

May 2022

Dear 4-H Family,

Now that you are enrolled in **4-HOnline** it's time to identify the projects you plan to exhibit at the Hendricks County 4-H Fair in **FairEntry**. **FAIRENTRY** is the online system we use to:

- track exhibits/projects at the Fair.
- record ribbon/award placings and create reports to send this information to the newspaper.
- create exhibit tags that are put on projects/displays/exhibits.
- create show programs for the livestock, and much more

4-HOnline connects to FairEntry to help track this information. Think of the process like this:

- 4-HOnline is step #1 where you told us what projects you are completing.
- FairEntry is step #2 where you tell us what you will be bringing to Fair.

EXAMPLE: You might have signed up for the Mini Bugs project on 4-HOnline. In FairEntry, you will tell us that you are bringing a Grade 1 Mini Bugs Project project that is a Craft Butterfly.

FairEntry will open at NOON on **TUESDAY**, **JUNE 7th**. We would like all project information to be entered by **Thursday**, **July 7th**!! Entering your projects early will benefit you greatly! You will need to enter your project information on **FairEntry** in order to receive your FREE tickets to the Hendricks County 4-H Fair.

<u>Ticket information will be sent July 10th or after</u>, so our deadline is July 7th to make sure we have time to run reports and get the information needed for your tickets. This date also gives us time to print off exhibit tags for projects and help run reports for barn layouts for livestock.

Some basics of the FairEntry system are:

- Families will use their 4-H Online profiles and passwords. Families will **NOT** have to create another password <u>or</u> profile to enter information into **FairEntry**.
- <u>EACH</u> exhibit <u>or</u> project for <u>EACH</u> 4-H'er in your **Family profile** who is planning to bring something to the Fair will need to be registered in **FairEntry**.
- If you have a project that you don't plan on exhibiting at the Fair, but want to complete it by
 doing the book-work, you will still need to enter that information into FairEntry for record
 keeping purposes. See the enclosed documents: <u>STEP-BY-STEP GUIDE TO FAIRENTRY</u> and
 the <u>2022 FAIRENTRY CHEAT SHEET (Mini)</u> for more information on how to register a project
 completed through book-work or participation via a 4-H activity.
- When entering each project, you must enter your club every time you make an entry.
- You may start entering 4-H members' information, just *DO NOT SUBMIT until* you have completed **all 4-H members in the Family**.
- When you have <u>everything</u> completed in **FairEntry**, please be sure to *submit* your entries.

-CONTINUED-

****Note**: Because this system is a nation-wide program, it will appear as if there is a fee for projects, however when you get to the end of the entry it will show a **zero charge** – there is **NO FEE** for exhibiting at the Hendricks County 4-H Fair!

Project tags for indoor projects will be available for pick up starting **Friday**, **July 8**th. You will be able to skip a station when checking-in if you have your tags already picked up! More details about this process will be sent in June.

Extended Extension Office Hours:

In addition to our regular working hours (M-F 08:00-4:00pm), during June and July, we will have a couple of days with Extended Extension Office Hours to help you with **FairEntry** or other 4-H questions you may have! Below is a list of dates/times that our office will be open late to help you:

Monday, June 20th – Open 8 AM to 7 PM

Thursday, July 7th – Open 8 AM to 7 PM

We understand that the process of adding information into FAIRENTRY will take a little time, but this process is required. *Please don't wait until the last moment if you need assistance!!* Again, thank you for your patience as we continue to develop the use of FairEntry in Hendricks County!

For questions or assistance please contact the Extension Office at 317-745-9260 during our M-F office hours or email hendrces@purdue.edu.

We look forward to seeing you and your project(s)/exhibit(s) in July!

Sincerely,

Katí Sweet

Kati Sweet Extension Educator, 4-H Youth Development

Enclosures: Step-by-step guide to FairEntry, FairEntry Q&A (Mini) and 2022 FairEntry Cheat Sheet, Updated fair schedule,

2022 FairEntry Cheat Sheet (Mini)

This sheet is provided as a guide to help you to find your projects in the FAIRENTRY system.

A few things to keep in mind as you begin working through the **FAIRENTRY system**:

- 1. You will ONLY be able to sign up for projects you are also signed up for on 4-HOnline. You will not be able to add any projects that you are not signed up for.
- 2. Be sure to answer any questions asked projects (if any).
- 3. **Make sure you hit <u>"submit"</u> AFTER you are 100% complete for the entire Family of 4-H'ers on your Profile

Please follow closely, and call if you have any questions -317-745-9260

<u>Department</u>	Project(s)						
Mini 4-H (grades 1 & 2) After selecting your projects, you will be able to select your	 Arts & Crafts Cookie Decorating Foods Nature, Plants, Trees Sewing Wildlife 	 Bugs Dinosaurs Gardening Oceans Showing Livestock 	 Collections Farm Animals Models Pets Sun, Stars, Space 				

FAIRENTRY Q & A

Below is a list of frequently asked questions about projects and some tips/tricks that will help you:

- Do Mini 4-H Members have to enter their project information on FairEntry? Yes! Entering your project information on FairEntry will allow us to print out your exhibit tags for projects. It will also help us with gathering information needed for kids showing livestock with their mentors. Additionally, it will
 - also help us with gathering information needed for kids showing livestock with their mentors. Additionally, it will help Mini 4-H families get used to our FairEntry system for when they enter regular 4-H and use it more frequently.
- I entered my project information, but something happened last minute and I had to change my exhibit. What do I do? (Example: I was planning to bring a cherry pie, but made an apple pie instead.)

Not a problem! We understand things happen. You will need to correct it on your project card and let the person that checks you in know the change. They will be able to correct it in FairEntry. If you know far enough ahead of time, you may contact the Extension Office and we can make the correction for you before the tags are printed.

- I have more than one item I will be displaying (Example: a table and chairs). What do I do?
 Fantastic! You will just need to make sure you get multiple copies of your project tag when you pick them up OR
 when you check in. The earlier you let us know that you will need multiple project tags, the better.
- I have a really large project that I'm bringing to exhibit. Do I need to bring that through the check in line with me?

If it's easier to move your item to judging location and then just bring the project tag through the check-in line, that's fine. We will just need to make sure the information on your tag is accurate for when you get to the judging station.

When do I need to have my information entered into FairEntry? We are strongly encouraging all 4-H members to get their projects registered in FairEntry by July 7. We will be pulling information from FairEntry to send tickets out after July 10th. So, you won't get your tickets for fair until you sign up on FairEntry.





Step-by-Step Guide for Registering on FairEntry

Register for the Hendricks County 4-H Fair: June 7, 2022- July 7, 2022







How to Register Exhibits for Fair (4-H Family)

 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. 	New Individual Exhibitor Select an Existing person to continue Image: Continue of the select an Existing person to continue Image: Continue of the select an Exhibitor From Scratch Image: Continue of the select an Exhibitor From Scratch
8. Answer any required questions and review the exhibitor registration information.	 ⊘ ⊘ ⊘ ⊙ ⊙
 Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account 	Personal Details Contact Info Address Questions Files Review Please review the exhibitor registration. Continue to Entries Personal Details Edit Contact Info
 If Additional questions are required by your county, complete the questions and then select the green "Continue" box 	First Name DJ Last Name Tanner Birthdate 305/2007 Gender Cell Phone
11. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button	Address Eot
SECTION 2 - ENTRIES TAB	
12. Click the green "Add an Entry" box to the right of the exhibitor's name.	Tanner, DJ
	0 Entres BRCaire
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.	County Only Select O Livestock Beef Cattle Select O Livestock Boer Goats Select O Livestock Cat Select O Livestock Dairy Cattle Select O





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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	
Check the Hendricks County 4-H Handbook for exhibit	Department State Projects	Change
descriptions and guidelines.	Division 160: Child Development (CD)	Change
	Select a Class to continue	
	16011: Level A (CD)	Select 🔿
16. Review the selection of the Department, Division and	16021: Level B (CD)	Select 🤿
Class. To correct errors in the Department, Division or	16031: Level C (CD)	Select 🤿
Class, click the corresponding blue "Change" button in case	16041: Level D (CD)	Select 🔿
class. Click the green 'Continue' button to move to the	-	
next step.	Exhibitors Entries	Payment
		raymon
	Starting on Entry	
	Denartment 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	Entry #60	(2)
then select the green "Continue" box. Next, enter in a	Club/Chapter	Details
specific as this description for non-animal exhibits will be used to	AUGUAU 1 14 yeals on August 2 A	
distinguish between exhibits, example – don't just type in "photo", type	Briefly describe your entry. (Required) Department State Projects	
in more description, such as "Butterfly on leaf photo"	Division 160: Child Development (CD)	Å
18. Answer any Additional Questions required for that entry.	Class 16041: Level D (CD)	Continue 🧿
**Once you are done with the uploads, then click the green		
"Continue" box.		





 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 Division Heifers Obvision 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- 	Club/Chapter Animals Questions Review
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.	Entry Animals There is no animal in this slot Add an animal Continue Adding an Existing Animal
**To enter a Cat, Dog, Rabbit, or Poultry, please select "Enter a New Animal Record", and complete all applicable fields on the screen.	Allowed Animal Types: Beef Commercial & Market Heifers Beef Registered Heifers DJ Tanner Tattoo: 958DJ View info 4HOnline Cancel Select Animal





How to Register Exhibits for Fair (4-H Family)

22. All of the information about that animal will be pulled over from 4-H Opline, so that you can check to make sure that	· · · · · · · · · · · · · · · · · · ·	 ✓ ④ 	4	-5
is the correct animal. If you want to switch to a different	Club/Chapter D	letails Animals	Questions	Files
animal, click on the "remove from entry" box. If it is	Entry Animals			
correct, click the green "Continue" box.	8 Remove From Entry	Identifier (Tattoo)	958DJ	4HOnline
	🖋 Edit Animal Details	Animal Type Birthdate	Beef Registered Heifers 1/05/2021	
		Birth Date Breed	Charolais	
23. This then takes you to answer any Additional Questions		Breed County Raised	false	
required for that entry (similar to Step 18).		DNA Collected DNA Collected and turned into County Extension Office	false	
		NAIS Premises ID Premises ID	00AV9QN	
		RFID Number RFID Tag (15-digit 840 RFID tag number)	8400006259647521	
		Tattoo Tattoo	958DJ	
			Co	ntinue O
SECTION 4 - PAYMENT TAB ***The payment section is a formality of the system. No payme your entries. It is best to enter all entries for all exhibitors in your	nt is needed, but you family before comple	must go throug ting the Payme	gh the steps to nt and submis	submit sion steps.
26. Review your invoice, in either summary format or detail				
format. If it looks correct, click the green "Continue" hox		2		3
If not go back to the entries tab and fix what you need to	Review	Payment Method		Confirm
in hot, go back to the chilles tab and hy what you need to.	Invoice		Summ	arv Datail
27 Select the green "Continue hoy	Individual Exhibitor: DJ Ta	anner	Guinn	\$0.00
27. Select the green continue box.			т	otal: \$0.00
28 Continue to confirm and submit your ontries			_	
28. Continue to comminant submit you entries.			Continu	Je 🖸
NOTE. Once you hit submit, you cannot eait your entries.				
29. Click the Submit button to submit your entries.				
30. You will receive a "Thanks!" message. You can choose the	One last step! Agree to the terms below and press submit.			
hutton to "Visit Dashboard" to see your entry	After you Submit		Payment Total	
button to visit busilbourd to see your entry.	Records will be locked to editing awaiting manager a	approval	No pay	ment is necessary
	 Your credit card will not be charged until a manager and the manager does not approve all the records, the amount cited here 	approves the records amount charged to the credit card may be less	than the	
You will receive an email from FairEntry after your entry has been submitted.				2 Submit
Vou will also receive on email from EsisEntry latting way by any it		Thanks	!	
rou will also receive an email from FairEntry letting you know if		Thank you for partic	ipating in 2022 Training	County Fair
your entry was approved or rejected by the County Extension	• Fair Entry	An email confirmation of your	submission has been sent.	county run.
Statt. If part of your entry was rejected, a reason will be listed		If the fair management finds a	iny issues with your registration, you	will receive another email.
and you will be able to log in and fix the problem before				
submitting that entry again. Please contact the <mark>HENDRICKS</mark>		Visit Dashboard	Signout	
County Extension Office if you have any problems with this				
process M-F 8-4 pm at 317-745-9260 or by E-mail at				
hendrces@purdue.edu.				

ATTENTION

See the REVERSE of this page for FAIRENTRY Q & A

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cattle Pavilion		4-H Dairy & Beef Check-In 10am - 2pm	4-H Dairy & Beef Check-In 7am - 10am						
Horse Pavilion	5pm-7pm - 4-H Sr. H&P Check- In	4-H Llama Check- In 10am - 2pm	4-H Jr. H&P Check-In 6pm - 7pm			5-7pm - 4-H Int. H&P Check-In			
Goat / Sheep Pavilion		4-H Sheep, Meat Goats & Dairy Goats Check-In 10am - 2pm	4-H Sheep Check-In 7am - 10am						
Swine Pavilion					4-H Swine Accepted 4am - 10am				
NSSB Arena		12:00pm 4-H Dog Show	10:00am 4-H Meat Goat Show	10:00am 4-H Sheep Show	10:00am 4-H Dairy Goat Show	9:00am 4-H Dairy Show	8:00am 4-H Swine Show / 2:00pm Swine Showmanship	5:00pm Auction / Super Sale	5pm - 4-H Supreme Showmanship
GreenCycle Arena		9:00am - Sr. H&P Western / <u>6:00pm - Sr.</u> <u>H&P Veratility</u>	8:00am - Sr. H&P English Show & Contesting Show / 6 <u>:00pm - Farm</u> <u>Bureau Pet</u> <u>Parade</u>	9:00am Jr. H&P Western & Contesting Show / 5:30pm 4-H Llama Show	8:00am Jr. H&P English / <u>2:00pm - set for</u> <u>7pm</u> <u>Cheeleading</u> <u>Contest</u>	12:00pm Beef Show and 4-H Dairy Beef Steer Show / <u>7:30pm</u> <u>Horse Pull</u>	9am Int. H&P Western & Contesting Show	9:00am Int. H&P English & Versatility Show	
Small Animal Pavilion		4-H Rabbit Check-In 12pm - 2pm	4-H Poultry Check-In 8am - 10am / 5:00pm Rabbit Ambassador		9:00am 4-H Rabbit Show	9:00am 4-H Poultry / Waterfowl / Pigeon Show	6:00pm 4-H Rabbit Award Presentation		
Hendricks Power Expo. Hall								6:30pm 4-H Little Critter Show	10:00am 4-H Cat Show

Grand Drive for 4-H Shows will be at 6:00pm

				Indoor Project	: Judging S	chedule				
Monday, July 11	Tuesday, July 12		Tuesday, July 12 Wednese		Inesday, July 13 Thursday, July 14		Friday, July 15		Saturday, July 16	
Virtual	Virtual Judgi at 8	ing beginning a.m.		Animal Education	Public		Health	8-11 a.m. in	Foods - Baked	
Off 4-6 p.m.	9 a.m 12	Fashion Revue		Vet Science	Fashion Revue		Sports	Conference Rooms	Foods - Preservation	
Hendricks	noon in N/S	Sewing		Llama Poster/Craft		2 7 n m in	Scrapbooking		Food Preparation	
Hall	Halls	Consumer Clothing		Astronomy	7:00 p.m.	N/S Halls	Create Your Own Thing	Virtual Judg	ing beginning at 11 a.m.	
				Weather			Collections			
			3-7 p.m. in	Geology			Gift Wrapping			
			North Hall	Forestry			Child Development			
				Entomology			Computers			
				Wildlife			Genealogy			
				Soil & Water			Cake Decorating			
				Virtual Judging						
			<u> </u>	beginning at 7 p.m.						
				Home Environment						
			_	Woodworking			Gardening			
			27 n m in	Our Environment			Floriculture			
			Bondricks	ATV/BICYCIE		3-7 n m in	Crops			
			Power	Trapping/Furbearer		Hendricks	Beekeeping			
			Expo Hall	Shooting Sports		Power Expo	Photography			
			L .	Sportfishing		Hall	Small Engines			
			_	Arts and Crafts			Tractor			
			_	Arts and Crafts			Maintenance			
				Aerospace			Electric			
			Virtual Jud	ging beginning at 7		Virtual Judg	ging beginning at 7			
				p.m.			p.m.	Subject to ch	ange	
			5 7 n m in							
			Virtual In	Idaina done at the						
			si cuui su	ame time!						