Initial Setup

Before You Start

NDSU Extension Center for 4-H Youth Development has purchased the basic FairEntry program for each county to help manage your county fair or achievement day exhibits. As a result the following things will happen:

1) Your organization and initial fair will be created for you.
2) After completing your first training webinar (Hierarchy), your admin account will be set up in FairEntry, triggering an automatic email with login information and a temporary password.

Setting Up Your First Fair

For the first year, you will need to enter all the information about your fairbook (classes, etc), premiums, and entry rules. In the second year and beyond, you will be able to copy over all the settings from that first year, just altering whenever changes are made.

- **Primary Contact Information** – On the sign-in screen, click the Edit button on the Primary Contact information box. Enter all the information— this will be displayed when your fair requests 4-H integration and fair-to-fair connection.

- **Setup >> Fair-to-Fair Connection** – this is necessary to establish the connection between your county fair and the state fair, for promoting selected county exhibits to the state fair. **This will be done when you request this connection. The Center for 4-H team managing 4-H at the state fair will approve the connection request.**

- **Setup >> Fair Details tab >> Upload/Synchronize State Fair Hierarchy** – for most counties, we recommend synchronizing with the state fair hierarchy first and then adding your county only classes.
However, if your fair has a large number of county only classes you may consider the process in step 2. Note: If uploading a hierarchy spreadsheet, this must be done PRIOR to synchronizing with the state fair hierarchy.

1) **Setup >> Fair Details tab >> Upload/Synchronize Hierarchy**— after the connection is made to the ND State Fair, you will synchronize with the state fair class hierarchy (fairbook).

2) **Setup >> Fair Details tab >> Upload Hierarchy**— you can add your own classes to the hierarchy (fairbook) in the program. You can download the template and example data, complete the Excel spreadsheet with your own classes, and then “Upload Your Hierarchy”. The hierarchy must be built with the following headings:

- **Department** – major category, such as Beef Cattle, Static, Contests, etc.
- **Division** – think of this as what we used to call Classes – such as Beef, Dairy, Photography; but with a little more definition so the Division Type will coordinate.
- **Division Type** – must be one of these: Breeding Animal, Event, Market Animal, Other Animal, Static
- **Class** – include class number, followed by a colon: and class name - 2132: flax sample

- **Allow This Class To Be Synchronized** – Yes - if can advance to state fair, No - if cannot (county only classes will be No)

- **Add your departments/classes that are not tied to a state fair entry**— if you use different livestock classes or have other county-only classes.

1) **Hierarchy tab >>** add Departments, Divisions, or Classes following the instructions on the screen. Check No to Allow This Class To Be Synchronized.

- **Setup >> 4-H Integration** – this allows records from 4HOnline to be imported into FairEntry (members, clubs, projects, animals). *This is best done after the cut-off date for project changes, otherwise changes in projects enrolled by a members will not show up in FairEntry.*