

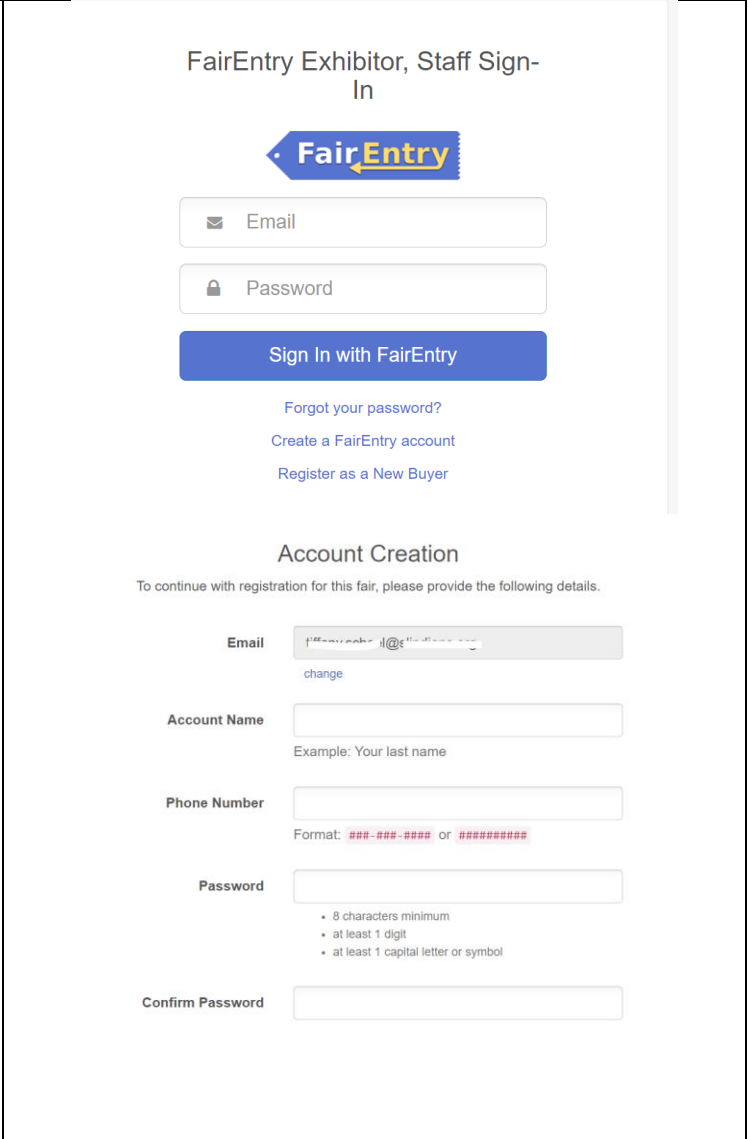
## Exhibitor Group (Family) Entry

### *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.



FairEntry Exhibitor, Staff Sign-In



[Forgot your password?](#)

[Create a FairEntry account](#)

[Register as a New Buyer](#)

#### Account Creation

To continue with registration for this fair, please provide the following details.

Email

[change](#)

Account Name

Example: Your last name

Phone Number

Format: ###-###-#### or #####

Password

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

Confirm 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.

# Welcome!

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

[Go To Dashboard](#)
[Begin Registration](#)

New Individual Exhibitor

Do you want to register an Individual?

[Individual](#)

**First Name**  
(Required)

**Last Name**  
(Required)

**Birthdate**  
(Required)

**Grade**  
(Optional)

[Cancel](#)
[Continue](#)



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)

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)

**Postal Code**  
(Required)



## 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 8<sup>th</sup> – 12<sup>th</sup> (Mon -Fri) ~ 9:00 am to 6:00 pm**  
**July 13<sup>th</sup> (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.

1. Are you paying with Credit or Debit? If no, enter 0. If yes, enter 1. If 0 is entered and a credit card is used a \$2 fee will be collected prior to picking up entry tags and tickets.

\*Required

 Units (Max 1)

Unit Price	\$2.00
Total Price	\$0.00

2. Are you a livestock exhibitor? If no, enter 0. If yes, enter 1. All family or farm groups exhibiting livestock must purchase 1 livestock pass. Only 1 livestock pass will be given per family/farm.

\*Required

 Units (Max 1)

Unit Price	\$15.00
Total Price	\$0.00

3. How many 4-Day passes do you need?

 Units

Unit Price	\$25.00
Total Price	\$0.00

4. How many 7-Day passes do you need?

 Units

Unit Price	\$35.00
Total Price	\$0.00

5. Do you want a Agricultural Society Membership ticket? If no, enter 0. If yes, enter 1.

 Units (Max 1)

Unit Price	\$1.00
Total Price	\$0.00

6. Do you need an Agricultural Society Membership ticket for a spouse? If no, enter 0. If yes, enter 1.

 Units (Max 1)

Unit Price	\$1.00
Total Price	\$0.00

7. Name and Phone Number for Spouse.



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

Progress: Personal Details ✓, Contact Info ✓, Address ✓, Questions ✓, Review 5

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name	Grant	Email	
Last Name	Scheel	Home Phone	310 707 0200
Birthdate	:2017	Cell Phone	
Gender		Cell Phone Carrier	

Address: Columbiana, OH 44408

Additional Questions

## 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.

Scheel, Grant  
0 Entries  
[+ Add an Entry](#)

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

Choose Department and Lot

- 02-Open Class Horses & Ponies
- 03-Open Class Dairy
- 04-Open Class Beef
- 05-Open Class Sheep
- 06-Open Class Goats
- 07 - Farm Products
- 08-Vegetables & Fruits
- 09-Horticulture
- 10-Culinary
- 11-Textile
- 12-Arts & Crafts
- 13-Photography
- 14-Grange
- 15-Education

Choose Department and Lot

Department: 03-Open Class Dairy

03: Dairy Cattle

[Cancel](#) [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.”

Starting an Entry

Department 03-Open Class Dairy Change

Lot 03: Dairy Cattle Change

**Select a Class to continue**

- 01: Jr. Heifer - Spring Calf Select
- 02: Int. Heifer - Winter Calf Select
- 03: Sr. Heifer - Fall Calf Select
- 04: Summer Yearling Select

Entry Animals

There is no animal in this slot Add an animal

Continue

**Adding an Animal**

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel

**Adding a New Animal**

Animal Type  
Open Dairy Cattle

Tag \*

Breed \*

Birthdate  
mm/dd/yyyy

Cancel Create and Add Animal

What do you want to do next?

For Grant Scheel:

Add another Entry

Register another Exhibitor

Everything looks good!

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.”

### Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 4 entries will be created with the following information:

Department	09-Horticulture
Lot	02: Flowers
Club	No Club (Open Entry)
Animal(s)	No Animals

- Entry Classes
1. 01: Shasta - 3 bloom, same color
  2. 03: Any other Daisy - 3 bloom
  3. 03: Any other Daisy - 3 bloom
  4. 05: Dahlia, 1 bloom over 10 in.

Cancel Create Entries

There are 5 entries belonging to 1 exhibitor in this invoice. Everything looks good!

Register another Exhibitor Continue to Payment

Scheel, Grant 5 Entries Add an Entry

#5	Department: 09-Horticulture Lot: 02: Flowers Class: 05: Dahlia, 1 bloom over 10 in.	Allow Public Viewing: Yes <i>In-Person</i>	Edit
#4	Department: 09-Horticulture Lot: 02: Flowers Class: 03: Any other Daisy - 3 bloom	Allow Public Viewing: Yes <i>In-Person</i>	Edit



## 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.**

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

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

The screenshot shows the payment process in three stages:

- Review:** Shows an invoice for 'Individual Exhibitor: Grant Scheel' with a total of \$4.50. A 'Continue' button is visible.
- Payment Method:** Shows a section for 'Your Credit Cards' with an 'Add a Credit Card' button. Below it, a 'New Credit Card' form is shown with fields for 'Card number' and 'MM / YY CVC', and 'Cancel' and 'Save' buttons.
- Confirm:** Shows a 'One last step!' section with terms and conditions. Below it, a 'Payment Total' box shows '\$4.50 By Credit Card' and a 'Submit' button.







