

2018 State Fair 4-H Livestock Entry

FairEntry Help Sheet

ENTRY DEADLINE: July 1 @ 11:59 PM!!

AGAIN FOR 2018:

- 4-H Livestock entries will **NOT** go through your County Extension Office this year
- All 4-H Livestock exhibitors will make entry online through the Fair Entry system
- **ALL** payments, whether by Check or Credit Card will go directly to the State Fair Office
- You need to send a copy of your invoice along with your personal check if you use that payment method – **MAKE SURE THE TOTAL AMOUNT ON THE INVOICE MATCHES YOUR CHECK PAYMENT!!** Payment must be postmarked by July 1st.
- Credit Card payments will be processed automatically online by 4-H/State Fair Staff

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- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
 - Chrome: <https://www.google.com/chrome/index.html>
 - Firefox: <https://www.mozilla.org/en-US/firefox/new/>
 - Be sure all the animals you are entering have been properly identified in 4HOnline for State Fair exhibition
 - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
 - Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

1. Go to <https://iowastatefair4hlivestock.fairentry.com>.

- Click **Sign in with 4HOnline**
- Enter your family 4HOnline Email and Password
- If you can't remember your password, **DO NOT** select the "Forgot my password" option here. Instead, login to your 4HOnline account at <http://iowa.4honline.com>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.

Registration is currently **Open**

4HOnline - Mozilla Firefox

<https://www.4honline.com/Api/Login.aspx?403d40706f7075703d74727565266170696bf>

Iowa 4H Enrollment

I have a profile
 I forgot my password

Email:

Password:

Role: Family

Login

We noticed you haven't yet registered for the fair.

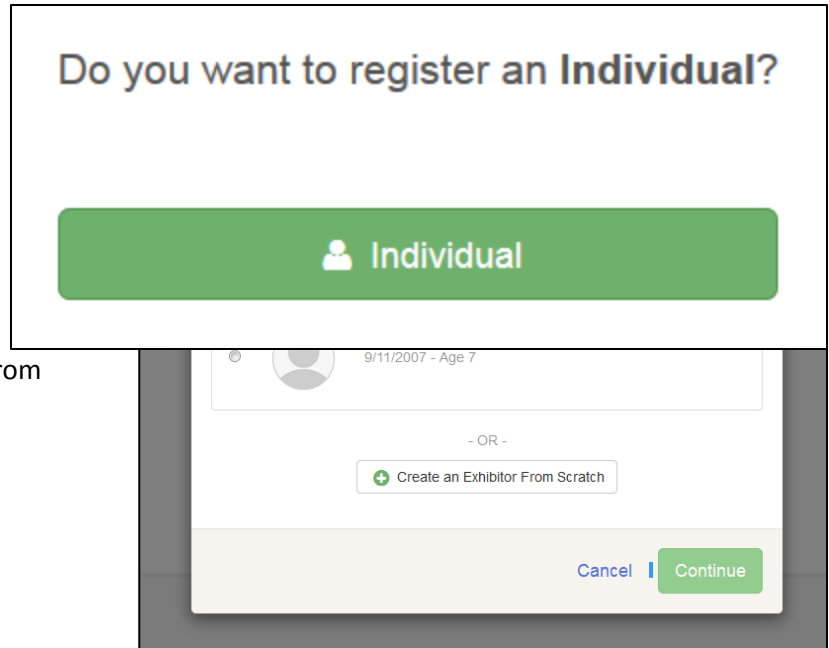
Begin Registration

2. Click **Begin Registration**.

3. Click **Individual**.

4. Select the exhibitor and click **Continue**.

- **DO NOT** "Create an Exhibitor From Scratch"



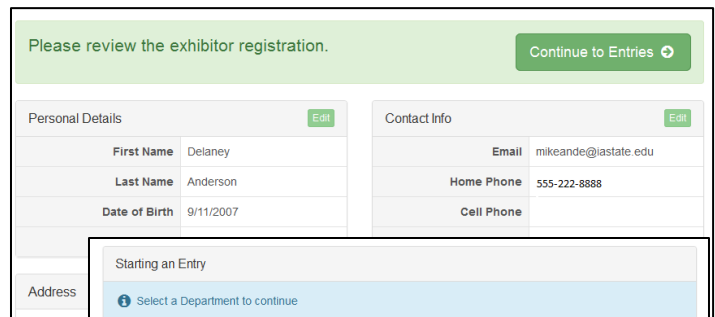
5. Then you will be taken to the Questions tab.

- Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.

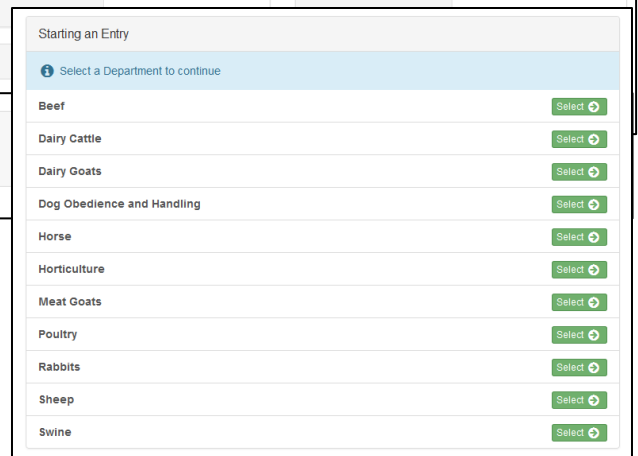
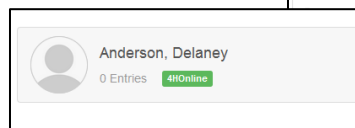


6. Verify your information is correct and click **Continue to Entries**.

- You may edit exhibitor's address (this address is where all premium money will be sent).



7. Click **Add an Entry** to the exhibitor.



8. Pick the desired Department.
 - Be sure you have animals identified in 4HOnline for the Department.

9. Select the Division
 - Showmanship Class entries (except Horses) are registered at fair check-in.

Starting an Entry

Department: Beef [Change](#)

Select a Division to continue

201: Breeding Beef	Select
202: Market Beef	Select
209: Beef Showmanship	Not Available

This exhibitor may not enter into this Division because:

> 4HOnline Exhibitors are not allowed to enter

10. Select the Class.
 - Class changes can be made during fair check-in

Starting an Entry

Department: Beef [Change](#)

Division: 201: Breeding Beef [Change](#)

Select a Class to continue

20121: Angus	Select
20122: Charolais	Select
20123: Charolais Cross	Select
20124: Chianina	Select
20125: Gelbvieh	Select

Starting an Entry

Department: Beef [Change](#)

Division: 201: Breeding Beef [Change](#)

Class: 20121: Angus [Change](#)

[Continue](#)

11. Verify that the entry is correct. If something is incorrect, simply click “Change” and it will allow you to change whichever one is incorrect. If everything is correct, click **Continue**.

12. Select your 4-H club, click **Continue**.

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None

13. Select **Add an Animal**.
 - This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
 - Make sure to click **View Info** and verify that this

Adding an Existing Animal

Allowed Animal Types:

- Beef, Market
- Beef, Breeding

Delaney Anderson

Tag: <input type="text"/>	View Info	4HOnline
Tag: 12-543	View Info	4HOnline
Tag: 33333333	View Info	4HOnline

[Cancel](#) [Select Animal](#)

animal is properly identified for the Iowa State Fair.

- i.e Retinal image=true (market beef, sheep, meat goat)
- Swine (State Fair DNA tag # is filled)
- Once you have your animal chosen, click **Select Animal**.

14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- If this is not the correct animal, click **Remove From Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

Entry Animals	
Remove From Entry	Identifier (Tag) 33333333 4HOnline
Edit Animal Details	Animal Type Beef, Breeding
	Breed
	Left Ear Tattoo 123456
	Right Ear Tattoo 7890
	Eartag (optional) 33333333
	Birthdate 5/06/2015
	Registration No. (required if registered) 111111111111
	Addl. Information
Continue	

15. If applicable, there may be additional questions or reminders specific to the department/division/class.

16. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

Please review the information entered for this entry.

Animals	
Edit	Identifier (Tag) 33333333 4HOnline
	Animal Type Beef, Breeding
	Breed
	Left Ear Tattoo 123456
	Right Ear Tattoo 7890
	Eartag (optional) 33333333
	Birthdate 5/06/2015
	Registration No. (required if registered) 111111111111
	Addl. Information

Additional Questions

There are no questions or answers.

[Continue](#)

17. Choose whether you would like to **Register another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.

What do you want to do next?

For Avery Anderson:

- [Add another Entry](#)
- [Add another Entry in this Division](#)
- [Register another Exhibitor](#)
- [Continue to Payment](#)

If you see a blue section that indicates that you need to review or complete outstanding records, and you are unable to complete them please contact Matt Schroeder at matthew3@iastate.edu.

18. This is a summary of your invoice. You can select the "Detail" button which will

There are 2 items that need your attention

[Review/Complete Outstanding Records](#)

Invoice	Summary	Detail
Individual Exhibitor: Delaney	\$20.00	
	Total: \$20.00	

[Continue](#)

show each specific class that you have entered. If this looks correct, click **Continue**.

19. The next screen just informs you of the payment options you have. You have the option to pay your State Fair entry fees online, but you may still choose to pay by Check or Cash. If you choose to pay by check or cash **DO NOT** send your entry to your county extension office. *****Payments must be postmarked by July 1st*****

- **Mail all check or cash payments directly to:**
Iowa State Fair, 4-H Livestock Department, P.O. Box 57130, Des Moines, IA 50317

Once you have read through and chosen your payment method, click **Continue**.

20. This screen is a summary of the invoice and the final step. Before you hit **Submit**, remember:

- You will no longer be able to change entries
- There will be no refunds
- Make sure everything is correct
- Make sure you are done entering all

classes for all exhibitors

If you have any questions during the process, please contact:

Matt Schroeder or Shayla Holland, State 4-H Office Interns

Phone: 515-294-3187

Email: matthew3@iastate.edu or sholland@iastate.edu