FairEntry—Synchronization

Fair-to-Fair Connection

If your fair is connected to another fair that is using FairEntry (i.e. County and State Fairs), it is necessary to establish the connection between the two fairs in order to promote selected exhibits from one fair to another. Follow the on-screen instructions to find and request a connection to the fair. This may have been done for you in the initial account setup, but will need to be re-established each year.

Start by clicking the “Set-up” tab. Once there, click on the lower tab “Fair-to-Fair Connection”.

Once here you are going to choose the fair to connect to. Click the green button “Connect to another Fair”. You should have the option to choose the ND State Fair. See below:

Synchronize Hierarchy

If you are connecting to another fair, after the fair-to-fair connection has been set up and approved, click Synchronize under the Fair-to-Fair Connection tab to import the hierarchy from that fair. This option is available for county fairs that connect to a state fair and use the same hierarchy (or partial hierarchy).

To do this, check all three available boxes to “Delete Items”, “Restore Deleted Items” and “Synchronize Name and Number Changes”. Proceed by clicking the green “Synchronize Hierarchy” button. It may take a few moments to complete. Once you are synchronized, you will see a log of what was synchronized or changes. See below:

Checking Synced Hierarchy

To see your synced hierarchy is easy to check.

Click on the top “Hierarchy” tab. Once your Fair/Department/Division/Class shows, you can choose your fair. Once that is chosen the synced departments will show. You can follow down the list. Notice the “Synced” behind each category. See below: