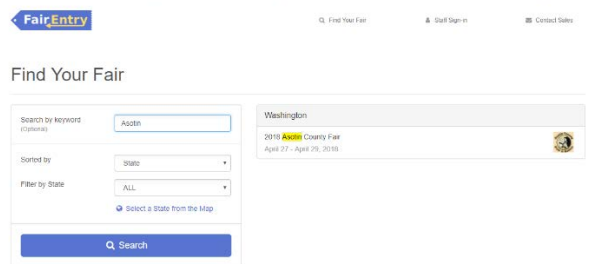
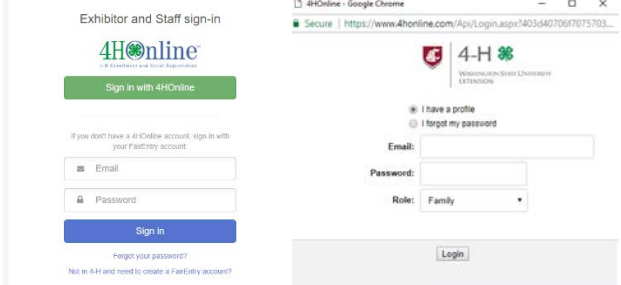
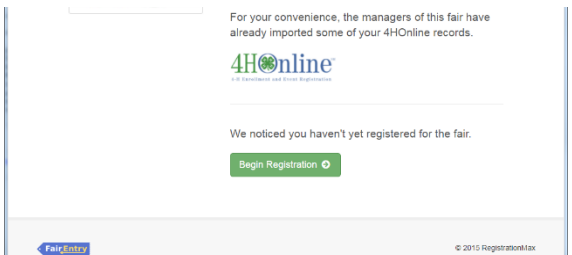
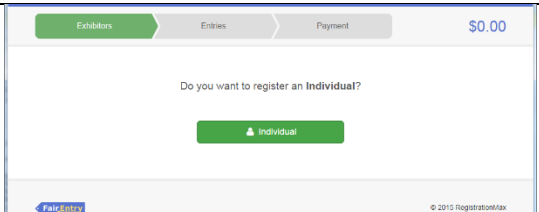
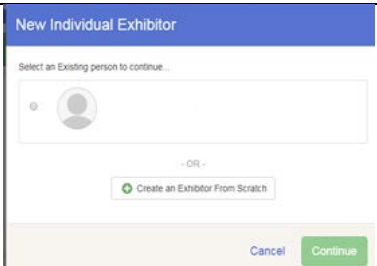
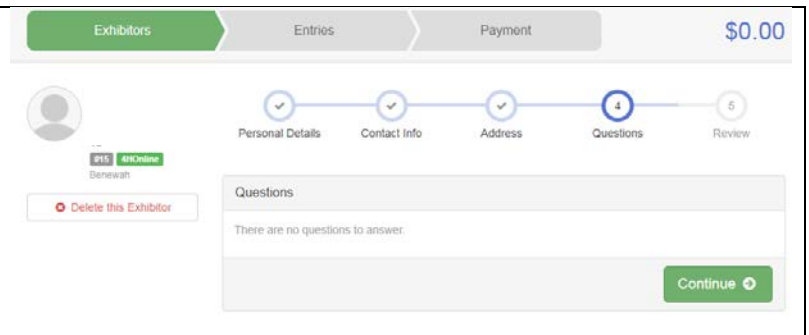


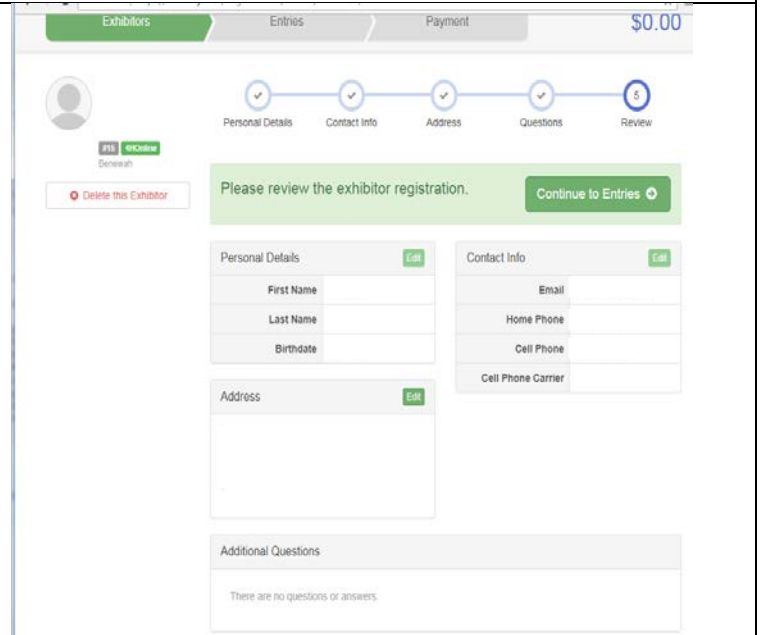
# FairEntry TIP SHEET

<p><b>STEP 1:</b> Go to <a href="http://www.fairentry.com">http://www.fairentry.com</a> click “Find Your Fair”, enter Asotin in search box and then click on 2023 Asotin County Fair</p> <p><b>STEP 2:</b> Click on the green “Sign in with 4-H Online”</p>	
<p><b>STEP 3:</b> Enter your 4-H Online email and password</p> <p><b>STEP 4:</b> Set your role to “Family”</p> <p><b>STEP 5:</b> Click Login</p>	
<p><b>STEP 6:</b> Click the green “Begin Registration” button</p>	
<p><b>STEP 7:</b> Click the green “Individual” button</p>	
<p><b>STEP 8:</b> Click the button next to the child you wish to register for fair.</p> <p><b>Step 9:</b> Click “Continue”</p>	

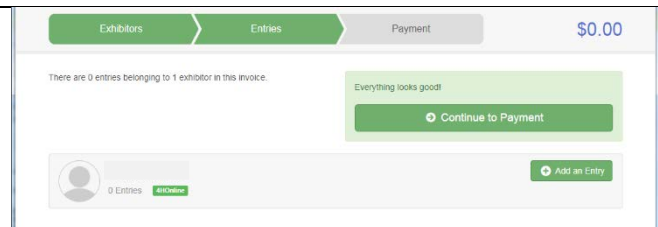
**Step 10:** Click “Continue”



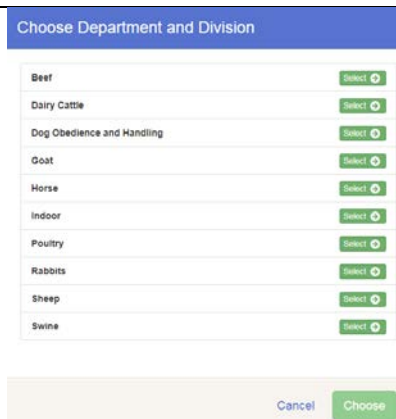
**STEP 11:** Verify all contact details are accurate and click “Continue to Entries”



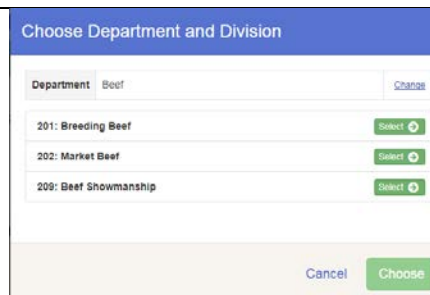
**STEP 12:** Click “Add an Entry”



**STEP 13:** Choose “Select” next to your project.



**Step 14:** Choose your specific project.



**STEP 15:** Once you have narrowed down your class choice, click “Choose”

The screenshot shows a form titled "Choose Department and Division" with a blue header. It contains two rows: "Department" with the value "Beef" and a "Change" link, and "Division" with the value "202: Market Beef" and a "Change" link. At the bottom right, there are two buttons: "Cancel" and "Choose".

**STEP 16:** Select your class of livestock by clicking the small green “select” button.

The screenshot shows the "Starting an Entry" form. It has a progress bar at the top with "Exhibitors" and "Entries" highlighted, and "Payment" with a "\$0.00" amount. The form fields are: "Department" (Beef), "Division" (202: Market Beef), and "Class" (20222: Market Beef). There are "Select" buttons for each class. A "Continue" button is at the bottom right.

**STEP 17:** Click the “Continue” button if everything is correct or the “change” button if you need to edit an entry.

This screenshot is similar to the previous one, but the "Continue" button at the bottom right is highlighted in green, indicating it is the next step.

**STEP 18:** Choose your club. Please choose the club that you have been attending the meetings for this project! Each entry may have a different club, please be sure that each of your projects is entered with the correct club!

The screenshot shows the "Club/Chapter" selection form. It has a progress bar with "Club/Chapter" and "Animals" steps. The "Club/Chapter" section asks to "Please select the 4-H Club or FFA Chapter that is associated with this entry." It shows "Selected Club: None" and "Suggested Club: 4-H". There is a search bar and a list of suggested clubs. A "Continue" button is at the bottom right.

**STEP 19:** Click “Add an animal” to enter your animal ID information. Certain fields are required, such as breed and sex. Market animals must enter tag# and beginning weight. Your club leader has been emailed this information.

The screenshot shows the "Entry Animals" form. It has a header "Entry Animals" and a message "There is no animal in this slot". There is an "Add an animal" button and a "Continue" button at the bottom right.

**STEP 20:** If you have already added your animals into your 4-H Online Profile, click “choose an existing animal record”. If you have not done this yet, click “enter a new animal record” and complete the requested information.

### Adding an Animal

☰ Choose an Existing Animal Record

OR

✎ Enter a New Animal Record

**STEP 21:** Once you have entered all of the requested information, verify information is correct and click “Continue”

#### Entry Animals

✖ Remove From Entry

✎ Edit Animal Details

Identifier (Tag) 000

Animal Type Beef, Market

Tag 000

Beginning Weight 890

Beginning Weight Date 3/11/2017

Continue ➔

**STEP 22:** If you have finished all of your entries, click “Continue to Payment” (Asotin County Fair does charge any entry fee, so this will be \$0)

If you have more entries for this 4-H member, click “Add another Entry” (**HINT:** If you are showing livestock that require a showmanship class, click this option!)

If you need to register a sibling in this family, choose “register another exhibitor”

### What do you want to do next?

For Madison Sotin:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

➔ Continue to Payment

**STEP 23:** Once you have completed all entries and choose “Continue to Payment” in Step 22, you will be led through several screens that you just need to click Continue.

Exhibitors > Entries > Payment \$0.00

1 Review 2 Payment Method 3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: Madison Sotin	\$0.00	
<b>Total:</b>	<b>\$0.00</b>	

Continue ➔

**STEP 24:** Click “Submit”, then “sign out” and you are one step closer to fair!

Please watch your email for a confirmation or for a request to fix entry errors.

Exhibitors > Entries > Payment \$0.00

✓ Review ✓ Payment Method 3 Confirm

#### One last step!

Agree to the terms below and press submit.

#### After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

#### Payment Total

No payment is necessary

Submit