

May 15, 2024

To: Elkhart County 4-H Families

Re: Fair Entry Information - Opening May 23, closing midnight June 25

For the past several years the State 4-H program has used Fair Entry to manage our fair exhibit data. This program assists us in tracking 4-H results, knowing what 4-H projects are coming to fair, creating show programs, and much more.

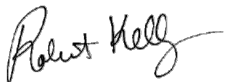
This year all 4-H members are **required** to enter information into Fair Entry (this includes Mini 4-H). The Fair Entry system will be open from May 23, 2024 to June 25, 2024.

Enclosed you will find instructions on how to complete the Fair Entry process. It is important that you register which projects you plan to bring to the fair. Please know that you need to enter information to the best of your ability. We know that there may be changes during check in, ie: you signed up an animal and it got sick, but you have another animal that was entered in 4-HOnline and properly ID'd. We can change that. Or, you decided to bring a baked item but entered a frozen item. We can fix that.

Please note for this year the state 4-H office has developed a state-wide policy on Fair Entry. If a 4-H member makes no attempt to complete Fair Entry the following will apply:

1. Building projects will get no higher placing than a blue ribbon.
2. Livestock animals will be shown in only an exhibition class, with only feedback provided. The youth will be able to fully participate in showmanship. (This is only if the animal has met the Animal ID requirements by May 15).

Our staff is happy to assist you with this process. We will also be hosting "After Hours" on June 20, 2024 from 4:30-6:30pm. Feel free to come in for assistance with the entry process.



Robert Kelly, CED
Extension Educator



Sthele Greybar
Extension Educator



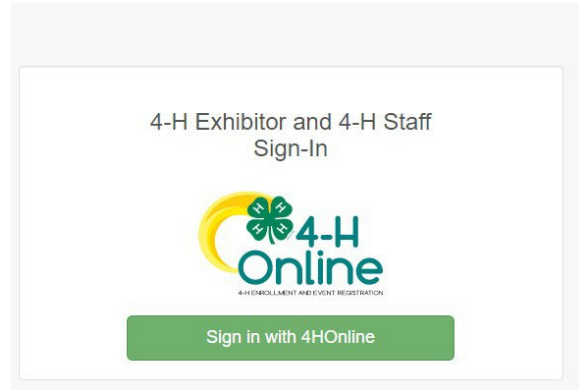
Corey Sharp
Extension Educator


 Register for the **Elkhart** County 4-H Fair:

DATES OF REGISTRATION FOR FAIRENTRY
May 23-June 25, 2024

 1. Go to <https://fairentry.com/Fair/SignIn/20230>

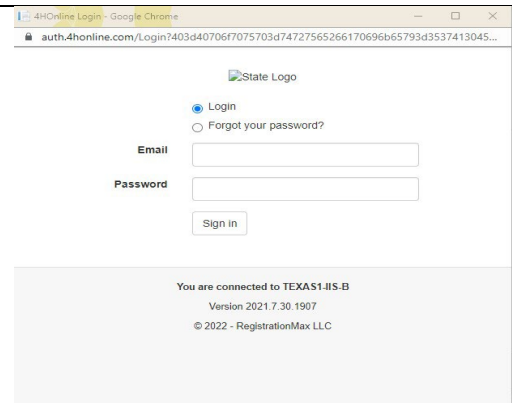

- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click "submit" when you have completed your entries. Entries are not final until they have been submitted.


 2. Select the "Sign in with your 4-H Online" option – the **GREEN** box

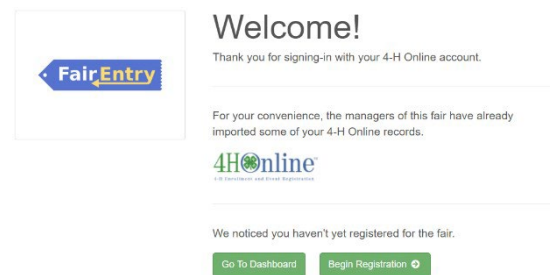
3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

(If you don't remember your password, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4-H Online.)

4. Click the "Sign in" box.

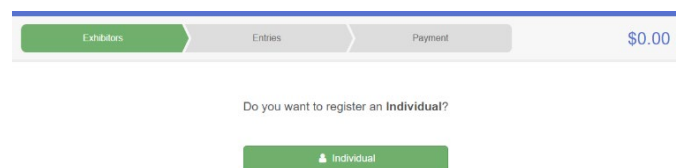


5. This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration."



SECTION 1 - EXHIBITORS TAB

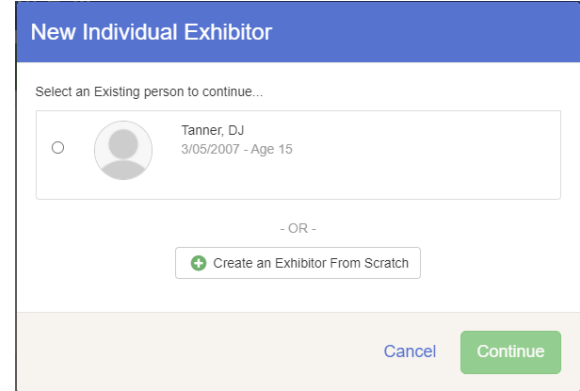
6. Choose the register an exhibitor button and click the green "Individual" box. There is no payment necessary during this process.





7. Choose the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box.

Please do not create any exhibitors from scratch, as you will not be able to add exhibits for the projects you are enrolled in.

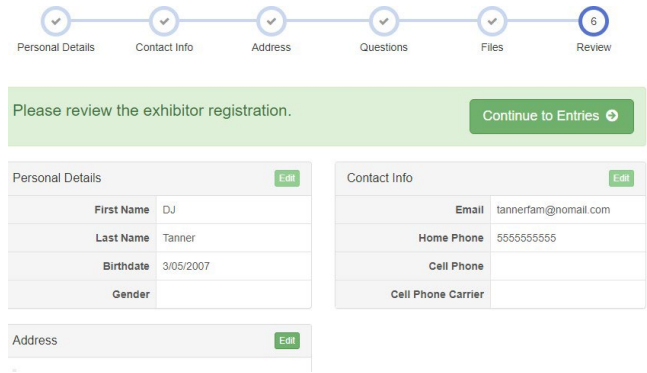


8. Answer any required questions and review the exhibitor registration information.

9. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account

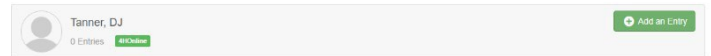
10. If Additional questions are required by your county, complete the questions and then select the green "Continue" box

11. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button



SECTION 2 - ENTRIES TAB

12. Click the green "Add an Entry" box to the right of the exhibitor's name.



13. Click the green "Select" box next to the Department you would like to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.





14. Click the green “Select” box next to the Division you would like to enter.

Department	State Projects	Change
110: Aerospace (AE)		Select
120: Arts and Crafts, General (CR)		Select
125: ATV Safety Education (AS)		Select
130: Beekeeping (BK)		Select

15. Click the green “Select” box next to the Class you would like to enter

Starting an Entry		
Department	State Projects	Change
Division	160: Child Development (CD)	Change
Select a Class to continue		
16011: Level A (CD)		Select
16021: Level B (CD)		Select
16031: Level C (CD)		Select
16041: Level D (CD)		Select

16. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding blue ‘Change’ button in case you mistakenly select an incorrect department, division, or class. Click the green ‘Continue’ button to move to the next step.


Exhibitors
Entries
Payment

Starting an Entry		
Department	State Projects	Change
Division	160: Child Development (CD)	Change
Class	16041: Level D (CD)	Change
Continue		

17. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box. Next, enter in a description of your exhibit and click Continue— *please be specific as this description for non-animal exhibits will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description, such as “Butterfly on leaf photo”*

18. Answer any Additional Questions required for that entry.

**Once you are done with the uploads, then click the green “Continue” box.

Entry #59  Tanner, DJ <small>3/05/2007 • 14 years old (4-H age) • Grade: 9 4-H Training • 4-H Club</small>	1 Club/Chapter 2 Details
Department State Projects Division 160: Child Development (CD) Class 16041: Level D (CD)	Entry Details Briefly describe your entry. (Required) <input style="width: 100%; height: 20px;" type="text"/> Continue
Delete this Entry	



19. When each class entry is complete, you have 4 choices for what to do next:

- a. If this exhibitor has more class entries to make, you can Add another Entry
- b. If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family.
- c. If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries.

***The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries.*

What do you want to do next?

For DJ Tanner:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

SECTION 3 – Animal Entries

20. The first two steps of selecting a department and division are similar. Once those elections are made, the exhibitor will be asked to first select a class.

Starting an Entry

Department	Livestock Beef Cattle	Change
Division	Heifers	Change

Select a Class to continue

101001 : Angus Junior heifer calves (AN)	Select
101002 : Angus Winter heifer calves (AN)	Select
101003 : Angus Senior heifer calves (AN)	Select
101004 : Angus Late summer yearling heifers (AN)	Select
101005 : Angus Early summer yearling heifers (AN)	Select
101006 : Angus Spring yearling heifers (AN)	Select

20. To register an animal entry from 4-H Online, you will select the white “add an animal” box during the entry process.

21. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.

***To enter a Cat, Dog, Rabbit, or Poultry, please select “Enter a New Animal Record”, and complete all applicable fields on the screen.*

Progress: 1 Club/Chapter, 2 **Animals**, 3 Questions, 4 Review

Entry Animals

There is no animal in this slot [+ Add an animal](#)

[Continue](#)

Adding an Existing Animal

Allowed Animal Types:

- Beef Commercial & Market Heifers
- Beef Registered Heifers

DJ Tanner

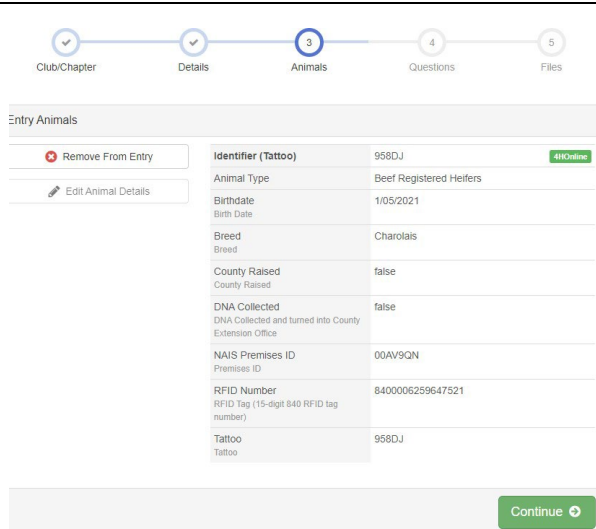
Tattoo: 958DJ [View Info](#) [4HOnline](#)

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



22. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the “remove from entry” box. If it is correct, click the green “Continue” box.

23. This then takes you to answer any Additional Questions required for that entry (similar to Step 18).



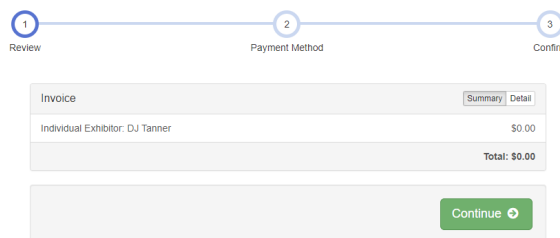
SECTION 4 - PAYMENT TAB

***The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries. It is best to enter all entries for all exhibitors in your family before completing the Payment and submission steps.

26. Review your invoice, in either summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.

27. Select the green “Continue box.

28. Continue to confirm and submit your entries.
 NOTE: Once you hit submit, you cannot edit your entries.

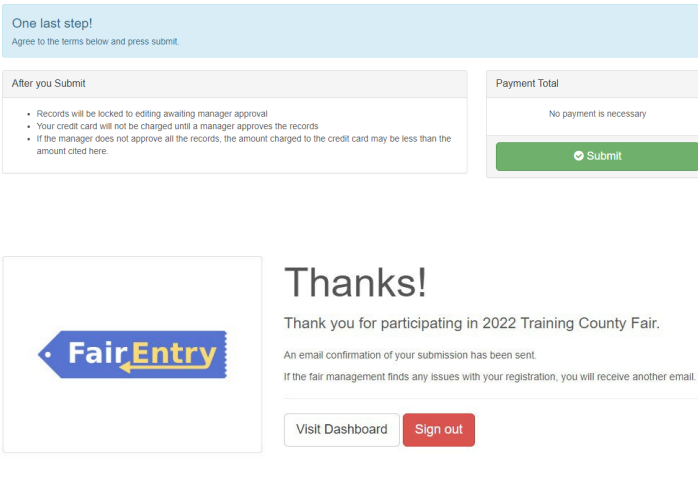


29. Click the Submit button to submit your entries.
 30. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

You will receive an email from FairEntry after your entry has been submitted.

You will also receive an email from FairEntry letting you know if your entry was approved or rejected by the County Extension Staff. If part of your entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

Please contact the Elkhart County Extension Office if you have any problems with this process at 574-533-0554 or elkhartces@purdue.edu



Where to find projects in FairEntry

Elkhart County 4-H FairEntry works in cooperation with 4-H Online, so you will use the same username and password as 4-H Online. Families will use FairEntry to pre-enter projects for the fair. This program will be used to create project labels, check in sheets, judging sheets, show programs, media reports, ribbon placings, award placings and more.

Please enter projects for the Elkhart County 4-H Fair by June 25, 2024
 For projects by grade level you will use the grade you were enrolled in as of January 1. The 4-H projects will be listed under a specific Department. The following is a guide to help you find projects in FairEntry.

Department	Division
County Only Projects and Activities	Achievement Record Book
Dairy Cattle	Animal Education - Pet Animal
Dairy Feeder Calf	Animal Education-Goat Poster
Dog	ATV Rodeo: ATV Rodeo
Goat	Auto Mechanics Poster
Horse	Bicycle
Mini 4-H	Bicycle Rodeo
Poultry	Blacksmithing
Rabbits	Candlemaking

Department: County Only Projects

- Achievement Record Book
- Animal Education – Pet Animal
- Animal Education – Goat Poster
- ATV Rodeo
- Auto Mechanic Poster
- Blacksmithing
- Bicycle
- Bicycle Rodeo
- Candlemaking
- Ceramics-Greenware
- Ceramics-Handbuilding
- Collections
- Decorated Wall Hanging
- Fabric Craft
- Fashion Revue
- Gift Wrapping
- Jewelry
- Latch Hook
- Media
- Microwave Cooking
- Miscellaneous Craft
- Performing Arts Binder
- Recycling
- Remote Control
- Scrapbooking
- Scrapbooking Digital
- Sports Binder
- Wearable Art

Where to find projects in FairEntry State Projects

Department	Division
County Only Projects and Activities	110: Aerospace (AE) Synced
Dairy Cattle	120: Arts and Crafts, General (CR) Synced
Dairy Feeder Calf	125: ATV Safety Education (AS) Synced
Dog	130: Beekeeping (BK) Synced
Goat	140: Cake Decorating (CK) Synced
Horse	150: Cat Poster or Display (CP) Synced
Poultry	160: Child Development (CD) Synced
Rabbits	170: Computer (CO) Synced
Round Robin	175: Construction and Architectural Replica (CA) Synced
Sheep	180: Consumer Clothing (CC) Synced
Shooting Sports	185: Creative Writing (CW) Synced
State Garden	190: Demonstration (DE) Synced
State Projects	200: Dog Poster or Display (DP) Synced
Swine	

Department: State Projects

- Aerospace – Rocket
- ATV Safety Educational Poster
- Beekeeping
- Cake Decorating
- Cat Poster or Display
- Child Development
- Computer
- Construction and Architectural Replica
- Consumer Clothing
- Creative Writing
- Dog Poster or Display
- Electric
- Entomology
- Fine Arts
- Floriculture
- Foods, Baked
- Foods, Preserved
- Forestry
- Genealogy
- Geology
- Health
- Home Environment
- Lawn and Garden Tractor Operator Skills
- Lawn and Garden Tractor Safety Education
- Llama-Alpaca Poster or Display
- Model Craft
- Needlecraft
- Photography
- Poultry Poster or Display
- Sewing Construction, Non-wearable
- Sewing Construction, Wearable
- Shooting Sports Educational Poster
- Small Engine
- Soil and Water Science
- Sport Fishing
- Tractor Operator Skills
- Tractor Safety Educational Poster
- Veterinary Science
- Weather and Climate Science
- Wildlife
- Woodworking
- Zero Turn-Mower Safety & Operator Skills

Where to find projects in FairEntry State Garden and Other Departments

Department
Beef Cattle
Cat
Cavy
County Only Projects and Activities
Dairy Cattle
Dairy Feeder Calf
Dog
Goat
Horse
Poultry
Rabbits
Round Robin
Sheep
State Garden Synced
State Projects Synced
Swine

Department: State Garden

- Garden Education (Poster)
- Garden Collection
- Herb
- Potato
- Single Vegetable
- Tomato Plate

Other Departments:

- **Beef Cattle**
- **Cat**
- **Dairy Cattle**
- **Dairy Feeder Calf**
- **Dog**
- **Goat**
- **Horse**
- **Poultry**
- **Rabbits**
- **Sheep**
- **Shooting Sports – All disciplines**
- **Swine**

Where to find projects in FairEntry Mini 4-H

Department	Division	Class
Dairy Cattle	Mini 4-H	Arts and Crafts
<u>Dairy Feeder Calf</u>		Beef
Dog		Bicycle
Goat		Bugs
Horse		Cake Decorating
Mini 4-H		Collections
Poultry		Dinosaurs
Rabbits		Exhibition Only
Round Robin		Farm Animals
Sheep		Flower & Garden
Shooting Sports		Foods
State Garden	Synced	Forestry
State Projects	Synced	Models
Swine		Pets
		Sewing
		Tractor
		Wildlife