2023 Junior Fair - Online Entry Instructions

Tips for registration:

1. Must use Chrome or Firefox. Make sure pop up block is turned off.

2. Make sure you are using the correct URL
https:\\franklincountyfairOH.fairentry.com

3. Make sure you click on Green bar "sign in with 4-H online"

All Junior Fair families <u>must</u> enroll their fair projects and fair special events via the online service.
This INCLUDES Horse Evaluations - directions below.
If you are unable to enter a department, section or class, please email the Jr. Fair Board Advisors at
franklincountyjuniorfair@gmail.com. We will notify you when the information has been updated.
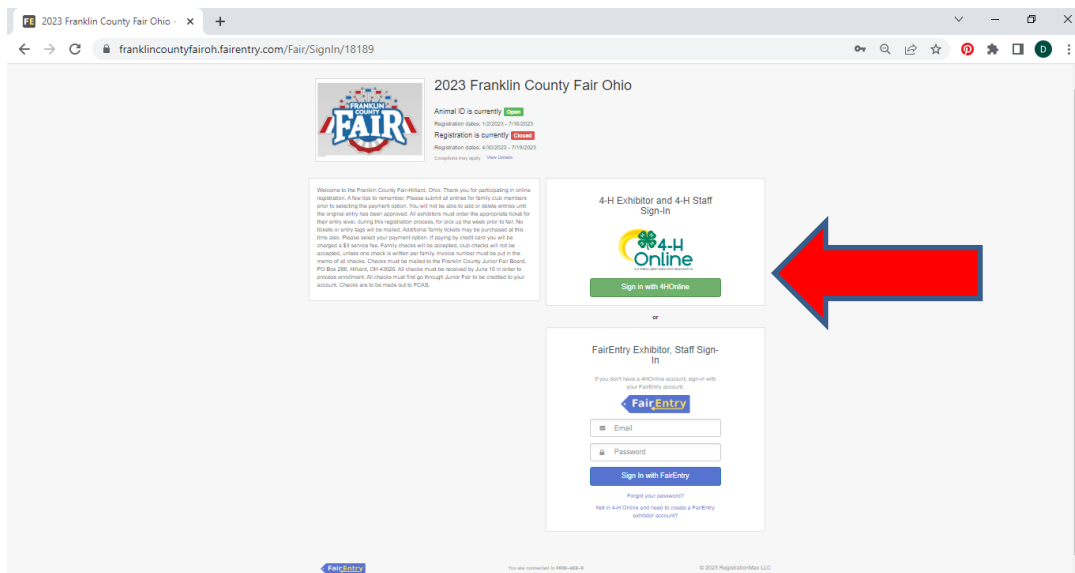
The enrollment process will be open from May 1, 2023 thru midnight June 3, 2023. For your convenience we will have computers available on June 3, 2022 from 10am – 3:00 pm at the Junior Fair office on the Franklin County Fairgrounds for you to enter your projects / events.

June 3, 2023 is the final day you will be able to turn in all required paper forms and posters. You may also mail forms and payments to Franklin County Jr. Fair, PO Box 288, Hilliard, OH 43026. Mailed paperwork <u>must</u> be <u>postmarked</u> by June 3, 2023.

To enter your entries, please go to: http://franklincountyfairoh.fairentry.com
Note: DO NOT use WWW in address

You will use your FAMILY email address and password you provided when you registered for 4-H enrollment.
If you forget your password, select "I forgot my password" so you can be issued a temporary password. Create a new password. When new password is set up, you will use your 4HOnline email address and new password to log in to FairEntry. **NOTE: When resetting a password, the system will take you into the 4H online system. You will need to log out after password reset and log back into the FairEntry site.**

When signed in, you will need to select Begin Registration.

Select Individual

Select a Name from Existing Person List or Create an Exhibitor from Scratch (Enter Personal Details, Contact Information and address) - Continue

Answer the required registration questions – Continue

Scroll back to the top of the page to Confirm Information

Select Continue to Entries

Select Add an Entry

General Projects Entry:

Select Department / Section

Select Choose, then select Class you want to register

Select the club you are participating with this project.

Entry Description – Tent Projects & Special Fair Events – 5 words or less description.

(Description samples: Blue Corduroy Jumper, Chocolate Chip Cookies, Veggie plate from garden)

Answer required class questions if any. (Not all classes will have questions)

To Continue Select: Add another entry / Register another Exhibitor / Continue to payment.

Note- To change to another Department or Section, select Change. This will take you back to the selected level.

You **MUST** register all exhibitors and projects with same email before you proceed to payment (Checkout).

Livestock Entry (excludes Horse):

Select Department / Section

Select Choose, then select Class you want to register

Continue

Select the club you are participating with this project.

Entry Description – Leave Blank

Add an Animal – (if applicable) Enter a New Animal Record

Select Animal Type from Drop Down

Enter Required Identification (Tag / Ear Notch / Tattoo / Scrapie # / Leg or Wing Band) *If unknown at time of registration, type unknown or zero.

Select Create and Add Animal

Continue

Answer required class questions. (Note: Pen requests: if you have 2 hogs, you only will request 1 pen. When you enter your second hog, enter 0 (zero) as number of pen)

Review information / Continue

To Continue Select: Add another entry / Register another Exhibitor / Continue to payment.

Note- To change to another Department or Section, select Change. This will take you back to the selected level.

You **MUST** register all exhibitors and projects with same email before you proceed to payment (Checkout).

HORSE Entry: ***HORSE EXHIBITORS***

You must register your horse evaluation online. (Don't forget to register any other fair projects or any special fair events.) ALL horse paperwork and stall fees are due to the Horse Advisory Committee by June 3, 2023. Questions can be directed to the Horse Advisory Committee Contact Email

Select Department / Section

Select Choose, then select Class you want to register

Select the club you are participating with this project.

Entry Description – Leave Blank

Answer required class questions if any. (Not all classes will have questions)

To Continue Select: Add another entry / Register another Exhibitor / Continue to payment.

**Note- To change to another Department or Section, select Change. This will take you back to the selected level.

You **MUST** register all exhibitors and projects with same email before you proceed to payment (Checkout).

Final Review & Payment

When all information is entered, proceed to payment. You can review your entries with either the summary view (shows amounts owed by exhibitor) or the detail view (shows all items you entered).

Payment Option:

You are only required to pay the **$3.00 service fees if your registration is greater than zero**. If you are only registering your child for projects with no fee(s) and are not purchasing any admission tickets. You will not be required to pay the service fee.

Credit cards –You will be charged a $3.00 service fee. Follow prompts on the screen. Your credit card will not be charged until the fair advisors approves your entry.

 **If you do not have a credit card for payment, please contact one of the junior fair advisors to make arrangements for payment.

Agree to terms and submit request.

You will receive an email confirmation.

When the Jr Fair Advisors reviews and approves your entries, you will receive a second email. If there are any problems with the entry registration, an email will be sent with the information that needs corrected.

IF YOU REALIZE YOU MADE AN ERROR, CONTACT THE JUNIOR FAIR ADVISORS, WE CAN REJECT YOUR REGISTRATION FOR YOU TO CORRECT. REGISTRATIONS ARE LOCKED UNTIL THEY ARE APPROVED OR REJECTED BY THE FAIR OFFICIALS.

Have questions, email one of the Jr Fairboard advisors – franklincountyjuniorfair@gmail.com

Thank you for your support.

Jr Fair Advisors 03-31-2023