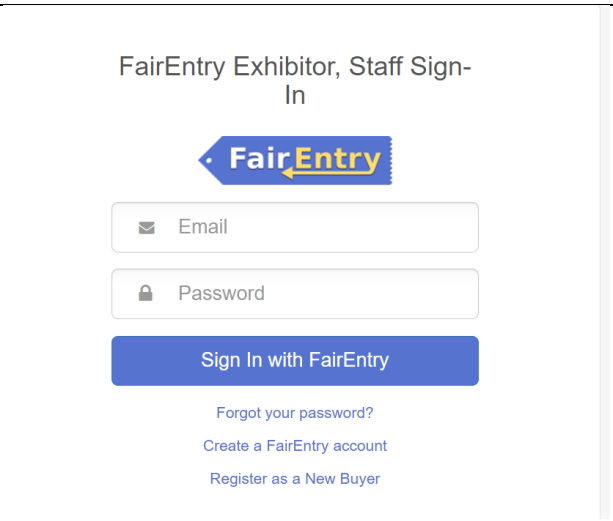
Exhibitor Group (Family) Entry

Important Reminders

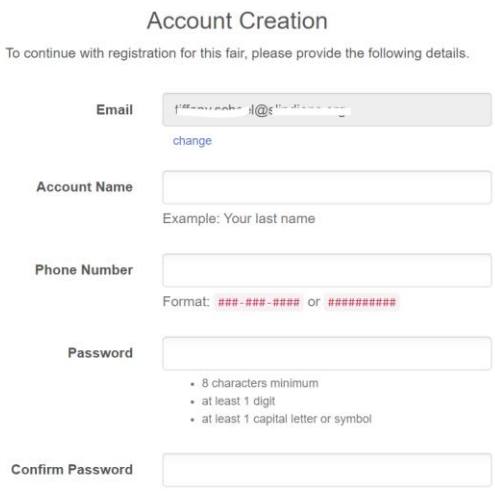
- Open Class (Sr. Fair) entries open June 24 and close July 13. Be sure to complete your entries (including the final "Submit" step) prior to the cut-off date.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the "Submit" button when 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.
- You will receive a second email when your entries have been approved by your fair or show.

Step One – Create an Account

1. Click "Create a FairEntry account." To create an account, you must have an email. If you have a 4H online account with the same email, you will be asked to confirm the password with the 4H online password.

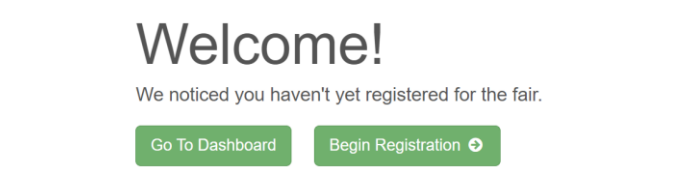


2. You will be required to enter an account name, which is typically your farm or family name, phone number, and create a password.

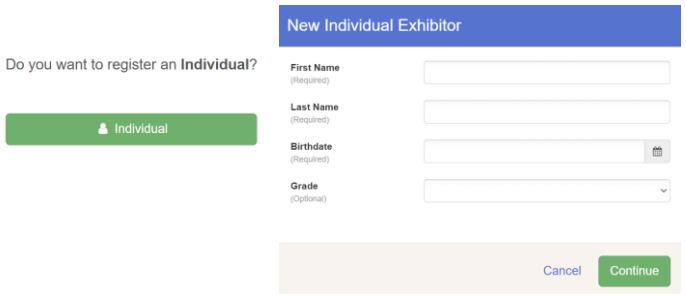


Step Two – Exhibitor Information

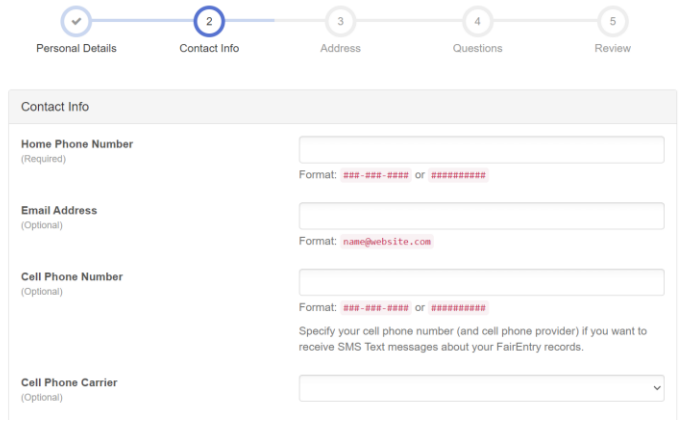
1. Click “Begin Registration”



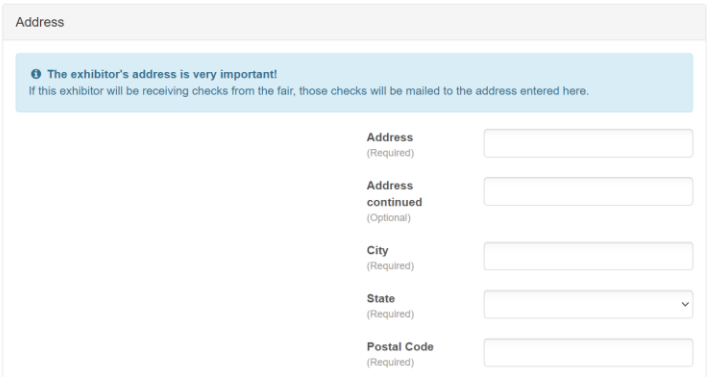
2. Click that you would like to register an individual. Enter the first and last name of the exhibitor, as well as the birthday. Then click “continue.”



3. In contact info, you must provide a working phone number in which you can be contacted. If you do not answer or have a home phone, please enter your cell phone number in this space. All other information on this screen is optional. Then click “continue.”



4. The address screen is very important as any correspondence from the fair office will go to this address. Enter all parts of your address completely. Then click “continue.”



5. Step 4 to entering an exhibitor is answering questions. Refer to each question and explanation on the next page. These questions will be repeated for EVERY exhibitor in a family/farm.

6. **Question 1: Credit Card**

If paying with a credit card, you need to add a $3 processing fee. If you do not add this fee, entry tags and tickets will not be released until the $3 payment is made to the office.

** If paying with cash or check, please mail or stop in the fair office during the following hours:*
July 8th – 12th (Mon -Fri) ~ 9:00 am to 6:00 pm
July 13th (Sat) ~ 9:00 am to 3:00 pm (DEADLINE)

Question 2: Livestock Exhibitor Pass

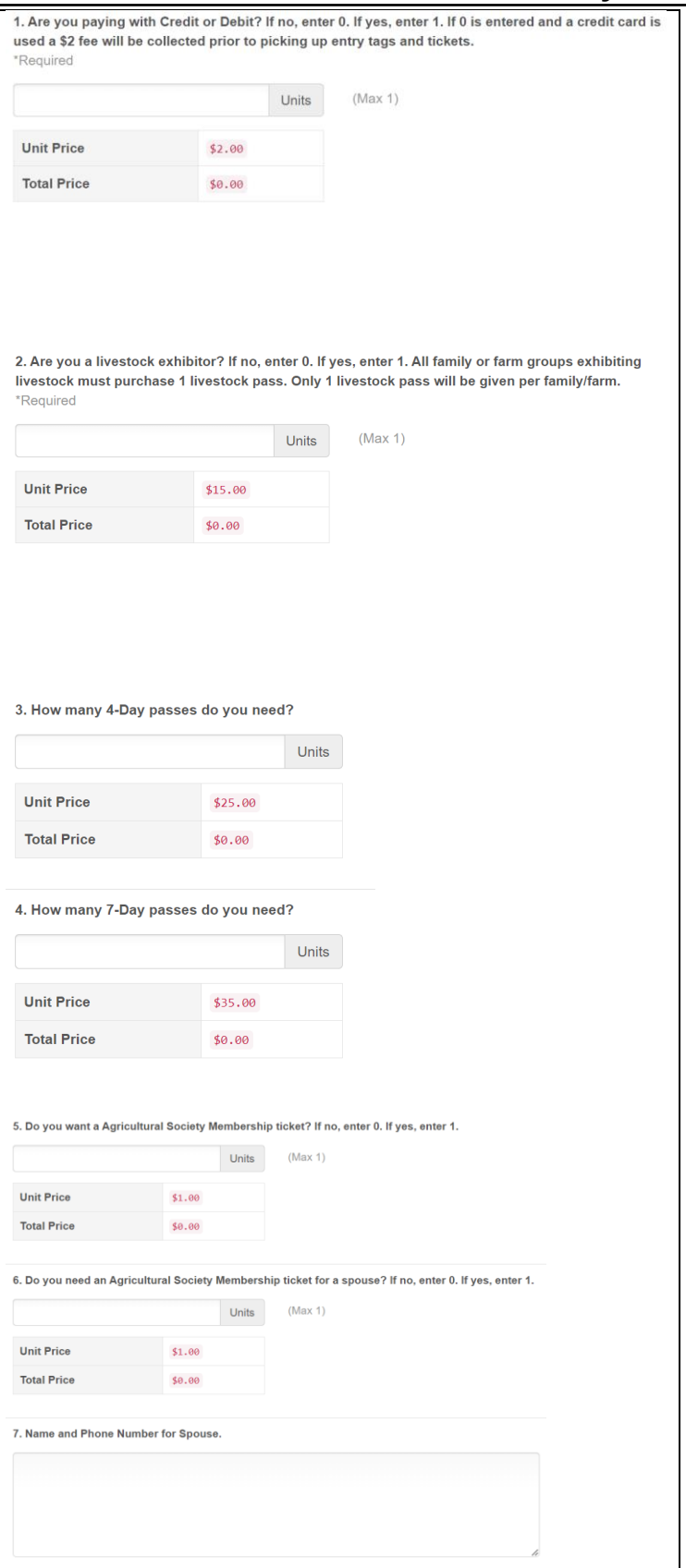
If you have livestock entries, one exhibitor per family/farm must get a livestock exhibitor pass. It includes 7 fair admission tickets. Only 1 pass will be given to a family/farm. Additional tickets need purchased from the 4-day or 7-day passes.

Questions 3-4: Ticket Passes

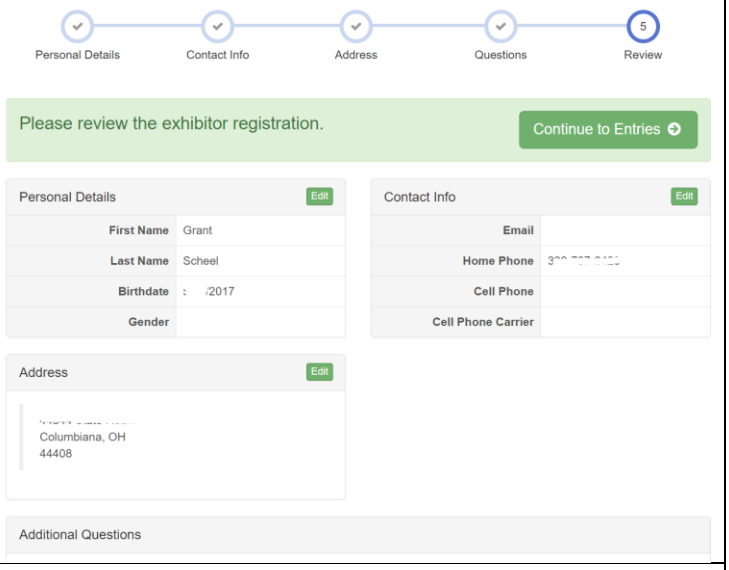
If you would like to purchase pre-sale tickets, choose how many 4-day and/or 7-day passes needed.

Questions 5-7: Agricultural Society Membership Tickets

The purpose of the Columbiana County Agricultural Society is to promote and encourage agriculture, industry, science, art, and other interests of Columbiana County. Purchasing a $1 membership ticket allows each member to vote in Fair Board elections. To purchase a membership ticket, enter 1. To purchase a membership ticket for a spouse, enter the name and phone number in box 7.



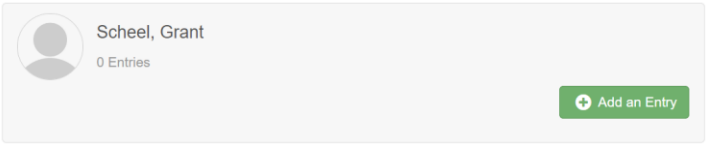
7. Review over all the entered contact information. If accurate, you can continue to entries.



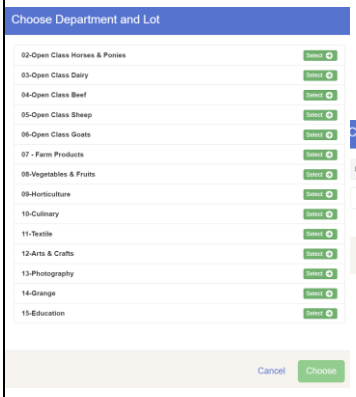
Step Three (pt. 1) – Creating Entries for Livestock Exhibitors

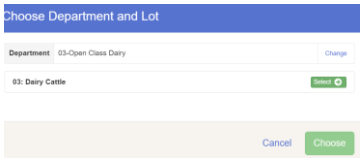
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. **Every livestock exhibitor must have an exhibitor's pass.**

1. First click "add an entry" beside the exhibitor name.

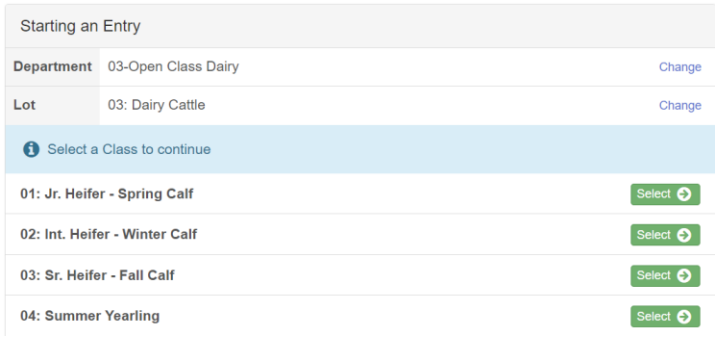


2. Choose the department then lot. Once both are selected, click "choose."

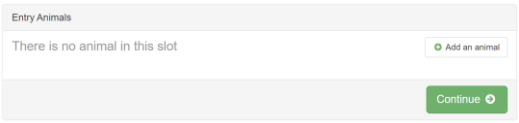


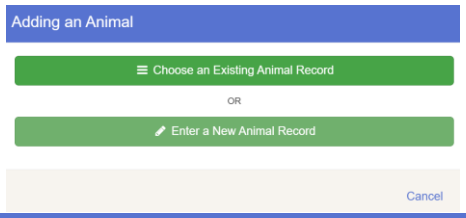


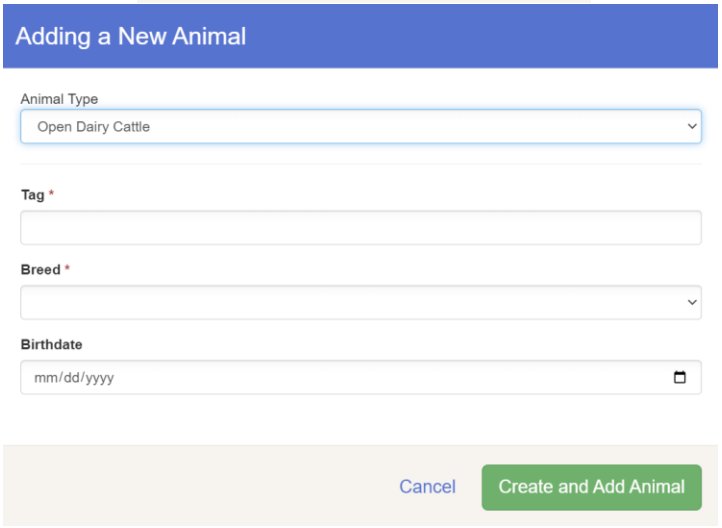
3. Choose the class to enter. Confirm that you chose the correct class, and click “continue.”



4. For livestock entries, you must add an animal. No livestock entries are stored in Fair Entry so you must enter a new animal record. Choose the animal type from the drop down menu, then enter the animal identifying information as needed. Once animal information is added and reviewed, click “continue.”





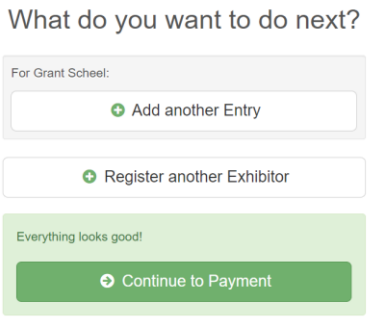


** Animals will only need to be identified with tag number. Names can be used for untagged animals. Dairy cattle will also need to identify the breed of cattle. Animal birthdate is optional.

**Registration papers may be required in the fair office prior to picking up show numbers.

**Any out of state paperwork for horses must also be presented to the office.

5. After you finish with one entry, you can add another following the same steps again. If the exhibitor’s entries are complete, you can also add another exhibitor from the same family at this time, following these steps for each additional exhibitor. If you have entered all of your family’s exhibitors and entries, click “continue to payment.”



Step Three (pt. 2) – Creating Entries for Livestock Exhibitors

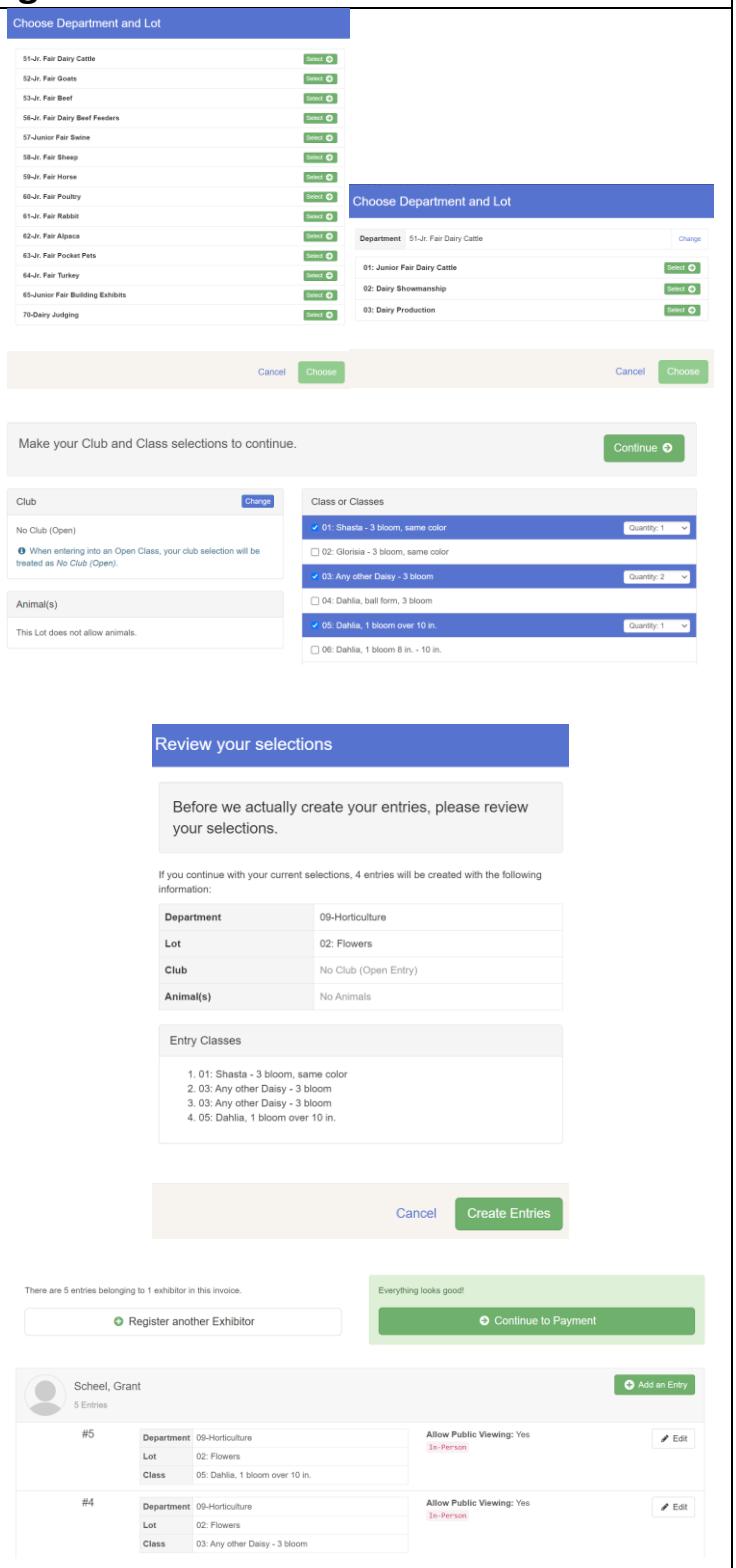
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc.

1. First you have to choose the department and then the lot.

2. Then, choose the classes that you would like to enter. If you are entering more than one, change the quantity to the number of entries. You do not have to add any club information. Then click “continue.”

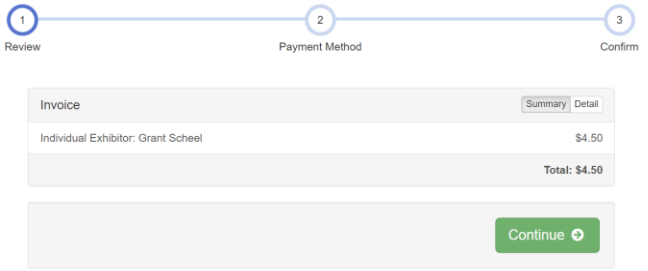
3. You will be asked to review your entry selection(s) prior to moving on. If the classes are correct, click “create entries.”

4. After you finish with the entry, you can add another following the same steps again. If the exhibitor’s entries are complete, you can also add another exhibitor from the same family at this time, following these steps for each additional exhibitor. If you have entered all of your family’s exhibitors and entries, click “continue to payment.”

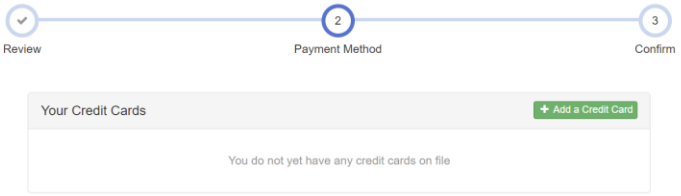


Step Four – Review Cart & Finalize Entries

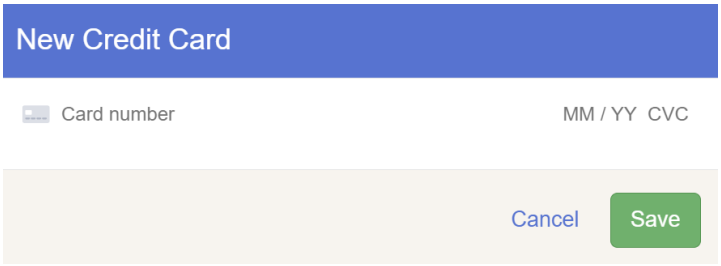
1. When you continue to payment, first you can review all the exhibitors entered for the family. **Make sure that all exhibitors from the family are complete prior to moving to payment.** If all family members are complete, click "continue."



- *After invoices have been approved, families will be able to login to FairEntry and create additional invoices (entries). They are not able to do that while the previously submitted entries are Pending approval.*



2. You can choose to pay by check or with credit card. If choosing a credit card, you will have to provide credit card information in this step. You need the card number, expiration date, and CVC to add a credit card. After confirming your card, you will also need to add your billing zip code. When finished, click "continue." **Entries will NOT be processed until entry fees are paid**.



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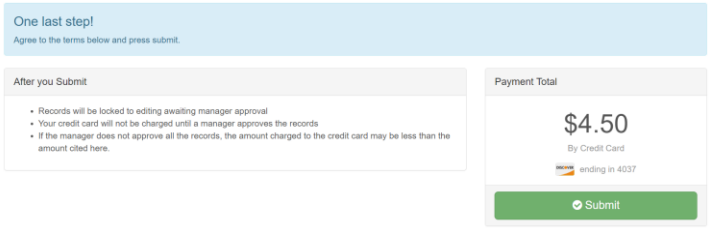

3. You have to click **submit** for your entries to be finalized in Fair Entry. Upon clicking submit, an email will be sent as receipt. A second email will be sent after entries are approved by the fair office