



Larimer County Family Exhibitor Entry

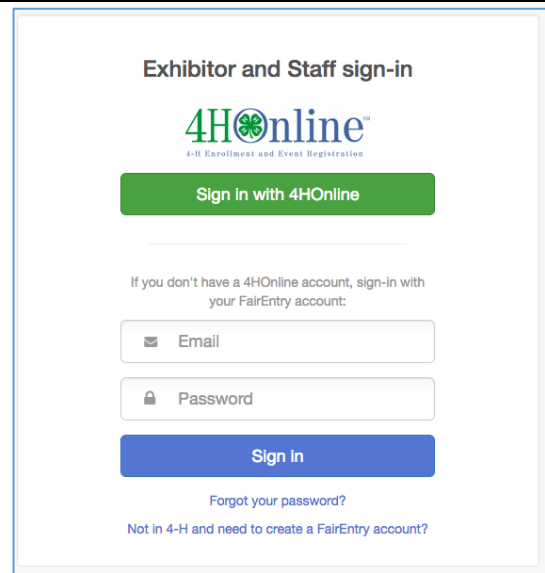
Important Reminders

- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- 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 or show.

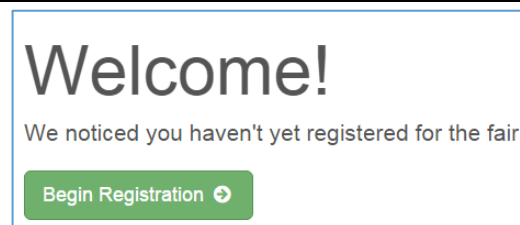
1. You may access the Larimer County Fair at:
<http://larimercountyfair.fairentry.com/>



2. Using your 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.
NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password **(not the temporary password)** to log in to FairEntry.



3. Click “Begin Registration”





Exhibitor Information

If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries.

Exhibitors Entries Payment \$0.00

Do you want to register an Individual?

1. Select the radio button for exhibitor in your family. Selecting 1 exhibitor at a time.

New Individual Exhibitor

Select an Existing person to continue...

Kern, Nikki
12/11/2007 - Age 13

- OR -

Cancel

Continue

2. If your fair or show asks additional questions, Answer any questions, and click Continue.

If your fair requires you to upload any files for the exhibitor, those will be later in the process. Upload requested files, and click Continue.

Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Helpsheet, Becky
8/05/2000
8718

Personal Details Contact Info Address Questions Files Review

Please review the exhibitor registration.

Personal Details <input type="button" value="Edit"/>		Contact Info <input type="button" value="Edit"/>	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have



the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.

Single Entry Process

5. Select the class you in which you will be participating. Click Select and Save the entry.
6. If you are prompted to select your Club, click the radio button and click Continue.

7. Enter a detailed description for the project, if required
8. Click Continue.





Contest Registration

9. If required in your county fair, upload any files.

10. When each class entry is complete, you have three choices for what to do next:

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.

What do you want to do next?

For Nikki Kern:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

11. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

12. Once all entries have been entered for exhibitors in your family, “click agree” to terms and conditions and submit the invoice for approval.

13. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

1 Review 2 Payment Method 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Nikki Kern \$0.00

Total: \$0.00

[Continue](#)

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](#)

Agree to Terms

Paying By Check: Payable to Larimer County Fair (mail or bring to Ranch Events Complex)

I agree to the above statement

