Entry Instructions

Important Reminders

The Lafayette County Fair entry process opens Thursday, May 21st and closes Thursday, June 11th. Please start this process sooner rather than later since it is new to everyone.
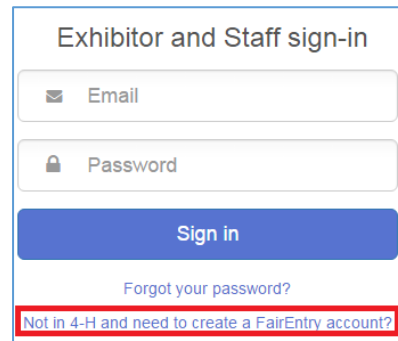
Steps

1. Go to lafayettecountyfair.fairentry.com to begin the entry process. Find your fair by typing Lafayette in the search bar. Click on the 2020 Lafayette County Fair.

2. If you have a 4H Online account, you may use that login and skip the next steps. Proceed to the Exhibitor Information section of this document by clicking the 4-H green button.

   If you are an FFA member or Open Class, you will log in using the blue section.
   If you need to setup an account, follow the steps below.

3. If you need to setup an account, click on the link to create a FairEntry Account. *(After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)*

4. Enter your email address twice and click Create Account. **IMPORTANT:** *This must be a valid email address, so that you can receive the necessary confirmation messages.*

5. On the Account Creation page, the information requested (all fields are required): Account Name, Phone, Password (enter twice to confirm). Click Create Account.

6. Click "Begin Registration"	**Welcome!** We noticed you haven't yet registered for the fair. Begin Registration ⊙

Exhibitor Information	
1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.	**New Individual Exhibitor** **First Name** (Required) **Last Name** (Required) **Date of Birth** (Required) **Gender** (Required) ⚠ The form is incomplete Cancel Continue
2. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* Enter the information on the Contact Info screen— the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. Click Continue when you are finished entering data.	Helpsheet, Becky 8/05/2000 #2145 Personal Details · Contact Info · Address · Questions · Files · Review ⊘ Delete this Exhibitor **Contact Info** **Home Phone Number** (Required) Format: ###-###-#### or ########## **Email Address** (Optional) Format: name@website.com **Cell Phone Number** (Optional) Format: ###-###-#### or ########## Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records. **Cell Phone Carrier** (Optional) ⚠ The form is incomplete. Please complete the form.

3. Enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue when all information is entered correctly.

4. There will be a custom field/question for you to answer asking if you are an open or junior exhibitor. That will be step 4 on the progress bar at the top. This will process your exhibitor fee.

Helpsheet, Becky
8/05/2000
#2145

Personal Details · Contact Info · **Address** · Questions · Files · Review

⊗ Delete this Exhibitor

Address

ⓘ **The exhibitor's address is very important!**
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

Address
(Required)

Address continued
(Optional)

City
(Required)

State
(Required)

Zip Code
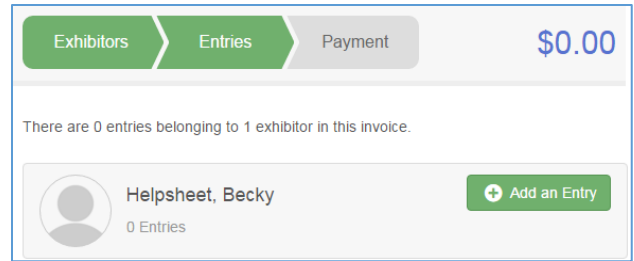(Required)

Continue ➔

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5. Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Helpsheet, Becky
8/05/2000
#2145

Personal Details · Contact Info · Address · Questions · Files · Review

⊗ Delete this Exhibitor

Please review the exhibitor registration. | Continue to Entries ➔

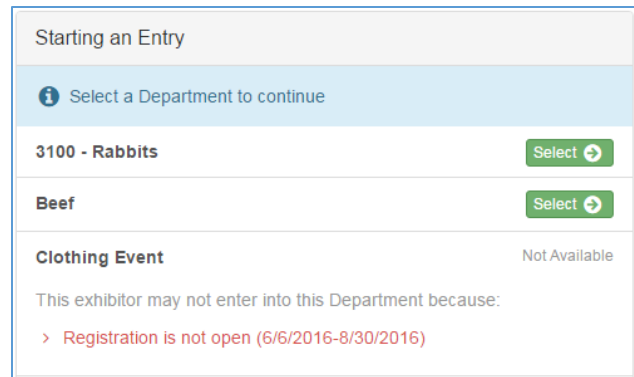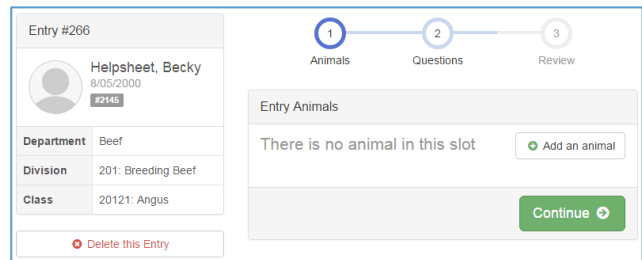| Personal Details	Edit		Contact Info	Edit
First Name	Becky		Email	
Last Name	Helpsheet		Home Phone	555-123-4444
Date of Birth	8/05/2000		Cell Phone	
Gender	Female		Cell Phone Carrier	

Creating Entries

1. Click Add an Entry beside the correct exhibitor (if more than one has been created for each family member).

Exhibitors	Entries	Payment	$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Helpsheet, Becky
0 Entries   ⊕ Add an Entry

2. Click Select beside the first department you wish to enter. If you need a fairbook, you can pick a hard copy up at the fair office or download an electronic copy on the website at www.lafayettecountyfair.org.

3. After you select a department, you will see a list of classes to select from, and then a list of available lots. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, class, or lot.*

4. After you have selected the lot, click the green Continue button.

Starting an Entry

ⓘ Select a Department to continue

3100 - Rabbits   Select ⊙

Beef   Select ⊙

Clothing Event   Not Available

This exhibitor may not enter into this Department because:

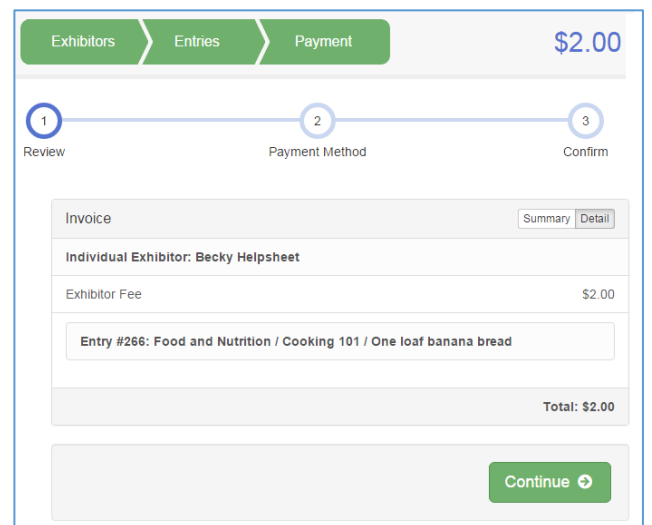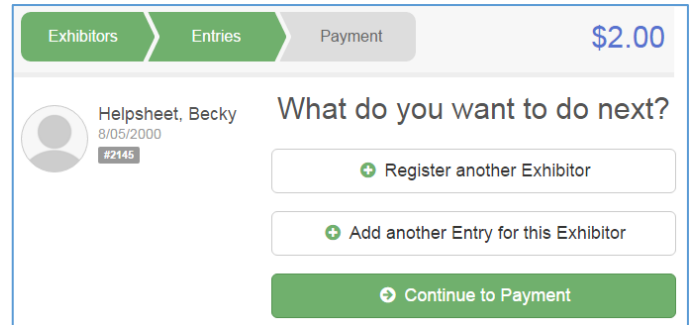> Registration is not open (6/6/2016-8/30/2016)

5. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class.

6. Fill in all of the fields with information about the animal you intend to exhibit.

7. If the animal information was entered incorrectly, you have the option to either Remove From Entry or Edit Animal Details. When it's correct, click Continue.

Entry #266

Helpsheet, Becky
8/05/2000
#2145

Department	Beef
Division	201: Breeding Beef
Class	20121: Angus

⊗ Delete this Entry

①———②———③
Animals Questions Review

Entry Animals

There is no animal in this slot   ⊕ Add an animal

Continue ⊙

8. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.	

9. When each entry is complete, you have three choices for what to do next:
   a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
   b. If this exhibitor has more entries to make, you can **Add another Entry for this Exhibitor**.
   c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.
	Exhibitors Entries Payment $2.00
	
	Helpsheet, Becky
	8/05/2000
	#2145
	
	What do you want to do next?
	
	⊕ Register another Exhibitor
	
	⊕ Add another Entry for this Exhibitor
	
	➔ Continue to Payment

10. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.	Exhibitors Entries Payment $2.00 1 Review 2 Payment Method 3 Confirm **Invoice** Summary Detail **Individual Exhibitor: Becky Helpsheet** Exhibitor Fee $2.00 **Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread** Total: $2.00 Continue ➔

11. Read the payment instructions and select check for a method of payment.

12. Read the information in the "After you Submit" section. You will also have to check a box to "Agree to Terms". Click Submit to finalize the entries for the exhibitors in this family. *After you click Submit, no changes are possible to these entries.*