2021 Brown County Fair Entry

Important Reminders

- The enrollment process will open on September 2nd. All Entries must be completed by September 13th at 4:30pm. All entries must be entered through the website at http://brown-county.fairentry.com/
- Recommend browser: Google Chrome, Mozilla Firefox, or Safari. 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 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. If you do not receive a confirmation email within 24 hours please contact the Extension Office at 937-378-6716. Check your junk/spam folders.
- You will receive a second email when your entries have been approved by your fair or show.

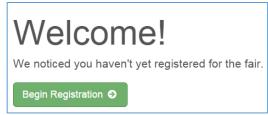|	
1. Go to http://brown-county.fairentry.com/ 2. Click the green 4Honline login button. ***If you are ONLY in FFA you will need to create an account. If ANYONE in your family is in 4-H use the family 4Honline log-in***	You should see this at the top: 2021 Brown County Fair Registration is currently Open Registration dates: 8/31/2021 - 9/13/2021 Exceptions may apply View Details
3. If you HAVE a 4-H online log-in, click the green box. It will open a new window for you to enter your log-in information. 4. If you are only in FFA you do not have a 4HOnline account. If you created an account last year, use that log-in information. If you did not create an account last year move to step 5. 5. Select to Create a New Account. Follow the instructions to create your account.	Exhibitor and Staff sign-in 4H0nline 4-H Enrollment and Event Registration Sign in with 4HOnline Click the green box to get a new log-in screen for 4-H Online If you don't have a 4HOnline account, sign-in with your FairEntry account: Email Password Sign in Forgot your password? FFA Only Not in 4-H and need to create a FairEntry account?
6. Click "Begin Registration"	Welcome! We noticed you haven't yet registered for the fair. Begin Registration ❯

Exhibitor Information Click individual button.	
1. Youth in your Family should all be listed here. a. If you have one youth who is only in FFA, this is where you will add them to your profile. 2. Click Add an Entry beside the correct exhibitor (if more than one has been created).	
3. You will be asked two questions the very first time you start a registration.	1. Required Response – This question asks about the sale. Please answer it appropriately. If you DO NOT plan to consign to the sale, enter N/A. 2. Optional Photo Upload – This question is optional but highly encouraged for those participating in the sale. Here you should upload a photo of you with your animal that is appropriate to share with buyers.
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.	

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 two market barrows, two entries into the market barrow class must be created. If an exhibitor is showing one market barrow and it is county bred and born, two class entries must be created. One for the "market barrow" and one for "bred and born" class. 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).

You will be entering ALL your market, breeding and showmanship classes. Except for Small Animals, you will only be entering market classes.
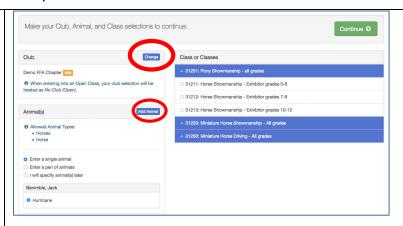
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).	**Exhibitors** > **Entries** > Payment $0.00 There are 0 entries belonging to 1 exhibitor in this invoice. Helpsheet, Becky 0 Entries ⊕ Add an Entry
2. Click Select beside the first department you wish to enter. Any 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.	**Choose Department and Division**	Department	Horse	Change		Division	312: Horse Showmanship	Change	Cancel **Choose**

<p align="center">Entry Process</p>

5. If you see multiple boxes that you can check, you can enter multiple classes for each animal at one time. You will do this process for each animal. 6. Click Change to select the Club to which these entries will be associated. ***Your primary 4-H club should be listed. If you are in dual 4-H Clubs or 4-H and FFA, you can edit this section if this animal should be affiliated with a different Club/Chapter you are enrolled. You cannot split animals between clubs/chapters. Example: if you select your 4-H club for your market goats they must all be shown through that club, but breeding goats could be shown through an FFA chapter. 7. If you are in both 4-H and FFA Your animals should all be listed on the bottom left. a. **If you are only in FFA you will need to create an entry for your animal and add your animals information which will be verified.** 8. Select which animal will be part of this entry (NOTE: animals will be available to use in other entries, if needed). 9. Check the box next to each class this animal will enter.	Make your Club, Animal, and Class selections to continue. **Continue ⊙** **Club** [Change] Demo FFA Chapter FFA ⓘ When entering into an Open Class, your club selection will be treated as *No Club (Open)*. **Animal(s)** [Add Animal] ⓘ Allowed Animal Types: • Horses • Horse ⦿ Enter a single animal ○ Enter a pen of animals ○ I will specify animal(s) later Benimble, Jack ⦿ Hurricane **Class or Classes** ☑ 31201: Pony Showmanship - all grades ☐ 31211: Horse Showmanship - Exhibitor grades 5-6 ☐ 31212: Horse Showmanship - Exhibitor grades 7-9 ☐ 31213: Horse Showmanship - Exhibitor grades 10-12 ☑ 31220: Miniature Horse Showmanship - All grades ☑ 31250: Miniature Horse Driving - All grades

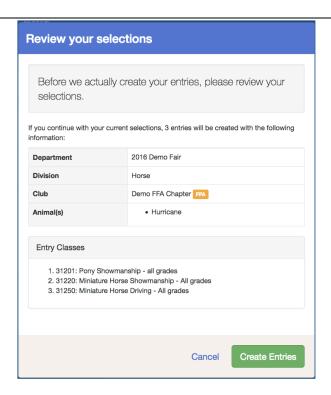10. Upload any required documents/photos.

BEEF BREEDING: You must upload your registration papers at this time. You will not be able to turn them in at the fair. If you do not have your breeding paperwork, upload a blank document stating this. Any paperwork not submitted with entries will need to be sent to the superintendents prior to fair.

If you see this box, click review/complete Outstanding Records to answer any questions/upload files.

There is 1 item that needs your attention

➡ **Review/Complete Outstanding Records**

Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.
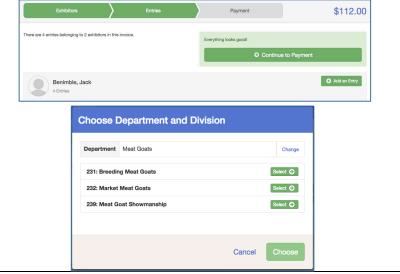
Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 3 entries will be created with the following information:

Department	2016 Demo Fair
Division	Horse
Club	Demo FFA Chapter FFA
Animal(s)	• Hurricane

Entry Classes

1. 31201: Pony Showmanship - all grades
2. 31220: Miniature Horse Showmanship - All grades
3. 31250: Miniature Horse Driving - All grades

Cancel   **Create Entries**

1. If you need to add more entries for this exhibitor, click Add an Entry.
2. If you need to add another exhibitor within your family, click on the Exhibitors button at the top left and repeat the steps for the next exhibitor.
3. If all entries are complete for you family, click Continue to Payment.

4. 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.

5. Once all entries have been entered for exhibitors in your family, **submit** the invoice for approval.

6. 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.