

How to Register for Fair (4-H Family)

For the Madison County Fair this can be done:

****between May 16 and June 15 for animals- \$25 LATE ENTRY FEE FOR ANIMALS**

****between May 16 and July 9 for static exhibits**

1. Go to <http://madison.fairentry.com>
2. Select your "Sign in with your 4-H Online account options – the **GREEN** box



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

****Your email address in 4HOnline**

is:

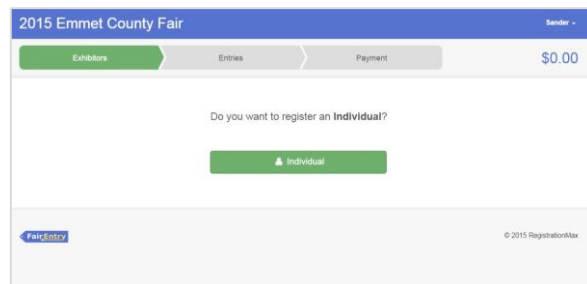
(If you don't remember your password, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)

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

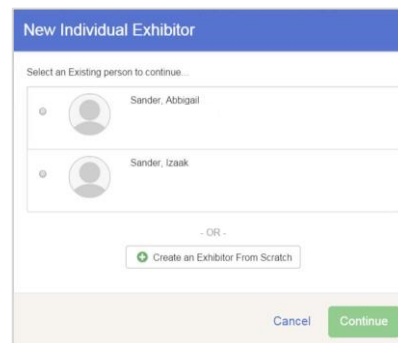


SECTION 1 - EXHIBITORS TAB

6. Choose if you would like to register an individual or a team and click that green box



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

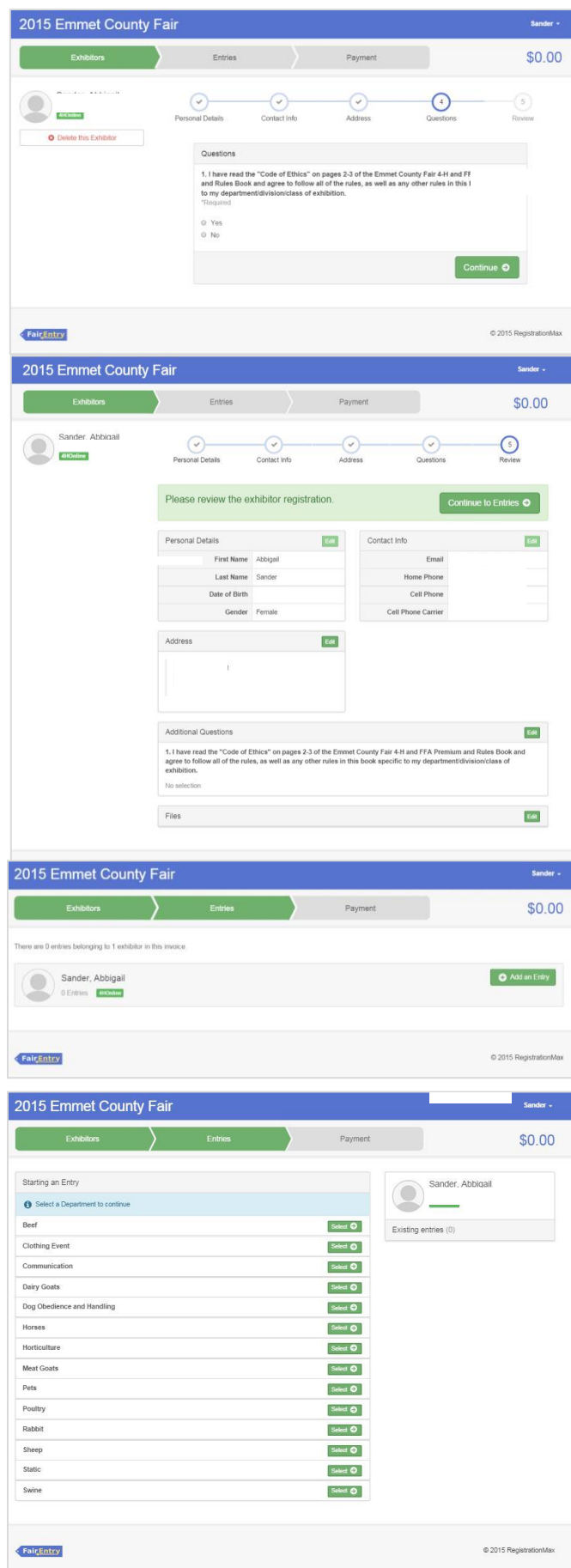


8. A page showing questions about your fair plans will appear. Please answer them accordingly.
9. Next you will see the exhibitor registration information that was brought over from 4HOnline, please review this information.
10. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account
11. Click on the green "Continue to Entries" box

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



The screenshot displays the FairEntry interface for the 2015 Emmet County Fair, showing the Exhibitor registration process. The interface is divided into three main sections: Exhibitors, Entries, and Payment. The Exhibitor section shows the user's profile (Sander, Abbigail) and a list of questions to be answered. The Entries section shows the user's registration information (Personal Details, Contact Info, Address) and a list of departments to choose from. The Payment section shows the total amount due (\$0.00).

2015 Emmet County Fair Sander

Exhibitors Entries Payment \$0.00

Personal Details Contact Info Address Questions Review

Questions

1. I have read the "Code of Ethics" on pages 2-3 of the Emmet County Fair 4-H and FF and Rules Book and agree to follow all of the rules, as well as any other rules in this I to my department/division/class of exhibition.

Required

☐ Yes

☐ No

Continue

2015 Emmet County Fair Sander

Exhibitors Entries Payment \$0.00

Personal Details Contact Info Address Questions Review

Please review the exhibitor registration. Continue to Entries

Personal Details Edit

First Name Abbigail

Last Name Sander

Date of Birth

Gender Female

Contact Info Edit

Email

Home Phone

Cell Phone

Cell Phone Carrier

Address Edit

Additional Questions Edit

1. I have read the "Code of Ethics" on pages 2-3 of the Emmet County Fair 4-H and FFA Premium and Rules Book and agree to follow all of the rules, as well as any other rules in this book specific to my department/division/class of exhibition.

No selection

Files Edit

2015 Emmet County Fair Sander

Exhibitors Entries Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Sander, Abbigail 0 Entries Add an Entry

2015 Emmet County Fair Sander

Exhibitors Entries Payment \$0.00

Starting an Entry

Select a Department to continue

Beef Select

Clothing Event Select

Communication Select

Dairy Goats Select

Dog Obedience and Handling Select

Horses Select

Horticulture Select

Meat Goats Select

Pets Select

Poultry Select

Rabbit Select

Sheep Select

Static Select

Swine Select

Sander, Abbigail

Existing entries (0)

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

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

(Check the Madison County Fair 4-H and FFA Premium and Rule Book for class rules. This is very important for poultry too- be sure you are careful selecting your bird's class number)

The Fair Book is available at www.madisoncountyfair.net

16. Review the Department, Division, and Class that you selected and select the green "Continue" box

17. Select the dot next to the 4-H Club that you belong to and then select the green "Continue" box

2015 Emmet County Fair

Exhibitors | Entries | Payment \$0.00

Starting an Entry

Department: Static Change

Select a Division to continue

- 101: Animals Select
- 102: Ag & Natural Resources Select
- 103: Creative Arts Select
- 104: Family & Consumer Sciences Select
- 105: Personal Development Select
- 106: Science, Engineering & Technology Select
- 107: Emmet County Only Classes Select

Sander, Abbigail

Existing entries (0)

2015 Emmet County Fair

Exhibitors | Entries | Payment \$0.00

Starting an Entry

Department: Static Change

Division: 104: Family & Consumer Sciences Change

Select a Class to continue

- 10401: Child Development Select
- 10402: Clothing and Fashion Select
- 10403: Consumer Management Select
- 10404: Food & Nutrition Select
- 10405: Health Select
- 10406: Home Improvement Select
- 10407: Sewing and Needle Arts Select
- 10408: Other Family and Consumer Science Select

Sander, Abbigail

Existing entries (0)

© 2015 RegistrationMax

2015 Emmet County Fair

Exhibitors | Entries | Payment \$0.00

Starting an Entry

Department: Static Change

Division: 104: Family & Consumer Sciences Change

Class: 10404: Food & Nutrition Change

Continue

Sander, Abbigail

Existing entries (0)

2015 Emmet County Fair

Exhibitors | Entries | Payment \$0.00

Entry #222

Sander, Abbigail

Department: Static

Division: 104: Family & Consumer Sciences

Class: 10404: Food & Nutrition

Club/Chapter

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

Search...

- 12 Mile Lakers Select
- Center Champions Select
- Cooking Club Select
- Dog Obedience Group Select
- ELC FFA Select
- Ellsworth Go-Getters Select
- Emmet County Highflyers Select

14 total clubs are available

Continue

© 2015 RegistrationMax

18. If required, enter in a description of your entry – *please be specific as this description for static 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"*
19. Answer any other Additional Questions required for that entry
****Clothing Event** - Answer all questions about outfit
 Select the green "Continue" box after you are finished answering all questions.

20. Decide if you would like to:
 - >Register another Exhibitor
 - >Add another Entry for this Exhibitor
 - >Continue to Payment
 and select that appropriate box

21. To register an animal entry that you import from 4-H Online, you will select the white "add an animal" box during the entry process.

22. A smaller box with two options will pop up. Choose the green "Choose an Existing Animal Record" box

The screenshots show the FairEntry interface for the 2015 Emmet County Fair. The top navigation bar includes 'Exhibitors', 'Entries', and 'Payment' tabs, with a '\$0.00' balance indicator. The user is logged in as 'Sander, Abbigail'.

Screenshot 1: Entry #222 for Sander, Abbigail. The 'Description' step is active. The 'Entry Description' field contains the text: 'Briefly describe your entry.' A green 'Continue' button is at the bottom right.

Screenshot 2: The 'Review' step is active. A blue box says 'Please review the information entered for this entry.' Below it, the 'Additional Questions' section shows 'There are no questions to answer.' A green 'Continue' button is at the bottom right.

Screenshot 3: A 'What do you want to do next?' screen with three options: 'Register another Exhibitor', 'Add another Entry for this Exhibitor', and 'Continue to Payment'. The 'Continue to Payment' option is highlighted with a green button.

Screenshot 4: Entry #305 for Sander, Abbigail. The 'Animals' step is active. The 'Entry Animals' section shows 'There is no animal in this slot' and a green 'Add an animal' button. A green 'Continue' button is at the bottom right.

The 'Adding an Animal' pop-up box has a blue header. It contains two green buttons: 'Choose an Existing Animal Record' and 'Enter a New Animal Record'. Below these buttons is the word 'OR'. At the bottom right, there is a blue 'Cancel' link.

23. 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.

24. 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. Then you will be taken to the Additional Questions page listed in step #19.

SECTION 3 - PAYMENT TAB

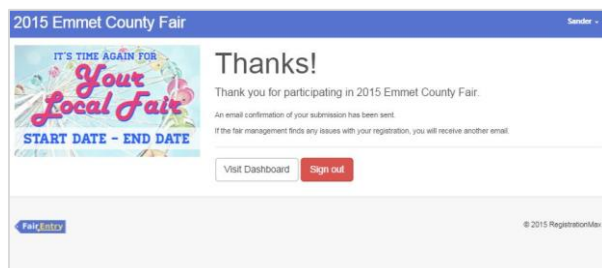
25. Review your invoice, either in summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.

26. Select check or credit card payment type, and then select the green "Continue" box.
***To pay by check, we prefer you print the invoice form to bring in or send with your check (written out to "Madison County Fair" – all payments are due by June 1.*
***Your entry will not be approved until payment is received.*
***All fees go directly to the Madison County Fair Board.*

27. Confirm your entry one last time. Click the box next to the "I agree to the above statement" and then select the green "Submit" box.

NOTE: Once you hit submit, you cannot edit your entry.

28. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.



29. You can view the entry summary or details from the Dashboard screen.

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

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the 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 Madison County Extension Office if you have any problems with this process at (515) 462-1001

