



## 2019 CLINTON COUNTY 4-H & YOUTH FAIR

### GUIDE TO ON-LINE ENTRIES

Fair entry open June 12<sup>th</sup> & the deadline is July 12<sup>th</sup>

#### ~ THINGS TO REMEMBER WHEN DOING YOUR ON-LINE FAIR ENTRIES ~

1. Look over the **2019 Clinton County 4-H Fair Book** before making your Fair entries. It is available at the Clinton Co. MSUE office, on the Clinton County 4-H MSUE site or on the Clinton County 4-H & Youth Fair's Fair Entry Introduction Page. Review the project rules as they apply to your project.
2. **Cloverbud members:** if you are a 5 year old Clover Sprout member, you will select the Cloverbud Department to make your entries. If you are a 6-7 year old 4-H Explorer, you will select the appropriate department (such as sewing, swine, ceramics, etc.), locate the correct class for 6-7 year olds and select your entry.

When a Cloverbud entry is made, the system will ask for a t-shirt size, please enter only one size if entering multiple classes.

3. Be sure to enter the **correct age class**. Use your 4-H Age – the age you were on January 1, 2019.
4. If you are planning to show **2 market hogs**, **2 market lambs** or **2 market steers**, remember that you will need to enter that class twice. These are situations where exhibitors can enter the same class twice.
5. **All equine** participants must enter & participant in a horse/pony showmanship class. NEW THIS YEAR, all horse/pony classes will be entered into the online Fair Entry System.
6. Clubs submitting a club entry such as a theme basket or herdsmanship, Organizational Leaders should use their online enrollment to submit a Club Fair entry.
7. Don't forget that you must sign-up for a Fair job! This system and instructions will be e-mailed to families.



**\*\*\* Do not push the "Submit" button at the end of each member's entry until you have entered ALL family member's entries.**

1. Go to: <http://www.fairentry.com> and click **"Find Your Fair"**  
~ Filter by our state, click Search and then click on "Clinton County 4-H Fair" logo on the right.
2. Click on **"Sign in with 4H Online"**
3. Fill in the blanks with your 4H Online family's email & password from when you enrolled in 4-H
4. If correct, you will get a **"Welcome!"** screen & you can proceed by selecting **"Begin Registration"**. If you receive an error message, try again or select **"I forgot my password"**.
5. Next screen, select **"Individual"** (our Fair only accepts individual entries, no club entries).
6. Click on the green **"Continue"** button until you see screen with all enrolled family members.
7. Select the first member's name you wish to enter into the Fair. Review exhibitor's information to be sure all is correct & select **"Continue"**.

~ Continued ~

(\*\* Some exhibitors may have multiple entries. For example, if an exhibitor is bringing two steers, two entries must be created but remember that no exhibitor may make two entries in the same class unless specifically stated in that department. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (& entries) or proceeding to check-out.)

8. Click **"Add an Entry"** beside the correct exhibitor.
9. Click **"Select"** beside the first department you wish to enter. Any departments that are not available for entry will be noted as **"not available"** with a short explanation.
10. After you select a department, you will see a list of divisions to select from & then a list of available classes. *(Also notice that there are blue **"Change"** links in case you mistakenly select an incorrect department, division or class.)* After you have selected the class, click the green **"Continue"** button.
11. If there are any questions or file uploads related to entry in this class, they will be next. Click **"Continue"** after answering those questions or uploading documents.
12. The **"Review"** screen allows you to double check this entry for accuracy & make any changes necessary. When the information is correct, click **"Continue"** & that class entry is completed.
13. When each class entry is complete, you have 3 choices for what to do next:
  - If all class entries have been completed for one exhibitor, you can **"Register another exhibitor"** in this family.
  - If this exhibitor has more class entries to make, you can **"Add another Entry for this Exhibitor"**.
  - If all entries for all exhibitors in the family have been completed, since we have no entry fees, **"submit"** your entries. Do **NOT** submit for each child. Only submit when all members of the family are completed.
14. Review your entries for completeness & accuracy. *Notice the **Summary & 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.
15. **NOTE:** You must click **"Continue"** to the last **"Confirm"** step to submit your entries.
16. 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.***
17. Print your member's entries so you know what they have signed up for.

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➡ If you have any questions or problems, contact Corissa Harris ([harri446@msu.edu](mailto:harri446@msu.edu)).