Fair Entry Tip Sheet

Tips to help with the FairEntry process:

- Use a laptop or desktop when submitting entries through FairEntry. Use updated browsers.

- Sign in using the 4-H Online option only. Accounts not associated with 4-H Online will not be able to make entries.

- Make sure your county (Wyandotte) and 4-H Club name appear on your FairEntry profile. Entries that do not include the county AND club names are not included by the FairEntry system when reports are run for ribbon premiums.

- If you have multiple 4-H members in your family, it is easier to enter all of one 4-Her's projects before moving on to the next 4-H family member's projects. Enter all family members projects before proceeding to the payment section.

- Additional instructions for navigating FairEntry are below.

Tips For Animal Entries:

- Have your animal's tag number and/or earnotchs written down and on hand before starting the entry process.

- FairEntry uploads of registration papers and additional photos are **NOT REQUIRED** for this fair. If a screen pops up asking for this info, you may skip it and continue with the entry process.

- If you do not know your animals' breed, it is acceptable to put mixed, crossbred, or unknown.

- If your animal does not have a name and you don't want to name it, simply put the animal species in the blank when prompted to ad an animal name. Add a number if you have multiple entries of the same species without names. For example- Goat 1, Goat 2, etc.

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Fair Entry Instructions

- FairEntry is only to be used for entering 4-H exhibits. Open class exhibits should not be entered using this system.

- Go to fairentry.com

- On the top of the web page screen, click on "Find Your Fair"

- The fairs are listed by state and then alphabetically. The official name of the fair is **2024 WyCo 4-H Summer Showcase**. You can find the WyCo Fair by scrolling down to the Kansas fairs or use the "Search by keyword" function. Searching "WyCo" in the search by keyword box will speed up finding the fair. Click on 2024 WyCo 4-H Summer Showcase.

- Sign in using the 4-H Online option and follow the prompts to log in.

- Once logged in, you will be on your family's FairEntry dashboard. Click on the green button that says "begin work on a new invoice"

- The next screen will show family members enrolled in 4-H Online. Click on "Create Entry" beside the 4-Her's name to start entering their projects. See below for additional help with entering animals and static projects.

- After entering all of your projects, be sure to click the "Submit" button. 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 4-H agent.

Entering Animal Entries in FairEntry

- Once you select your division and class, you will be asked to briefly describe your entry. Put your animal's color or defining marks in this section.

- The next section is called Entry Animals. The system will ask you to "Add an animal". When you click on "Add an animal" a screen will appear with the option to "Choose an Existing Animal Record" OR "Enter a New Animal Record". If this is the first entry you are making with an animal for the 2024 fair, click on "Enter a New Animal Record".

- A drop down menu will appear labeled "Animal Type". Choose the correct option for your animal. Some divisions/classes may only have one animal type to choose from.

- A menu will appear asking for your animal's information. Fill out the form. If you do not know your animal's breed, it is acceptable to enter "unknown", "cross bred", or "mixed". The tag number must be filled out accurately. For market animals, enter the Kansas 4-H tag number. Swine entries will be asked to enter their earnotch numbers. Once completed, click "Create and Add Animal".

- If a screen appears asking to upload registration papers or photos, you may click continue. Uploading registration papers and photos is **OPTIONAL** for this fair.

- If you have another entry, click "Add another Entry". If you are finished making entries for your family, click "Continue to Payment".

- An invoice will be created, but the total should be $0.00. There are no charges to enter in the 4-H division.

- Click "continue" until you get to the confirmation page. Don't forget to hit "Submit"!

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Entering Static Entries in FairEntry

- Static entries are entered under the 4-H Building Exhibits Department. After selecting the 4-H Building Exhibits, a menu of all the static divisions will appear. Select the division you will be entering your project in.

- Next, choose what class you will enter in. Some classes will have additional breakdowns into age groups. Select the appropriate age group then click "Continue".

- An "Entry Details" box will appear for you to briefly describe your project entry. Please put information in this box that describes your project in such a way that if your entry tag becomes separated from your project, any person will understand which project the tag belongs to.

- Select if you are going to participate in conference judging.

- The next page will have an option to add additional entries or to complete the entry process. To add more entries, select "Add another Entry" If you are done entering projects in the fair, select "Continue to Payment"

- An invoice will be created, but the total should be $0.00. There are no charges to enter in the 4-H division.

- Click "continue" until you get to the confirmation page. Don't forget to hit "Submit"!

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