

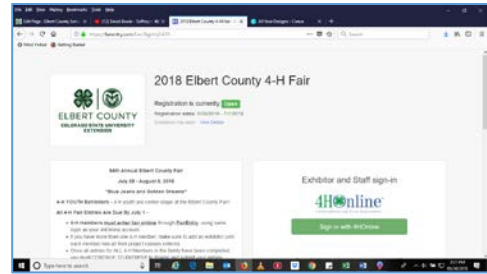
Family Entry

Important Reminders

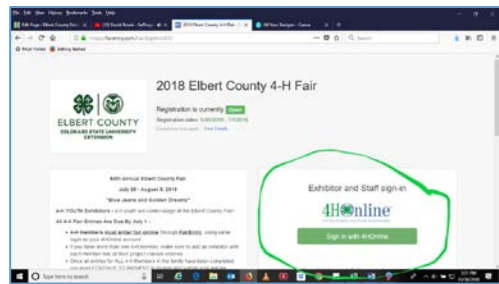
- Elbert County Fair 4-H entry is accepted into the fair entry system until July 1st at midnight. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- 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 entry fees have been received and approved by Extension.

Steps

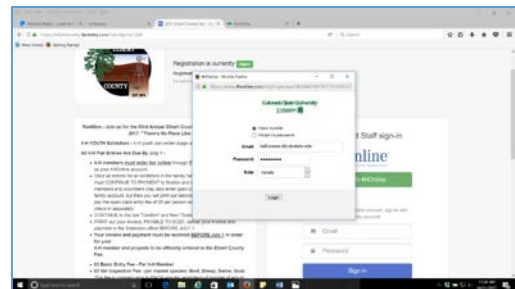
1. Go to elbertcounty.fairentry.com



2. Click “Sign in with 4H Online”.



3. Enter your email address and password associated with your 4-H Online family account and click “enter”.

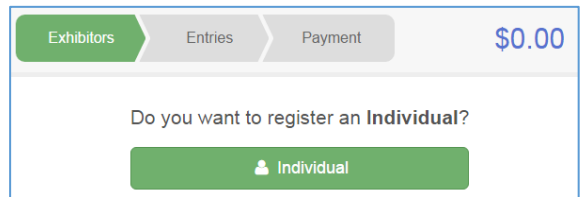


4. Click "Begin Registration"

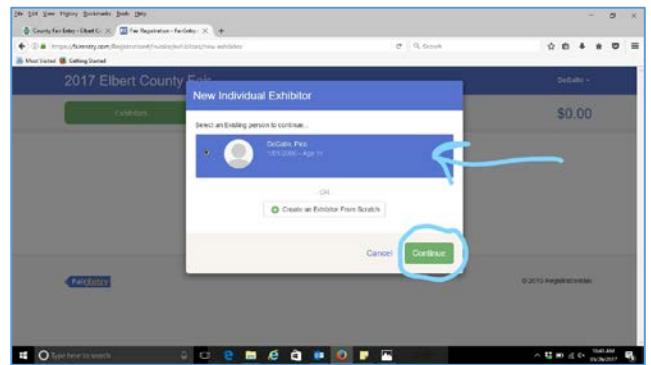


Exhibitor Information

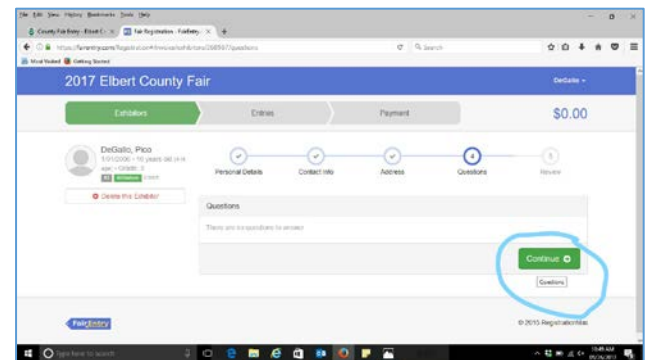
Elbert County Fair is configured for individual entries.



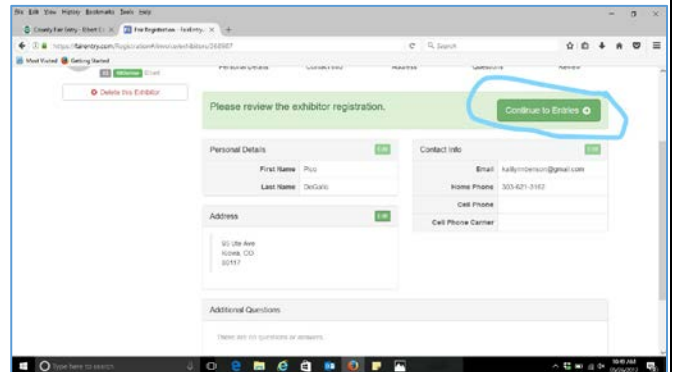
1. Select the member that you are wishing to register and hit continue.



2. Verify that the contact information from 4-H Online is correct. Click Continue when you are finished reviewing.



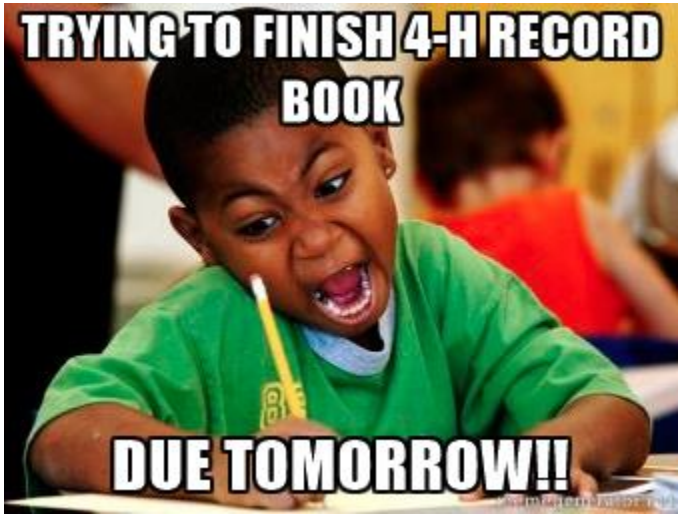
3. Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.



Mental Health Break! County Fair is the Best!



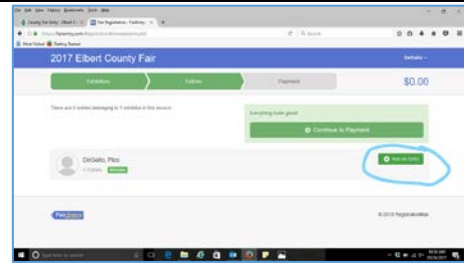
It's ok, we all find ourselves in this situation sometimes...



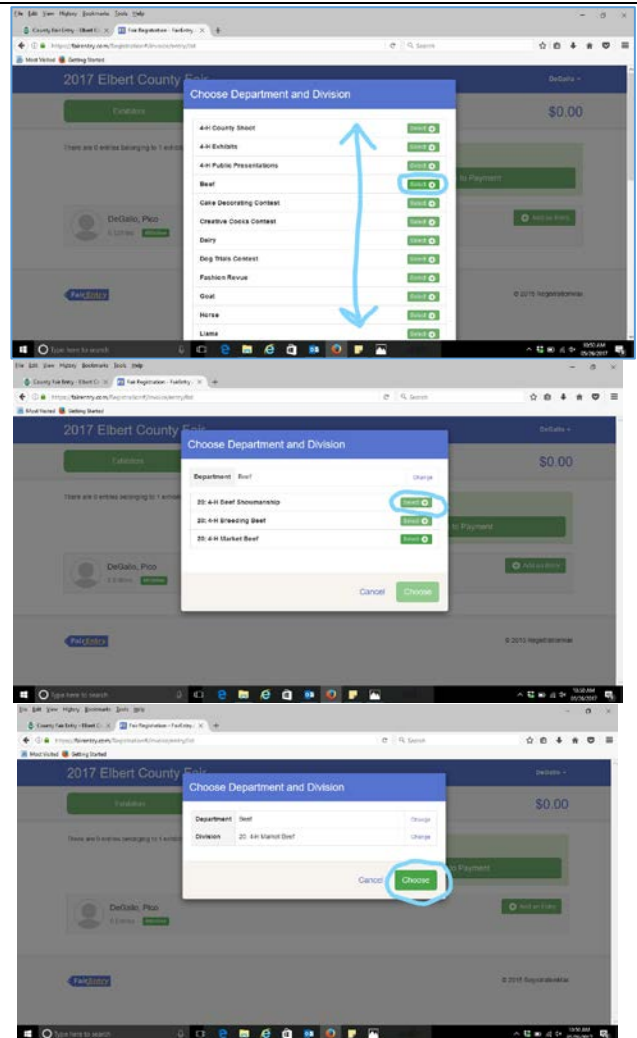
Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. 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 (submitting the entries, whether or not fees are charged).

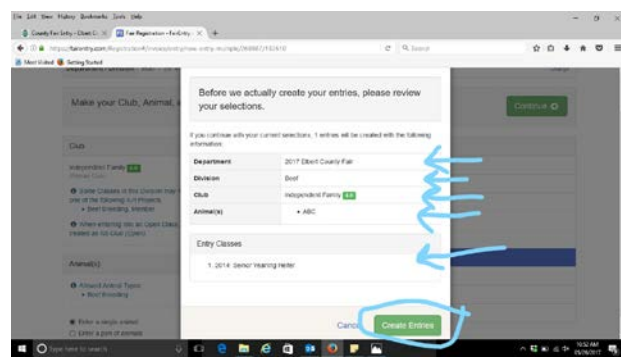
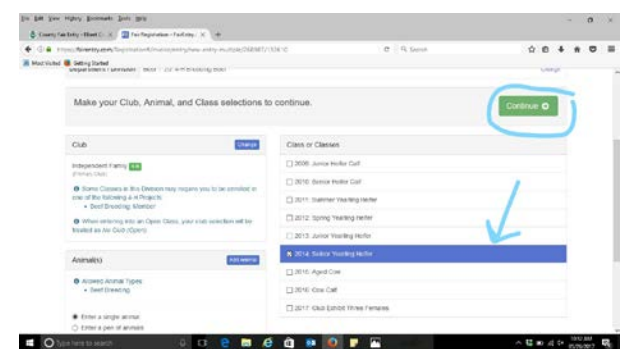
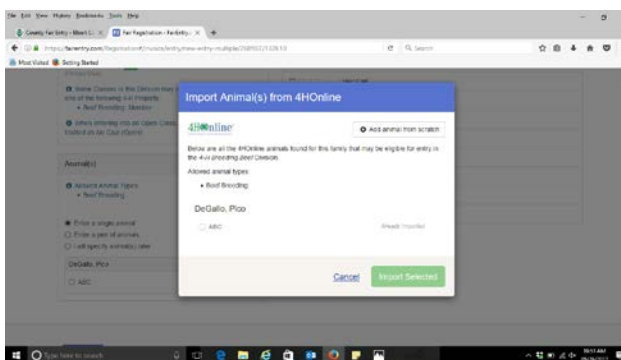
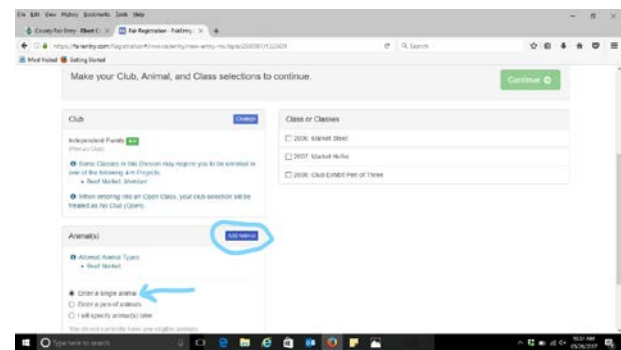
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



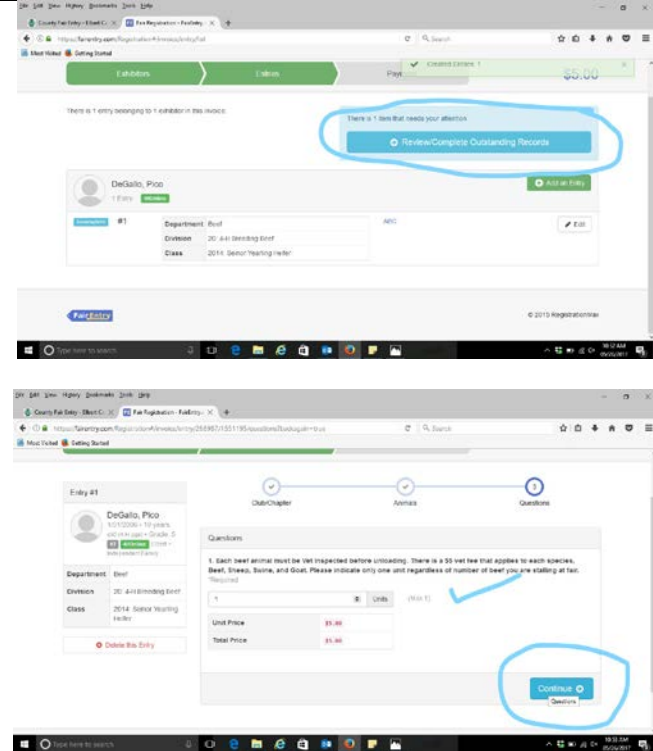
2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.



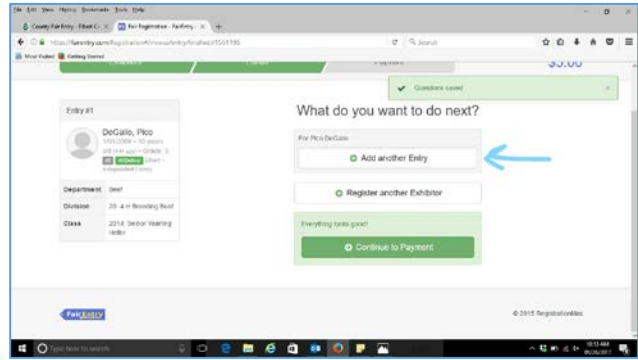
4. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class.
5. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
6. After you have selected the class for that animal, click the green Continue button.
7. Review the information about animal, class, division etc. and click Create Entry.



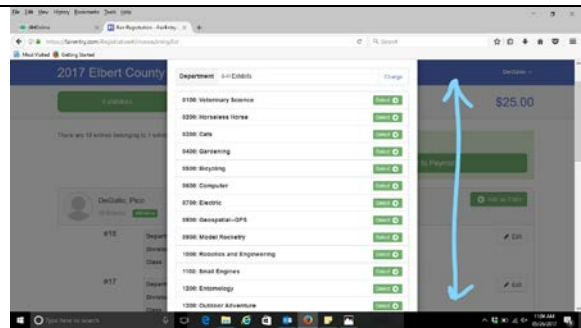
8. Any questions related to entry in this class will be next. Click Continue after answering those questions. Look for a blue bar that indicates further attention is required.
9. For livestock classes, this will be where you select for vet check fees as well as indicating how many animals for each species you would like ultrasounded.
10. 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.



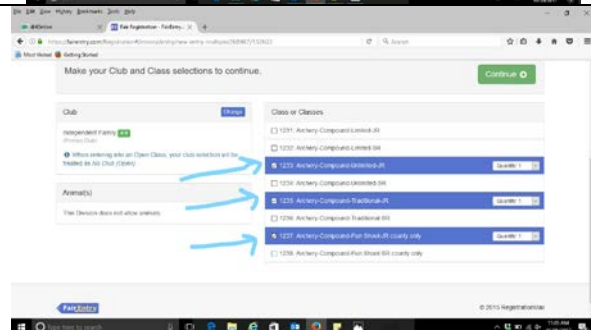
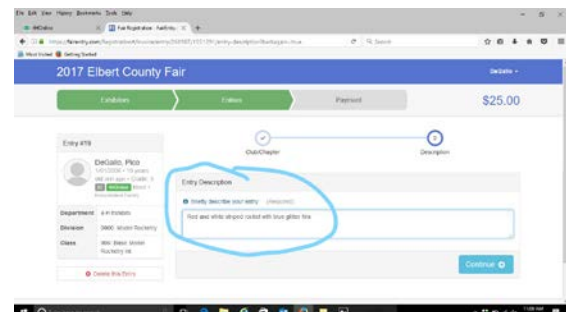
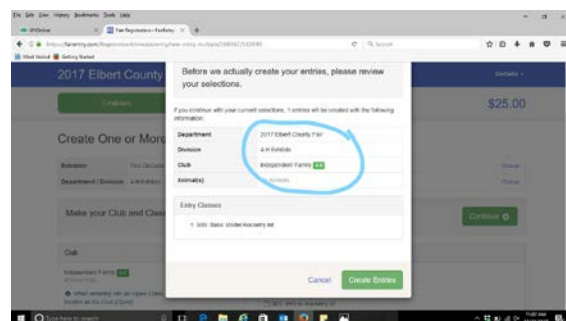
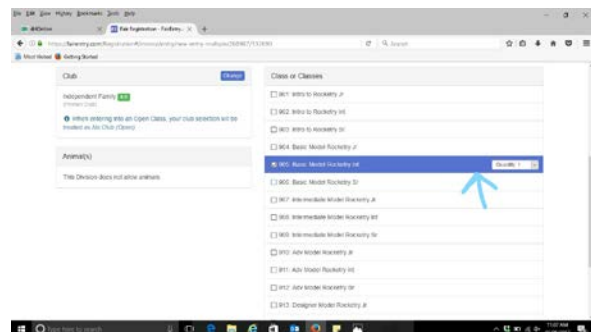
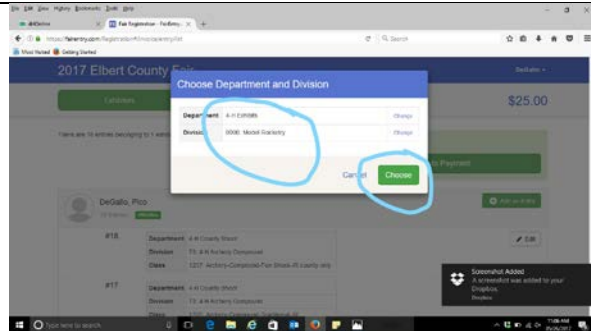
11. When each class entry is complete, you have 3 choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
 - b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
 - c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.



12. To add a general project entry, similar process is followed.
 - a. Select the department that you wish to enter.



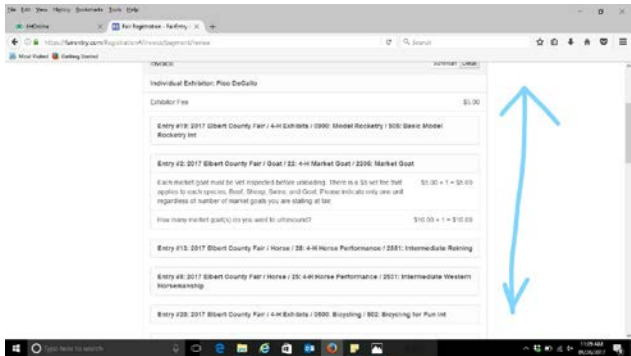
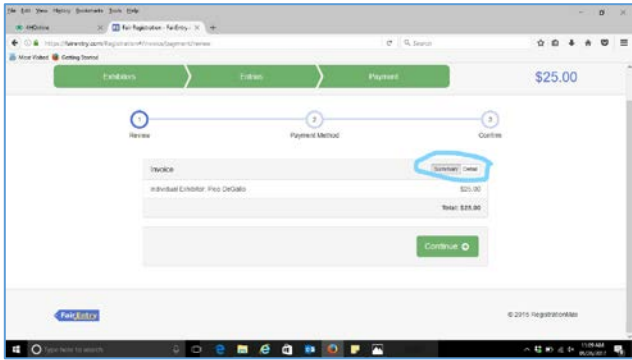
- b. Select the division.
- c. Select the class you wish to enter. Review information and create entry.
- d. Enter a description of your project and click continue.



13. For entries with multiple classes, i.e. Shooting Sports, Dog and Horse classes, you will be able to select multiple classes at once.



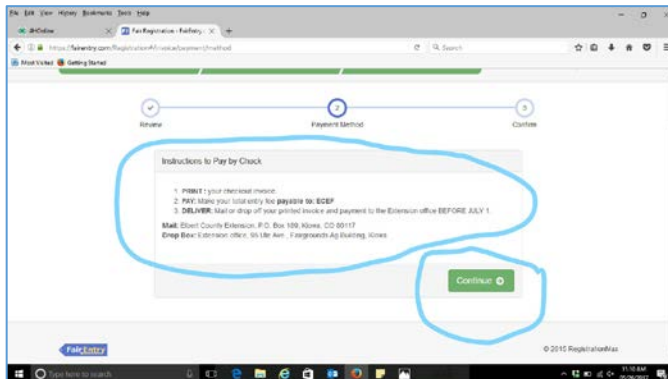
14. Review your entries for completeness and accuracy. Notice the Summary and Detail buttons at the top of the list on the right. If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.



15. Read the payment instructions. You must print your checkout invoice, make one total entry check per family payable to Elbert County Extension Fund ECEF, mail or drop off your check and your invoice to the Extension Office BEFORE July 1st.

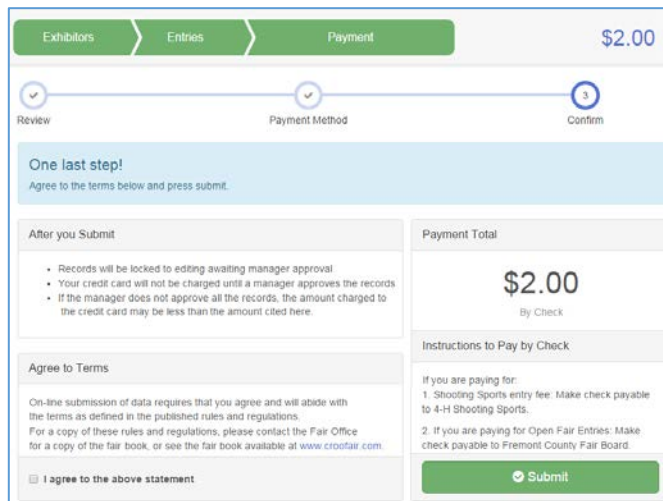
- a. Elbert County Extension POB 189
Kiowa CO 80117
- b. Elbert County Extension Office 95 Ute
Ave Kiowa CO 80117

16. Click Continue.



17. Read the information in the “After you Submit” section. You 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.



18. Look for a confirmation email from FairEntry. Here are examples of what they may look like

