

## Fair Entry

### Important Reminders

- Lafayette County Fair is accepting entries through June 1st. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date, or you will incur a \$20 late fee.
- DO NOT hit submit until you are 100% finished. Once hitting submit, you will be locked out until we approve your entries.
- Register all entries for each exhibitor in the family, if you have more than one exhibitor per email address, before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- PRINT your email confirmation and give to your advisor/leader to review, if they ask. It’s also good to have for your files.
- You will receive a second email when your entries have been approved by your fair.
- Animal exhibitors MUST enter their Premise ID and any fair tags in order to show.
- Clothing exhibitors – be sure to signup for PREVIEW and CONSTRUCTION.
- Auction exhibitors – enter your market class, auction and lean gain.
- Review the fairbook for additional information and changes from 2017: [www.lafayettecountyfair.org](http://www.lafayettecountyfair.org).
- Call the fair office with questions, comments or concerns at (608) 642-3727. If we do not answer, please leave a message, and we will call you back as soon as we possible.

### Steps

1. Go to <http://www.fairentry.com> and click “Find Your Fair”, or use the direct link [lafayettecountyfair.fairentry.com](http://lafayettecountyfair.fairentry.com).

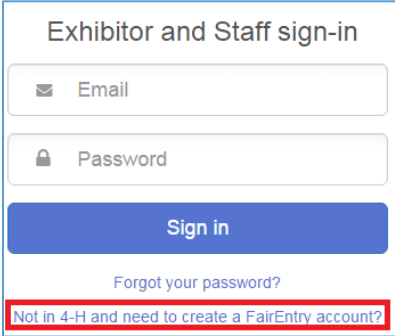
If you want a copy of the fairbook it is on our website, [www.lafayettecountyfair.org](http://www.lafayettecountyfair.org).



2. (First time) Click on the **BLUE** 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.)*

(Returning exhibitor) Login with last year’s email and password or **your 4-H online account (Green Button)**. You can skip to **Exhibitor Information** below.

3. 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.**
4. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).
5. Click Create Account.



Exhibitor and Staff sign-in

Email

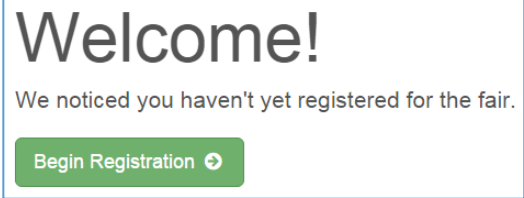
Password

Sign in

Forgot your password?

Not in 4-H and need to create a FairEntry account?

6. Click “Begin Registration”



Welcome!

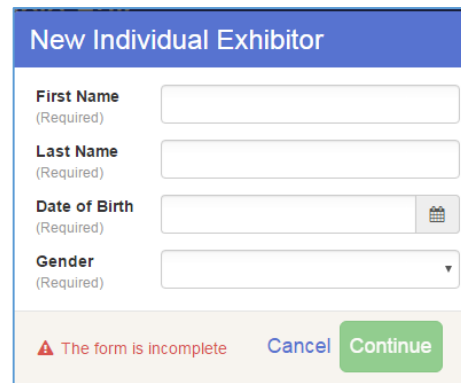
We noticed you haven't yet registered for the fair.

Begin Registration

**Exhibitor Information**

1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.

Returning exhibitors, just review your information to ensure it is still accurate.



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.

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. Select if you are an Open (Adult) or Junior (Student) exhibitor.

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

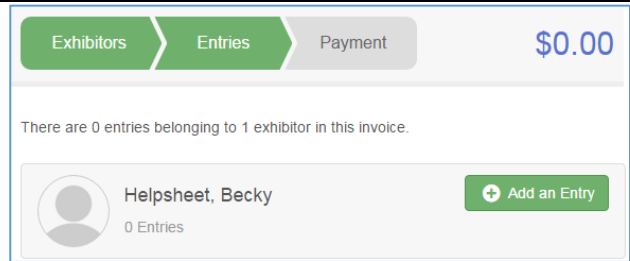
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	



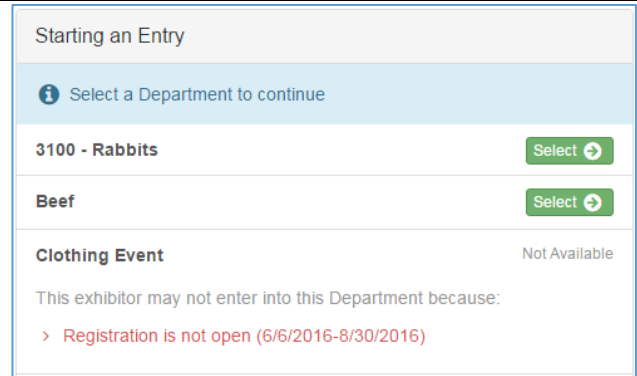
### Creating Entries

One entry must be made for each item/lot. For example, if an exhibitor is bringing two photographs, two entries into the photography class must be created in ***two different lots***. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out.

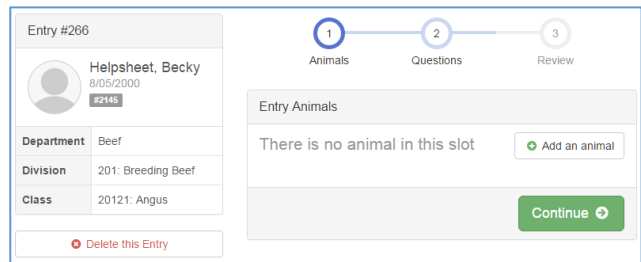
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter.
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, division, or class.*
4. After you have selected the class, click the green Continue button.



5. If this is an **animal class entry**, you may be required to enter additional details, like the weight, tag number, etc. If this does not apply to you just enter NA. Looking at the screen to at the right, click Add an Animal, and select new animal. Follow the on screen instructions.
6. Fill in all the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
7. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it's correct, click Continue.

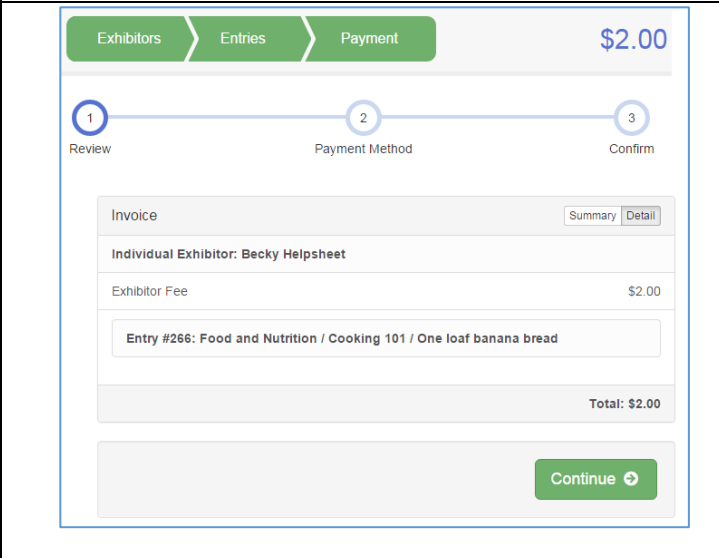
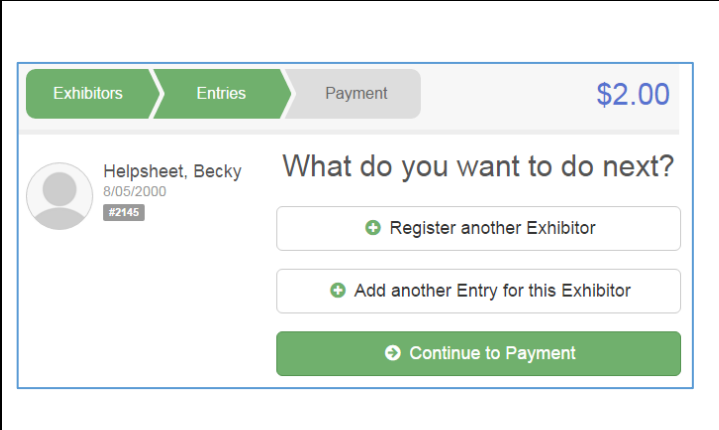
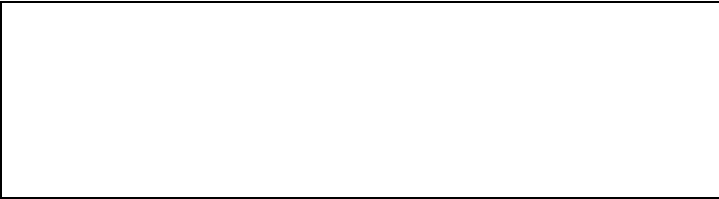


8. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.

9. When each lot entry is complete, you have three choices for what to do next:

- a. If all lot entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
- c. If all entries for all have been completed, **Continue to Payment** to finalize and submit your entries.

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.



11. Read the payment instructions.

12. Read the information in the “After you Submit” section. You may 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 without calling the fair office. Changes must be done before June 1<sup>st</sup>.**

**PRINT YOUR ENTRIES FOR YOUR LEADER/ADVISOR TO REVIEW, if requested.**

Reminders:

- 1.) Animal exhibitors - make sure to enter the market auction, lean gain (Department 39) and showmanship classes if applicable.
- 2.) Clothing exhibitors - don't forget to enter for preview and construction.

If you have any questions please call the fair office at (608) 642-3727. If we don't answer, leave a message. We will call you back as soon as we possible.

