I3. CII	ck Here			Division	K: Poultry 16: Live Animal Demonstration	
02: Winter H	leifer Calf				Select 🤣	Sub-Class		n
03: Senior H	leifer Calf			,	Select (+)	Sub-Class	o i. Julioi	
04: Late Sur	mmer Yearling Heifer				Select 🔿	#5		
05: Early Su	ımmer Yearling Heifer				Select (-)	Department	S - 4-H	
06: Late Jun	nior Yearling Heifer				Select 🗲	Division	K: Poultry	
07. Early Iv	nior Yearling Heifer				Select 🕣	Class	15: Herdsmanship	
07: Early Ju	nior reariing neiter					Sub-Class	01: Junior	
08: Senior Y	earling Heifer				Select 🤣			
09: Mature 0	Cow				Select (-)	#4		
10: Cow/ Ca	lf				Select (+)	Department	S - 4-H	
						Division	K: Poultry	
11: Heifers (Over 2 Years Certified with C	alf or Have Calved	d		Select 🜖	Class	14: Fitting and Showing	
12: Female I	Bred and Owned by Exhibito	r			Select 🔿	Sub-Class	01: Junior	
13: Bull	13: Bull Select ♦					#3		
						Department	0.411	
						Department		
						Class	K: Poultry 01: Large Breeds	
							02: Cockerel	

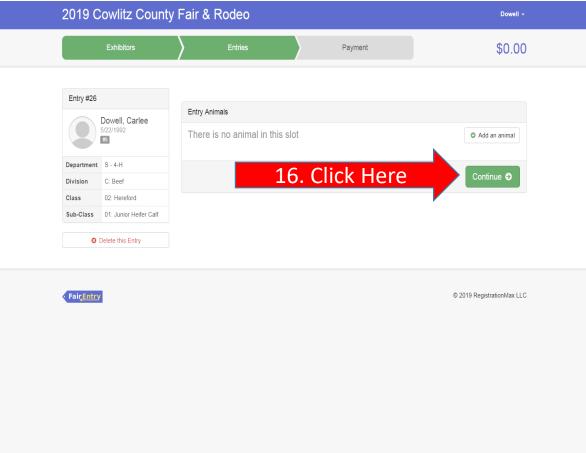
14. Double check you have selected the correct Department, Division, Class and Sub- Class, then click "Continue".



15. On the next screen you will be asked to select a club. You will have two option. Your registered 4H Online Club or Out Of County. Make sure to click the bubble next to your 4-H Club name before clicking "Continue".



16. If you are entering into an animal division it will prompt you to add your animal 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.

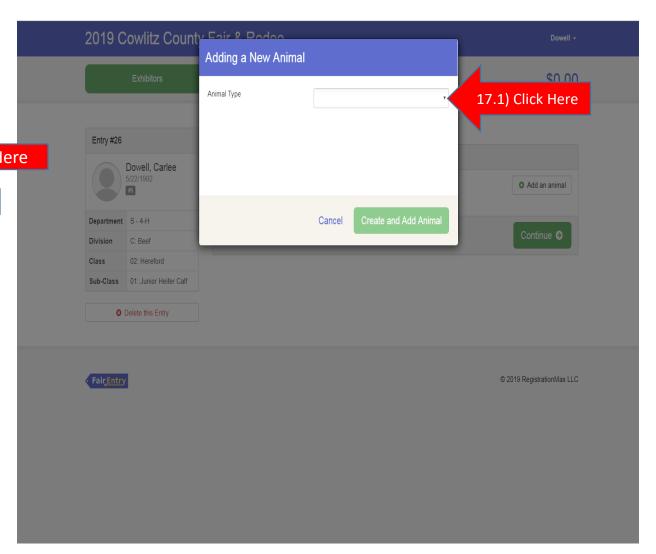


17. The screen below will pop- up and you will need to click on the option that best fits you. 17.1) If this is your first entry for this project animal you will need to click "Enter a New Animal Record" 17.2) If you have already entered your project animal for another Entry or have multiple project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

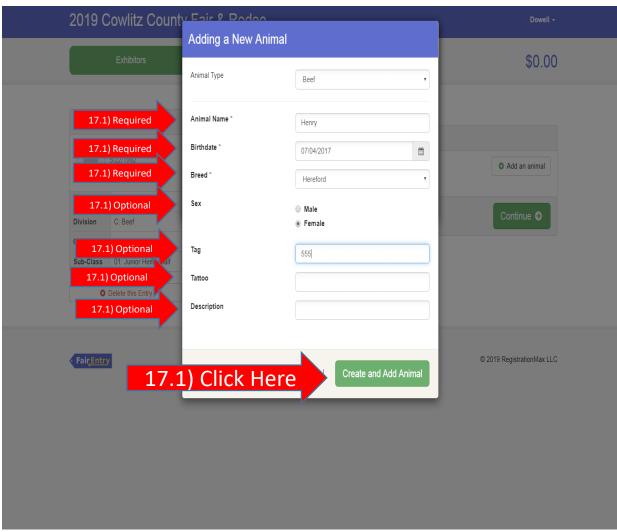
division, click "Choose an Existing Animal Record". 2019 Cowlitz County Fair & Podeo Adding an Animal \$0.00 17.2) Existing Animal Click Here **≡** Choose an Existing Animal Reco Entry #26 17.1) New Animal Click Here Enter a New Animal Record Dowell, Carlee O Add an animal Cancel Sub-Class 01: Junior Heifer Calf O Delete this Entry © 2019 RegistrationMax LLC

17.1)To add a new animal you will need to select Animal type, it will give you a drop down for the animal Division you are entering in.

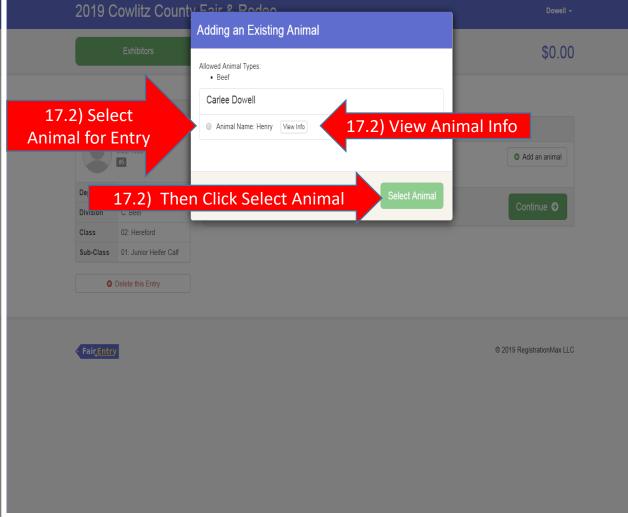
Note: The only animal type option(s) you are going to see is for that specific animal division you are creating an entry for.



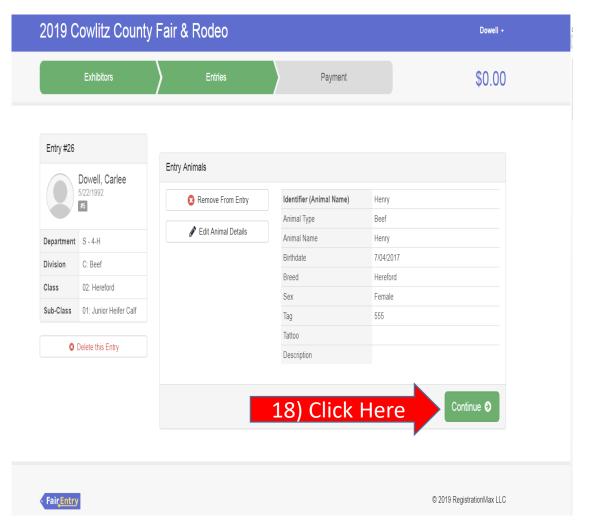
17.1) Once you have selected an animal type you will need to fill out the required information before you can continue. The required information will be different for each animal Division. You will see an * next to each field that is required, the other information should be filled out if you have it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



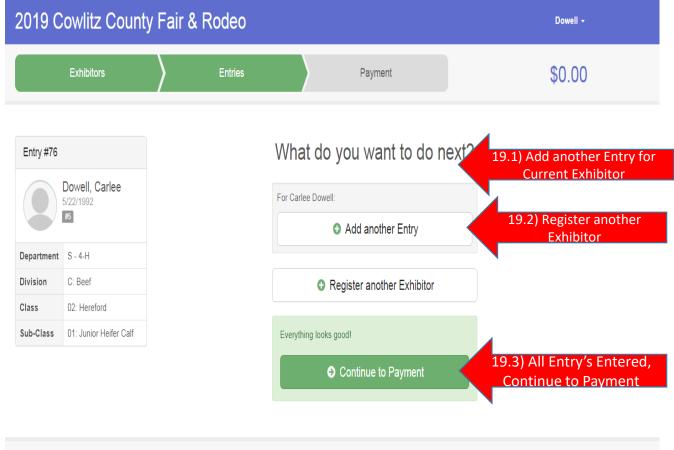
17.2) If you have multiple project Animals and you have already entered there information for a previous entry you will see your project animal list here. Click the bubble next to the Animal Name and then click select animal. **Note: If you need to review the animals information Click View Info.**



18) Once you have entered or selected your project animal you will need to Click "Continue".



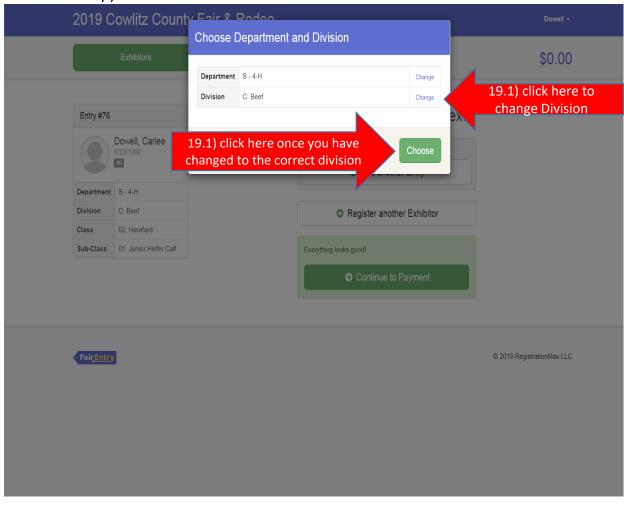
19) Once you have completed either option for step 17 and step 18, you will see the screen below. You will have the option to either 19.1) add another Entry for the Exhibitor you are currently working on or 19.2) Register another Exhibitor or 19.3) If you have entered all the Entry's for all family members you will click "Continue to Payment". Note: You will need to follow steps 8-18 until all Entries are completed for the current Exhibitor before continuing to other Exhibitors in the Family. You will also need be sure and enter all entries for all family members before continuing to payment. Again you will not be able to add an entry until Carlee has approved your current invoice you have submitted.



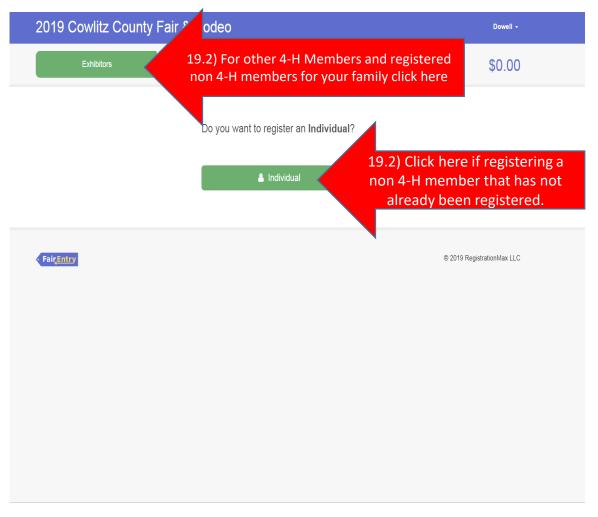
Fair Entry

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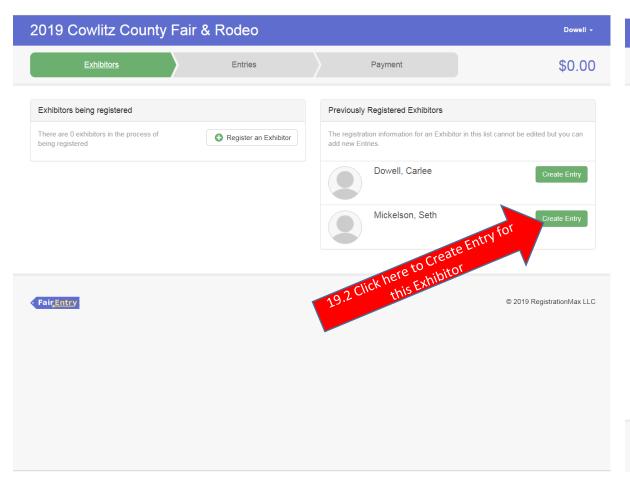
19.1) When adding another entry for the current Exhibitor, the screen below will pop- up. It will automatically be set to the option you selected from steps 9 and 10. You will need to click change next to division if you are entering into a different division. Then you will click "choose" (same as step 11) and then you will be ready to follow Steps 12-18 (repeat as necessary).



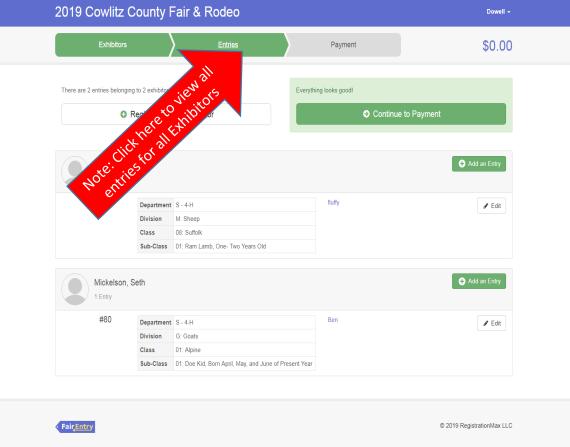
19.2) After Select Register another Exhibitor you will see the screen below. If you wish to Register another family member that is not a 4-H member, you will click "Individual". If you are wanting to enter another 4-H Member you will need to click the green "Exhibitors" Tab. Note: All 4-H members will already be in the system, all non 4-H members that have not already been entered into the Fair entry system will need to be added.



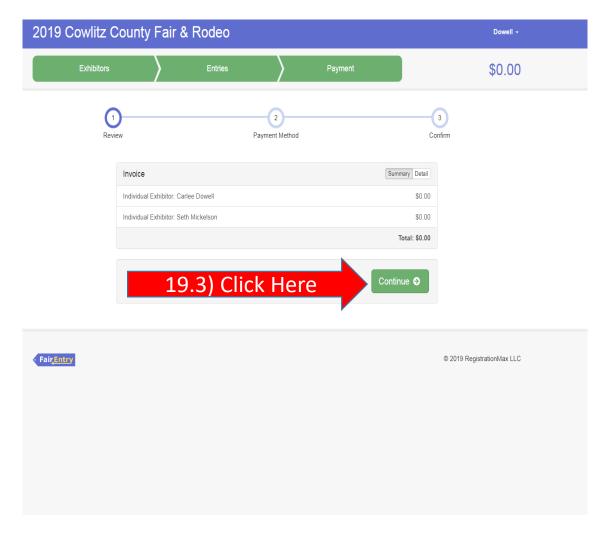
19.2) Once you have clicked on the Exhibitor tabs you will be brought to the screen below. You will now be able to selected a new Exhibitor to Create Entries for by clicking "Create Entry" next to the Exhibitors name. You will repeat steps 8-18 until you have entered all Entries for this Exhibitor.(repeat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



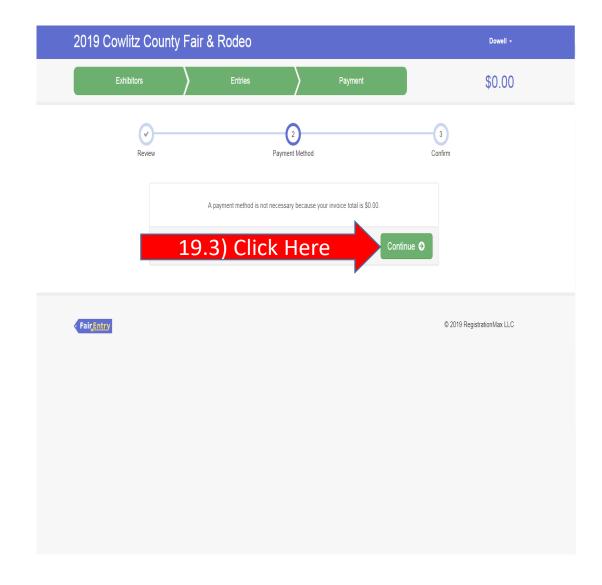
19.3) Note: If you would like to review all the Exhibitors and entries you have created on this invoice before you click Continue to payment. You can click on the green "Entries" Tab and this will allow you to view all Exhibitor and all Entries you have entered so far on this invoice.



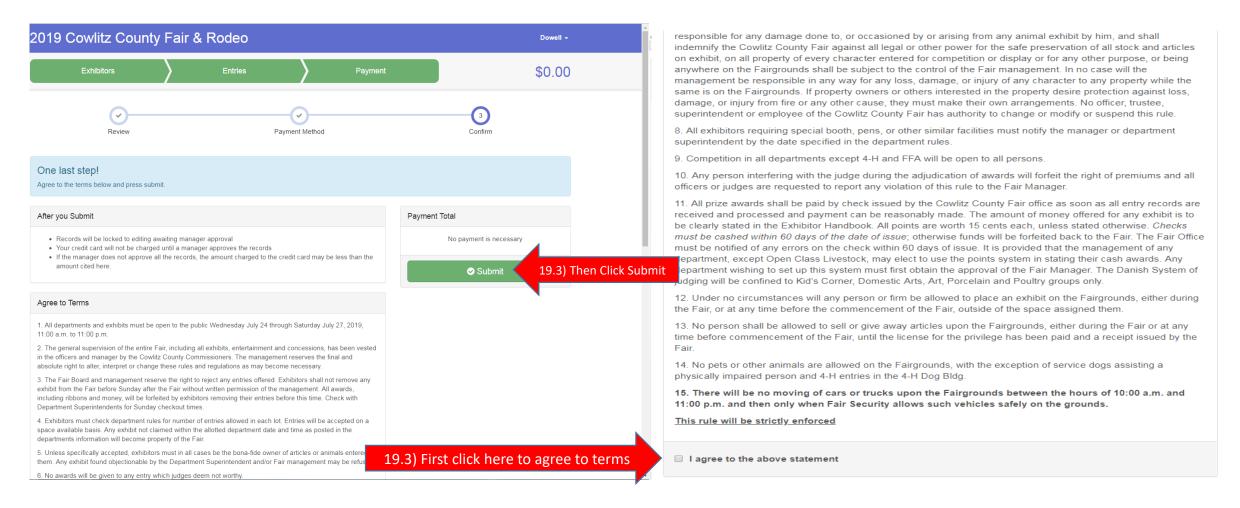
19.3) Once you have entered everything for all exhibitors you are ready to Continue to Payment. Once you have selected the "Continue to Payment" button you will see screen below. You will need to click "continue". Again there is no entry fee.



19.3) Again there is no entry fee, so you will have no payment method. Just click "continue".

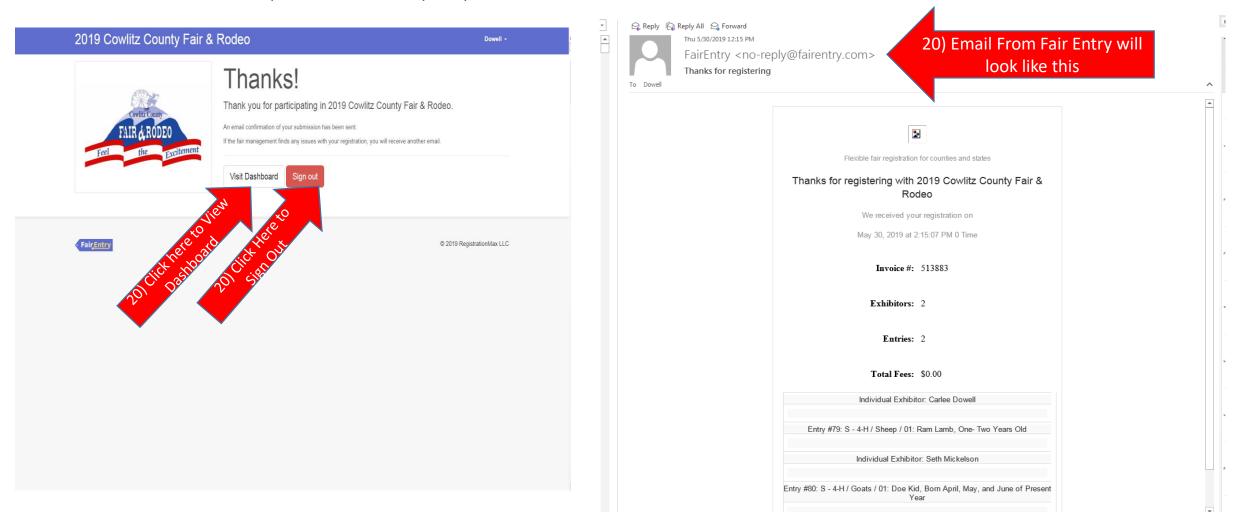


19.3) You are at the final step to in entering into the Cowlitz County Fair. Scroll down to the bottom of the screen after reading the terms and click the "I agree to the above statement" and then scroll back up to the top and click "submit". You will not be able to click submit until you have "Agreed to the terms" (i.e. these rules are from the Cowlitz County Fair that 4-H exhibitor must follow in addition to 4-H policy).

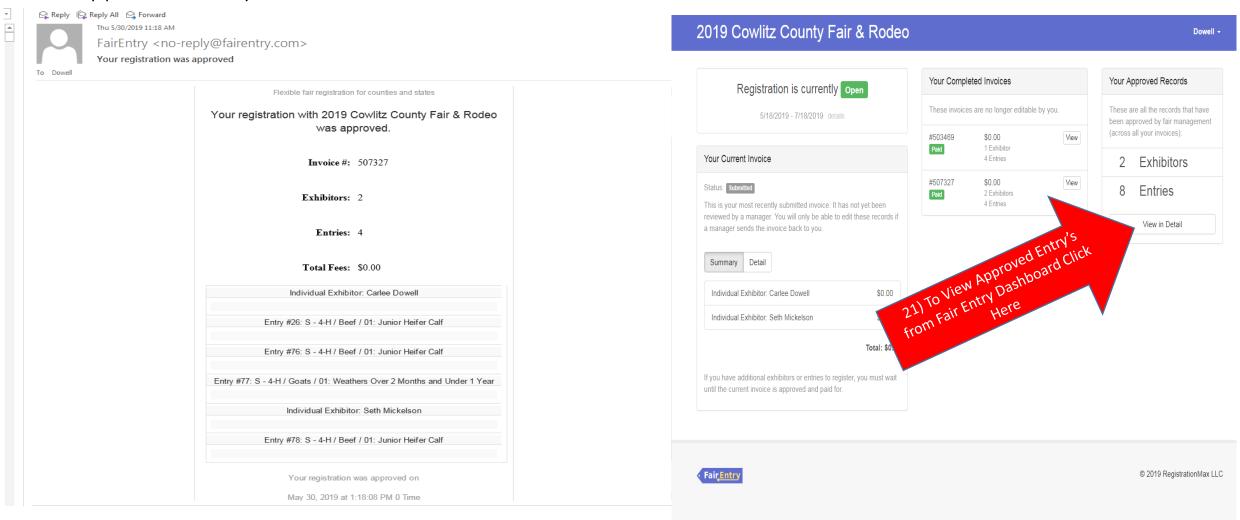


20) Once you have submitted your invoice you will see this screen on the left. You can choose to either go back to your dashboard or sign out. You will be receiving a confirmation email as stated on the screen. It will look like the email on the right.

Your Invoice will be reviewed and each entry will be looked at individually and either be 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 sand that are approved from your dashboard.



Technical Support

For technical support call or email Jennifer Leach

Email: <u>jleach@wsu.edu</u>

Phone: 360-577-3014 Ext. 4

You can also schedule an appointment to come in to the WSU Extension Office for help. Please do not drop in for help, please plan ahead! Don't wait until last minute.