

Family Entry

Important Reminders

- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.

Dane County Fair Entries Close June 7, 2018, 11:59 p.m.

- 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 entries have been approved by your fair.

Steps

1. Go to danecountyfair.com – Youth Exhibitors
2. Select **Make Fair Entries**. You will be directed to the Fair’s entry site with FairEntry.com.

Online Entries

MAKE FAIR ENTRIES

Fair Project and Animal entries are due Thursday, June 7, 2018 by 11:59 p.m.

3. **4-H members** – Select the green “Sign in with 4H Online” and enter your account login information.
(FFA & Other youth members, proceed to step 4.)

Exhibitor and Staff sign-in



Sign in with 4HOnline

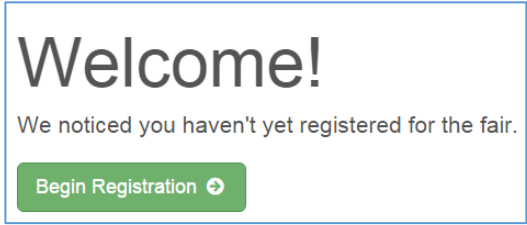
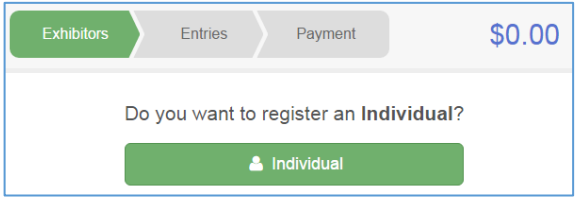
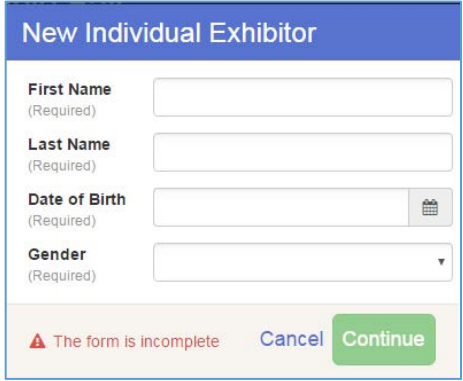
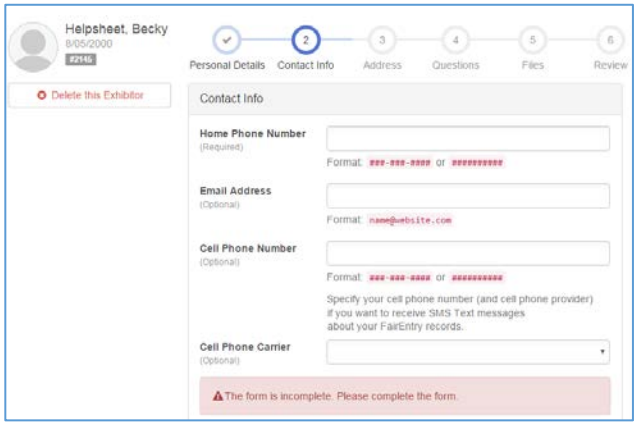
4. **FFA and Other youth members:** (First time) Click on the link to create a FairEntry Account. *(After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)*
5. Enter your email address twice and click Create Account. **IMPORTANT:** *This must be a valid email address, so that you can receive the necessary confirmation messages.*
6. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).
7. Click Create Account.

Exhibitor and Staff sign-in

Sign in

[Forgot your password?](#)

[Not in 4-H and need to create a FairEntry account?](#)

<p>8. Click “Begin Registration”</p>	
<p style="text-align: center;">Exhibitor Information</p> <p>Select Individual for exhibitor entries.</p> <p>4-H Members will select their name and proceed to the next section “Creating Entries”.</p> <p>FFA & Other Youth will continue in this section.</p>	
<p>1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.</p>	
<p>2. <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)</i> 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. If you wish to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.</p>	



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. If your fair set up custom fields/questions for you to answer, those will be step 4 on the progress bar at the top. Answer any questions, and click Continue.
5. If your fair requires you to upload any files for your entry, those will be step 5 on the progress bar. Upload requested files, and click Continue.

6. 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.

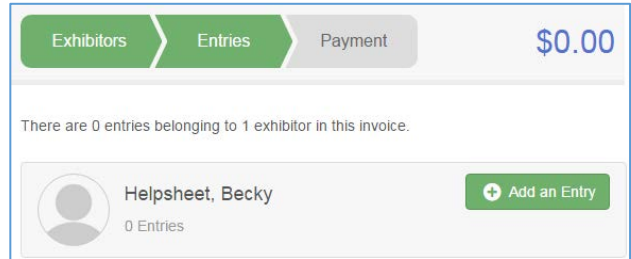
Personal Details	Contact Info
First Name: Becky	Email:
Last Name: Helpsheet	Home Phone: 555-123-4444
Date of Birth: 8/05/2000	Cell Phone:
Gender: Female	Cell Phone Carrier:



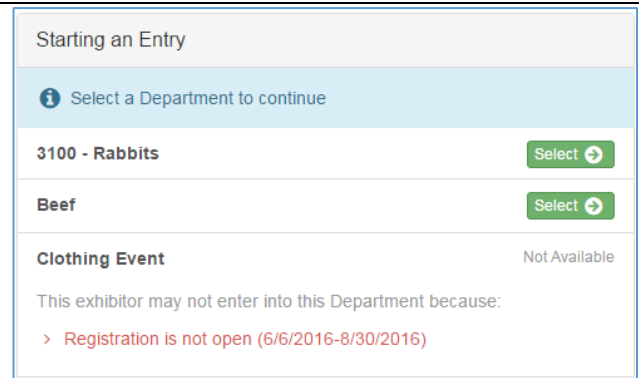
Creating Entries

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).

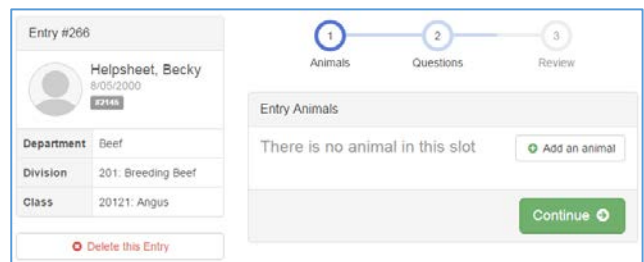
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



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 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, class, or lot.*
4. After you have selected the lot, click the green Continue button.



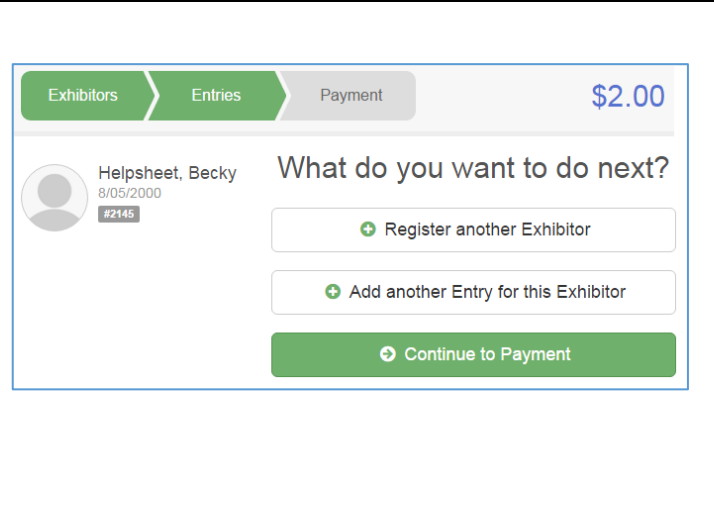
5. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class; If you are able to do that, you will see the option to "Add an animal".
6. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal 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. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.
- 9. 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.

- 10. 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.

- 11. 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.



12. Read the payment instructions. Dane County Fair will accept fees payment by one club check. Provide your fees due to your club leader by their specified deadline.

NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.

13. Read the information in the "After you Submit" section. You will 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.**

14. You will receive an email confirmation of entries submitted from noreply@fairentry.com

15. You will receive a second email when entries are accepted or decline with reasons noted.

Dane County Fair • 608-224-0500 • fair@wdexpo.com

