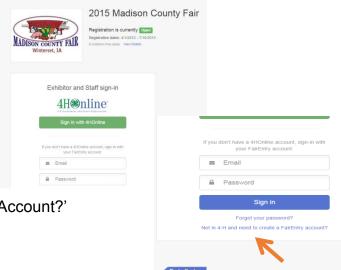


How to Enter Exhibits in Fair Entry for the Madison County Fair

Registration Opens: May 16 at 12:00 am Registration Closes: June 15 at 11:59 pm



1. Go to https://madison.fairentry.com



2. Click 'Not in 4-H and Need a Fair Entry Account?'

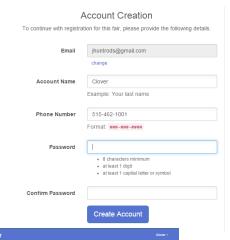
3. Enter your e-mail address and confirm it. This will be your permanent account information, so please retain it for your records.







4. Create your account by entering an account name, phone number, and password. Once you are finished, click "Create Account".



5. You will see a Welcome screen. Click green box to "Begin Registration".



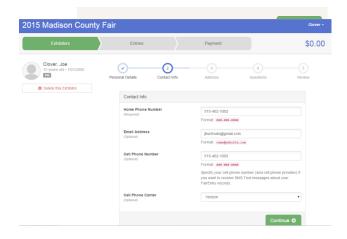
6. To begin registration, select "Individual".



7. Create a new individual exhibitor by entering the youth's first and last name, date of birth, and gender. Click "Continue" when it is complete.



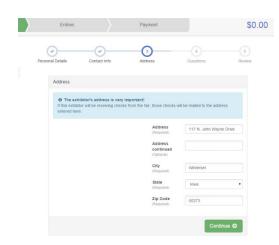
8. Enter the individual exhibitor's account information. Hit "Continue" once complete.





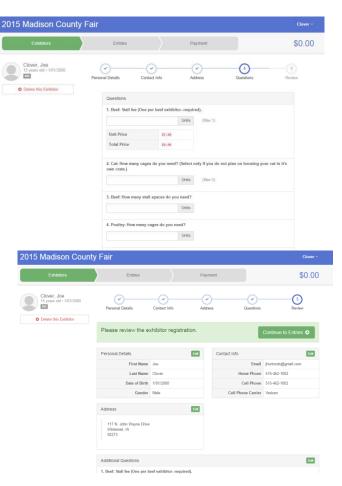


9. Enter the individual exhibitor's mailing address. This is an important step, because it is the address where your premium check will be mailed. Once the form is complete, hit "Continue."



10. A page showing questions about your fair plans will appear. Please answer them based on the projects you plan to exhibit at the fair.

11. You will be asked to review the exhibitor's registration. Please verify that the information is correct before proceeding. If there is incorrect information, please go back and edit. If the information is correct, hit the green "Continue to Entries" button.







Entries Tab

12. To add an entry to this exhibitor, click the green "Add an Entry" button.

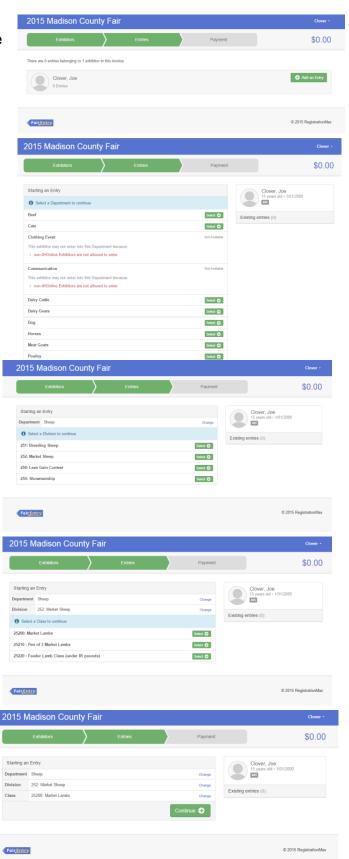
13. Select the department you wish to enter by clicking the green "Select" button.

For more information about each department, check out the Madison County Fair Book at www.madisoncountyfair.net

14. Select the Division you wish to enter from the list provided by clicking the green "Select" button.

15. Select the class you wish to enter from the list provided by clicking the green "Select" button.

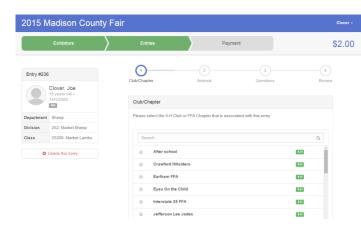
16. Verify that your selections are correct, then click "Continue" to proceed with the entry process.



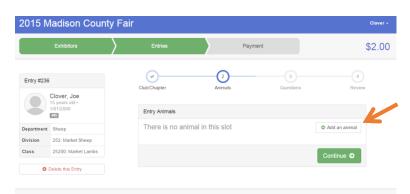




17. Select the FFA Chapter you belong to from the provided list. If you find that your chapter is not listed, please contact Jennie at the ISU Extension and Outreach office at 515-462-1001 or hargrove@iastate.edu



18. You are prompted to "Add an Animal to Slot". Please select the "Add an Animal" button to continue.



19. A box will come up asking if you want to select an existing animal or create an animal record. Choose "Enter a New Animal Record".

You will need copies of any Animal ID Forms you have turned in to the Extension office to complete this step. Reminder: Animal ID's are due to the Extension Office by May 15.

Adding an Animal		
☐ ☐ Choose an	Existing Anin	nal Record
	OR	
✓ Enter a New Animal Record		
Adding a New Anima	ıl	
Animal Type		•
	Sheep (Wei	gh-in)
	Cancel	Create and Add Animal



20. Select the animal type from the drop-down list. This is limited to the accepted animal types for the class selected in previous steps.

Once you have selected the animal type (ie: Sheep Weighed-In, Swine Weighed-In, Beef Not Weighed-In), the required information for that specific animal (to be shown in

the selected class) will need to be entered.

Please use the information you have provided the Extension Office on Animal ID Sheets or Weigh-In Sheets when completing this portion. Animals that have not had their ID Sheets returned to the ISU Extension Office by the May 15th deadline will be rejected.

Once the entry is complete, click green "Create and Add Animal" box.

Note: Substitute animals can be used at the County Fair, so these selections are not final. All properly identified animals are eligible to exhibit at county fair.

21. Please verify that the information you have entered for the class you have chosen is correct. If it is incorrect, please edit your entry. If it is correct, please select the green "Continue" box.

Animal Type

Sheep (Weigh-in)

Weigh-in Date *

Tag (include county no.) *

Tag Color *

Scraple Tag (does only)

Beg. Wt.

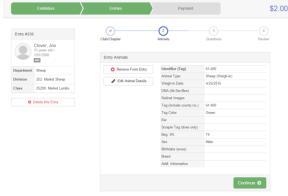
Sex *

Male
Female

Birthdate (ewes)

Breed

Tag Madison County Fair

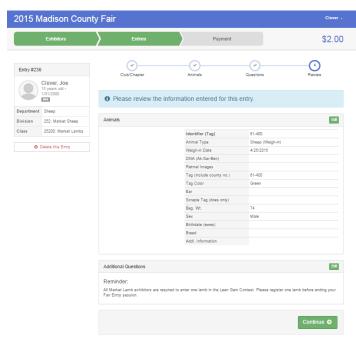


22. Please answer any questions you are prompted with. Also, you may be prompted to enter other classes. Please follow the instructions, if any are given. When you are finished, please click the green "Continue" button.



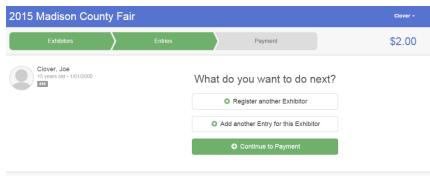


23. Please review your entry. If it is incorrect, please go back and edit. If it is correct, please hit the green "Continue" button.



24. You have successfully completed one entry. You are then prompted with three options: Register another exhibitor (ie: a sibling), Add another Entry for this Exhibitor, or Continue to Payment.

If you wish to complete another entry, go back to step 12 and begin again from there.



If you wish to Register another exhibitor, go back to step 7 and begin again from there. If you wish to proceed to payment, go to step 25.

Payment Process

25. Review your invoice to make sure it is correct. If there are any errors, please contact Jennie at the Extension office.

If your Invoice is correct, please hit the green "Continue" button.





\$2.00

(3)



26. Select whether you want to pay by credit card or by check. All payments go directly to the Madison County Fair Board.

If you choose to pay by credit card, you will be prompted to "Add a Credit Card". Complete the form, providing the required information. Payments are processed by Stripe and will appear as a charge to MadisonCountyFair.net.

If you choose to pay by check, you will be given instructions. Please make checks payable to "Madison County Fair". You can drop them off or mail them to the ISU

2015 Madison County Fair

One last stent

Extension Office, 117 N. John Wayne Drive, Winterset, IA 50273. Please print a copy of your invoice and include it with the check.

27. Once you have completed your payment selection, you will confirm your entry one last time. If everything is correct, select the green "Submit" button.

Note: Once you have 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. You can view the entry summary or details from the Dashboard Screen. Please print us an invoice from here if you chose to pay by check.

\$2.00

By Check

Instructions to Pay by Check

Instruction to Pay by C

Success! You have entered for the Madison County Fair.

