



FairEntry Help Sheet follows for those entering online.

If your county uses FairEntry or 4HOnline to register for events, you will be able to use this entry type. Contact your County Agent first if you need assistance. You may submit the paper registration forms instead.

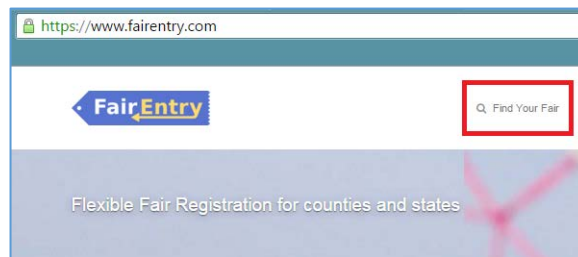
Family Entry

Important Reminders

- Registration is open. Regular Registration ends **September 5**. An additional \$20 will be added to your registration fee after August 31. Late registration cut-off is **September 7**. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- 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 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 and any related fees.
- You will receive a second email when your entries have been approved by your fair.

Steps

1. Go to <http://www.fairentry.com> and click “Find Your Fair”.



2. Filter by your state, click Search, and then click on the correct fair.

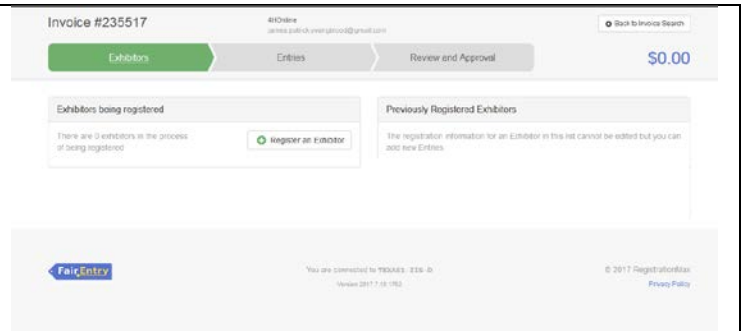
*Search by Keyword – 2018 Montana
4-H State Horse Show*

Or type: <http://montanastate4h.fairentry.com>

3. **Sign in with 4HOnline**

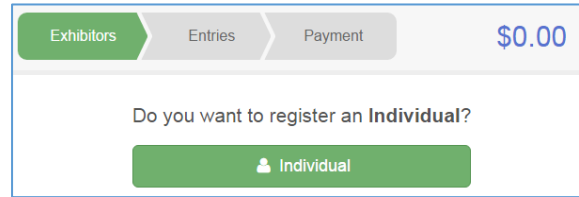
You have a 4HOnline log in, click on the green button and enter it here.

4. Click "Register an Exhibitor"



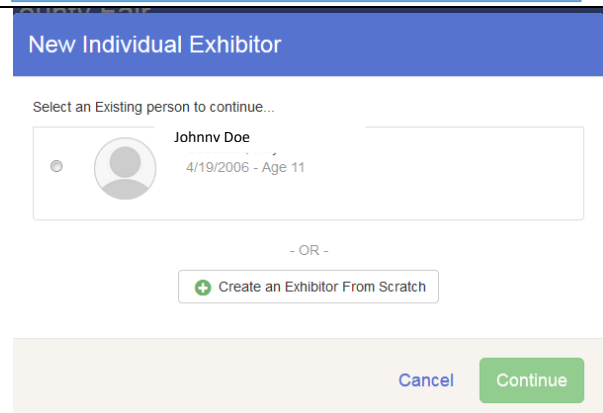
Exhibitor Information

5. Click on Individual



6. Choose the member you wish to register

Please **DO NOT** create an Exhibitor from scratch.
You are already in the system!



7. Answer the questions and continue

Invoice #235542

Exhibitors Entries Review and Approval \$0.00

Johnny Doe

Questions

1. How many classes are you taking? 0 or more is a flat \$5 fee. \$7 per class otherwise.

2. How many horse stalls do you need on Thursday September 21st?

3. How many horse stalls do you need on Friday September 22nd?

8. Review your exhibitor information. If any information is incorrectly, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Helpsheet, Becky

Please review the exhibitor registration. Continue to Entries

Personal Details Edit

First Name Becky

Last Name Helpsheet

Date of Birth 8/05/2000

Gender Female

Contact Info Edit

Home Phone 555-123-4444

Cell Phone

Cell Phone Carrier

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 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor.

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 Horse Department.

3. Then select Horsemanship

4. Click the Green “Choose” Button

5. Scroll to Add Animal, enter your horses there.

6. You will be required to specify which animal will be exhibited in each class. You will see the option to “Add animal”.

• Horse - Green Horse Lv 4
• Horse - English Lv 1
• Horse - English Lv 2
• Horse - English Lv 3
• Horse - English Lv 4
• Horse - English Lv 5
• Horse - English Lv 6
• Horse - English Lv 7
• Horse - Colt to Maturity Lv 1
• Horse - Colt to Maturity Lv 2
• Horse - Colt to Maturity Lv 3
• Horse - Colt to Maturity Lv 4
• Horse - Colt to Maturity Lv 6
• Horse - Working Ranch Horse Lv 1
• Horse - Working Ranch Horse Lv 2
• Horse - Western Lv 1
• Horse - Western Lv 2
• Horse - Western Lv 3
• Horse - Western Lv 4
• Horse - Western Lv 5
• Horse - Western Lv 6
• Horse - Western Lv 7

When entering into an Open Class, your club selection will be treated as No Club (Open).

Animal(s) [Add Animal](#)

Allowed Animal Types:
• Horse

• Enter a single animal
• Enter a pen of animals
• I will specify animal(s) later

You do not currently have any eligible animals.

- English - 2 Year Old C2M/Green Horse Level 1
- English - 3 Year Old C2M/Green Horse Level 2
- English - 4 Year Old C2M/Green Horse Level 3
- English - 5 Year Old C2M/Green Horse Level 4
- English - Equitation - C2M 2&3/Green Horse 1&2
- English - Equitation - C2M 4&5/Green Horse 3&4
- English - Equitation - Intermediate (Ages 11-13)
- English - Equitation - Junior (Ages 10 and Under)
- English - Equitation - Level 1 (Walk/Trot)
- English - Equitation - Senior (Ages 14 and Over)
- English - Level 1
- English - Level 2
- English - Level 3
- English - Level 4
- English - Level 5
- English - Level 6
- English - Level 7 (Mail Patterns with entry)
- Hunter Hack (Ages 13 and Under)
- Hunter Hack, (Ages 14 and Over)
- Poles - 13 and Under (Level 3 and up)
- Poles - 14 and Over (Level 3 and up)

7. “Add animal from Scratch”. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.

8. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.

9. **You must enter classes for each HORSE separately!!**

Make your Club, Animal, and Class selections to continue. [Continue](#)

Club [Choose](#)
Stanford Scrubbers [Add Club](#)
When entering into an Open Class, your club selection will be treated as No Club (Open).

Class or Classes
 S10K and over
 Feeder Beef - 2024-2026

Animal(s) [Add Animal](#)

Allowed Animal Types:
• Beef, Market

• Enter a single animal
• Enter a pen of animals
• I will specify animal(s) later

You do not currently have any eligible animals.

[Import Animal\(s\) from 4HOnline](#)

[4Honline](#) [Add animal from scratch](#)

Below are all the 4HOnline animals found for this family that may be eligible for entry in the Market Beef Division.

Allowed animal types:
• Beef, Market

No animals were found matching the search criteria. Consider adding an animal from scratch.

EXAMPLE: The exhibitor will show the horse Rocky in English Horsemanship, level 6, and Hunter Hack, 14 and over. The exhibitor will also show the horse Smoky in Western Horsemanship, Level 4, and Western Equitation, 14 and over. You will need to “Add animal from Scratch” to enter Rocky and select Rocky’s classes. You will separately need to “Add animal from Scratch” to enter Smoky and select Smoky’s classes.

10. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.

Review your selections

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

If you continue with your current selections, 1 entries will be created with the following information:

Department	2017 Judith Basin County Fair
Division	Beef
Club	Stanford Scramblers
Animal(s)	17-101

Entry Classes

1. 950# and over

Cancel Create Entries

11. When each class entry is complete, you have 3 choices for what to do next:

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

Exhibitors Entries Payment **\$2.00**

Helpsheet, Becky
8/05/2000
#2145

What do you want to do next?

+ Register another Exhibitor

+ Add another Entry for this Exhibitor

Continue to Payment

12. 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.

Exhibitors Entries Payment **\$2.00**

1 Review 2 Payment Method 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Becky Helpsheet

Exhibitor Fee \$2.00

Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread

Total: \$2.00

Continue

13. You will see your total Payment due here.

Exhibitors > Entries > Payment **\$0.00**

1 Review 2 Payment Method 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

Continue

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14. Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

Exhibitors > Entries > Payment **\$0.00**

1 Review 2 Payment Method 3 Confirm

One last step!
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing, awaiting manager approval.
- Your credit card will not be charged until a manager approves the records.
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total
No payment is necessary

Submit