

Osborne County 4-H Fair FairEntry Instructions

<http://osbornecountyfair.fairentry.com>

IMPORTANT NOTE: ALL entries that you plan on bringing to 2019 Osborne County Fair need to be registered in FairEntry. For example, if you plan to bring 6 Foods & Nutrition exhibits to the fair, you need to enter 6 entries for the correct classes. Cards for your entries will be printed at the office. If you have 6 market beef, you need to add 6 Market Beef entries. If you are a Horse Project member, register for ALL classes you may possibly enter. If you decide not to bring an exhibit or animal, we will just scratch the entry at check-in. Enter each possible exhibit/animal that you could be bringing.

1. Select the Sign in with 4HOnline. Use your email and password for your 4HONLINE account to log in.
2. Select "Register an Exhibitor".
3. Select "Individual".
4. Select a family member exhibitor to continue.
5. Review supplied information and select "Continue to Entries".
6. Select "Add an Entry".
7. Choose your department. (If your entry is exhibited in the 4-H Building, select 4-H Exhibits.)
8. Choose a 4-H Division you wish to enter.
9. Choose a class.
10. Select "Continue".
11. Select your 4-H Club

If you are entering a class with animals, please continue with Step 12. If it is not an animal entry, go to Step 18.

12. Select "Add an Animal".
13. Select "Enter a New Animal Record".
14. Select animal type, and then answer other questions as required based on animal type. Select "Create and Add Animal".
15. Select "Continue".
16. Answer any questions related to animal(s) and select "Continue".
17. Review the information and select "Continue".
18. Now you may add another entry, add another entry in another division or register another exhibitor.
19. Once you have completed all entries for all exhibitors, you can select "Continue to Payment". ***Be sure you have All entries for all family exhibitors before you continue to payment. You will not be able to enter more entries until this invoice is accepted by Osborne County staff and we don't want you to miss the deadline for entries.***

20. Your Invoice will total Zero as there are no fees charged for the Osborne County Fair. Select "Continue". Since no payment is required, select "Continue".

21. Select "Submit". You will now be taken back to where you can Sign Out of your account.

22. You will receive an email message when the entries have been submitted for approval. **Osborne Extension staff must review and approve entries.** You will receive a second email when the entries have been approved.



Tips for Exhibitors making Online Entries:

- 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.