OPEN FAIR - Online Entry Instructions

The enrollment process will open from May 1, 2024 through midnight July 3, 2024 or as listed within Open Fair department rules. Exhibitor responsible for checking date.

Tips for registration:

1. Must use Chrome or Firefox. (Internet Explorer is no longer supported)

2. Make sure pop up block is turned off.

3. Make sure you are using the correct URL

https:\\franklincountyfairOH.fairentry.com

Log in Options: (Login using one of the three (3) options below)

1. 4-H Families that enter in the OPEN Fair Shows will use their 4-H online login to register for the OPEN entries. Sign In With 4HOnline (Franklin County 4-H only)

2. Created a FairEntry account in the past.
Log in through FairEntry. You will be required to confirm Personal Details, Contact Information, Address and Questions. When logged in, proceed to Begin Registration. If you need to reset your password, follow instructions from the system.

Welcome to the Franklin County Fair-Hilliard, Ohio. Thank you for participating in online registration. A few tips to remember. Please submit all entries for family club members prior to selecting the payment option. You will not be able to add or delete entries until the original entry has been approved. No tickets or entry tags will be mailed. Please select your payment option. Credit cards or Family checks will be accepted, club checks will not be accepted, unless one check is written per family. Invoice number must be put in the memo of all checks. Checks must be mailed to the Franklin County Junior Fair Board, PO Box 288, Hilliard, OH 43026. All Junior Fair entry payments (checks) must be received by June 8 in order to process enrollment. All Junior fair entry (checks) must first go through Junior Fair to be credited to your account. Checks are to be made out to FCAS.

4-H Exhibitor and 4-H Staff Sign-In

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

Sign in with 4HOnline

or

FairEntry Exhibitor, Staff Sign-In

If you don't have a 4HOnline account, sign-in with your FairEntry account:

FairEntry

Email

Password

Sign In with FairEntry

Forgot your password?

Not in 4-H Online and need to create a FairEntry exhibitor account?

To Create a Fair Entry Account:

Click on the link to create a FairEntry Account. (Not in 4-H and need to create a FairEntry Account*?) If you are logging back in, enter the email & password that you created and click the Sign in link. 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.*

Begin Registration

Select Begin Registration.

Select Individual

Enter Personal Details, Contact Information and address - Continue

Answer the required registration questions – Continue

Confirm Information

Select Continue to Entries

Select Add an Entry

General Entries: (non livestock)

Select Department / Section

Select Choose, then select Class you want to register

Entry Description – Leave blank or enter 5 word or less description of your item.

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 <u>MUST</u> register all information using the same email before you proceed to payment (Checkout).

Livestock Entries:

Select Department / Section

Select Choose, then select Class you want to register

Entry Description – Leave Blank or If your animal is registered in our Junior Fair show, type Junior Fair

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

Select Animal Type

Enter Required Identification (Tag / Ear Notch / Tattoo / Scrapie # / Leg or Wing Band)

Verify Animal information / Continue

Answer required class questions. (Note: Pen requests: only register for a pen / stall if your animal is NOT in the Junior Fair show)

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 <u>MUST</u> register all information using the 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 Options:

Checks- Make checks payable to FCAS with your FairEntry invoice number listed in the memo line.

Checks must be mailed to Fr Co FairBoard PO Box 6 Hilliard, OH 43026. If dropping off a check

at the fair's Secretaries office, please make sure the envelope is marked Fair Entry payment

<u>Check payments must be received by July 3 or your entries tags and tickets will not be issued.</u>

Credit cards –If you use the credit card option, follow prompts on the screen. Your credit card will not be charged until the fair advisors approve your entry.

Agree to terms and submit request.

You will receive an email confirmation.

When the Department Director in Charge 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 have questions or experience problems with enrollment, please email your concerns to mail@fcfair.org or Rachel.bausch@yahoo.com. Please allow 24 hours for us to respond.

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

Thank you for your enrollment, Fr Co Fair Board 04-12-24