Families Entering 4-H Exhibits at the Fair with FairEntry

1) Go the web link provide by your County Extension Office. http://NDTrainingFair.fairentry.com

2) Click the GREEN Sign in with your 4honline account.

3) Click on Begin Registration

4) Click on Individual.
5) Click on Register an Individual. If any member has already registered, they will also be listed on the right hand side.

6) Select the family member to enter exhibits. You will see the list of family members imported from 4honline. If the family member is not listed, click on Create an Exhibitor from Scratch.

7) Personal details, contact information and address have been imported from 4honline. The screen you see first for this exhibitor will be to answer questions if there are any. Click on Continue to Entries.
8) Click on add entry.

9) Answer questions for the exhibitor (if any).

10 & 11) Select Department for the first exhibit and click choose. Next select the Division (project) and click choose.
12) Confirm the selected department and division.

If correct, click choose.

If not correct, click cancel and start the entry of this exhibit again.

13) Pick the class you wish to enter and click Select. Note the classes for static exhibits specify 4-H age of exhibitor.

4-H age is the age of the member on August 31 of last year. That age is 4-H age for the member when the North Dakota 4-H year started on September 1. If you have had a birthday between September 1 of last year and today – your actual age will be one year more than your 4-H age.

14) After selecting the class, click continue.

15) Add description of the exhibit. The description must be detailed enough to pick out the exhibit – distinguish it from all others in that class. Be specific.
Some examples of description:
1) Instead of enlarged photograph, describe the photo “bridge over river at city park.”
2) Instead of four cookies or bars, describe the type: “chocolate chip cookies.”
3) Instead of Item/display for nature trails, describe the item: “poster on bird nests”
4) Instead of drawing, describe the drawing: “dog looking through window”
5) Instead of item made for wood arts, describe the item: “chess/checker board of maple and walnut”

Be Specific with your description of the exhibit!

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16) Click on Add another Entry if you have additional exhibits.

17) If your county fair has entry fees, or has additional items you purchase, the charge will show here.

18) Select the payment method if there is a fee associated with your entry.
19) Entries are not sent to the fair until you click on submit.

20) A message indicating your entries have been submitted will appear. Check your 4honline email for messages approving your entries or alerting you to any issues with an entry. Sign out.

21) Check your email for a message indicating receipt of your registration.

If you do not receive this email, check with your county FairEntry administrator.
22) You will receive another email when the registration has been approved.

<table>
<thead>
<tr>
<th>Individual Exhibitor: Betzi Aakre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry #2: 4-H Static / Creative Arts / 5105: floral arrangement, exhibitor 8 to 12</td>
</tr>
<tr>
<td>Entry #4: 4-H Static / Creative Arts / 5105: floral arrangement, exhibitor 8 to 12</td>
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</tbody>
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Your registration was approved on
April 00, 2:00:13 PM 0 Time
Comments from Lisa Braton, Cass County:

Just a couple of notes:

In the entry settings, the admin can set the description field as off. This is how Cass does it. The reason is because even if we say put in a detailed description, people don’t. Or they don’t read. Or they really don’t know what they are bringing yet. When judging day comes, we turn the field back on and enter have volunteer judging assistants help with entering descriptions at the same time as results.

This is why we have to give our volunteers “Fair Manager” staff permissions. This is the lowest level we could choose to let them have access to enter descriptions. This, again, was our work around incase others want to do it that way.

Also, entry settings can be made “Multientry”. This way if an exhibitor wants to bring 2 crochet items, they would not have to go back in twice to make the entry. They can go in once and then select the number they are bringing. This might be ideal for those who have “Unlimited” entries or a “limit of 10”. However, if you have multientry set up and want families to enter descriptions at the same time, it can be very cumbersome. I suggest if you want multientry, NOT to have families enter descriptions at the time of registration.

I would point out the blue/purple button upon logging in. This button, with the fields for credentials, is for any open class or non-4-H members to create an account. Many times we had families try to just enter their credentials there, instead of using the green button. I have asked FairEntry to change it (visually) but I see they haven’t.

On page 5, the last instruction….is there a box you have to check to “agree to terms”? I can’t quite remember.

One last note: I would let everyone know that their families cannot log back in and make new entries until their previous entries have been accepted. So if they register one child, and then submit, they will not be able to enter another child until the first child’s exhibits are accepted. (This would be the case if they forgot to “add exhibitor” before they submit.

Another example is if they remember another one or come up with another exhibit, after they submitted their first exhibits. On the night that our registration closes, I am at home on my phone logged into FairEntry frequently checking it and accepting registrations until about 11:00 pm. (However, this could be solved if it was advertised that registration closes at 5:00pm).

Hope this helps.
Lisa