# 2023 Green County Fair Online Entry Instructions
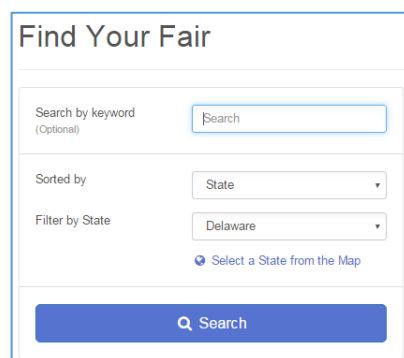
Important Reminders

- Be sure to complete your entries (including the final "Submit" step) prior to May 30, 2023 @ 4:00 pm.
- 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 the Green County Fair.
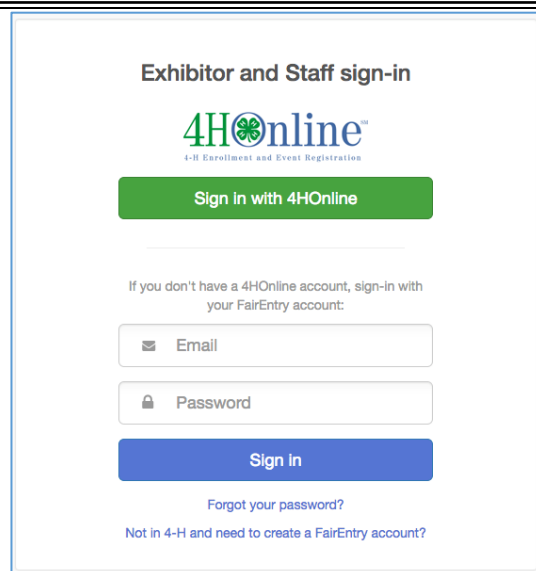
1. You may access the Green County Fair online entry system from this link: http://greencountyfairjunior.fairentry.com
2. or you can go to http://www.fairentry.com and click "Find Your Fair".
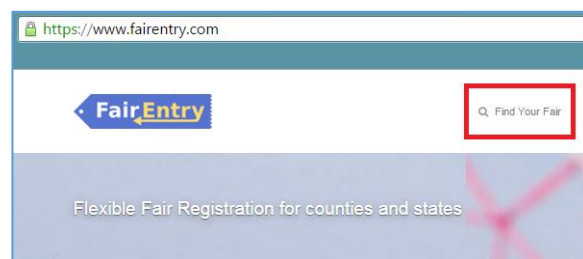
3. If you choose to go through "Find Your Fair," then use the drop down menu to select "Wisconsin", click Search, and then scroll down and click on "2023 Green County Junior Fair."

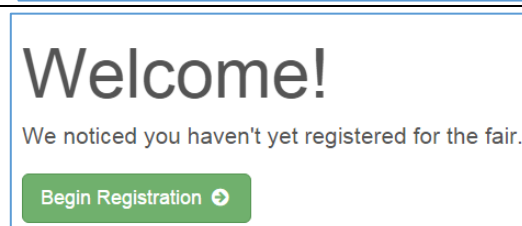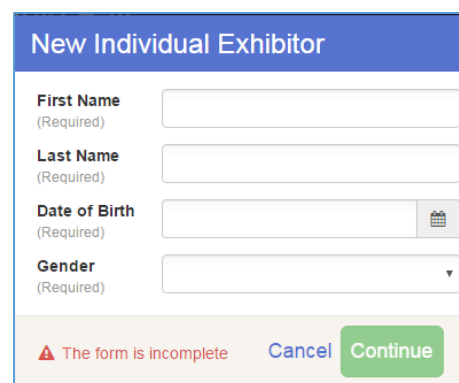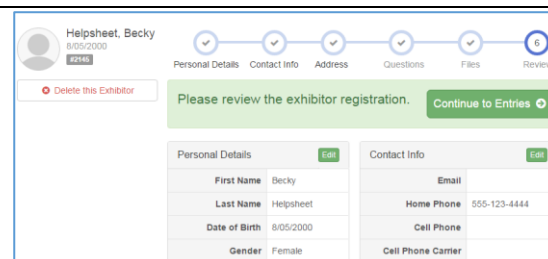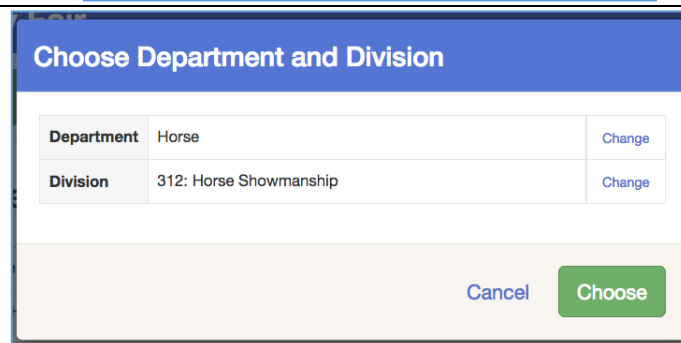|	
4. If you do not registered with FairEntry before or do not have a 4H Online Log In, click the blue text link at the very bottom of the box that says, "Not in 4-H and need to create a FairEntry account?" Follow the instructions to create your account.	**Exhibitor and Staff sign-in** **4H☘nline** 4-H Enrollment and Event Registration **Sign in with 4HOnline** If you don't have a 4HOnline account, sign-in with your FairEntry account: ✉ Email 🔒 Password **Sign in** Forgot your password? Not in 4-H and need to create a FairEntry account?
5. Click "Begin Registration." The next page will ask "Do you want to register an Individual?" Click on the green box that says "Individual."	# Welcome! We noticed you haven't yet registered for the fair. **Begin Registration ❯**
6. You will need to enter the exhibitor information into the required fields (screenshot to the right).	**New Individual Exhibitor** **First Name** (Required) **Last Name** (Required) **Date of Birth** (Required) **Gender** (Required) ⚠ The form is incomplete Cancel **Continue**
7. Answer the Required question, "I am Exhibiting in the following Departments"	I am Exhibiting in the following Departments (Check all that Apply): ☐ All Departments & Classes EXCEPT Dept. 128 Class B [$20.00] (5500 spots available) ☐ Department 128 Class B: Quilts on Parade [$10.00] (5500 spots available)
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.	Helpsheet, Becky 8/05/2000 #2145 Personal Details Contact Info Address Questions Files Review ❌ Delete this Exhibitor Please review the exhibitor registration. **Continue to Entries ❯** Personal Details [Edit] Contact Info [Edit] First Name Becky Email Last Name Helpsheet Home Phone 555-123-4444 Date of Birth 8/05/2000 Cell Phone Gender Female Cell Phone Carrier
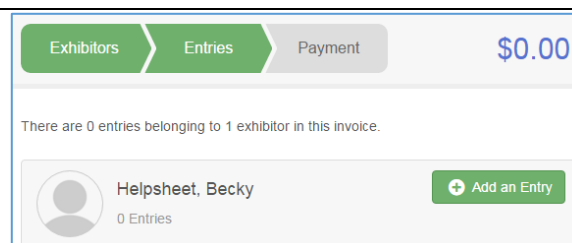
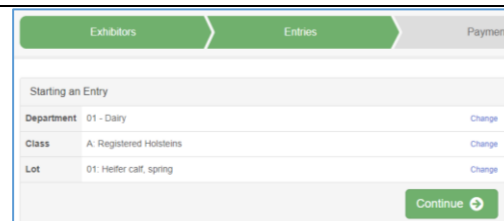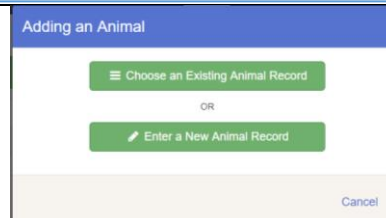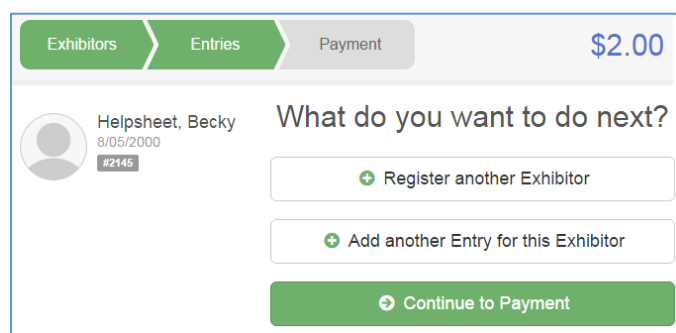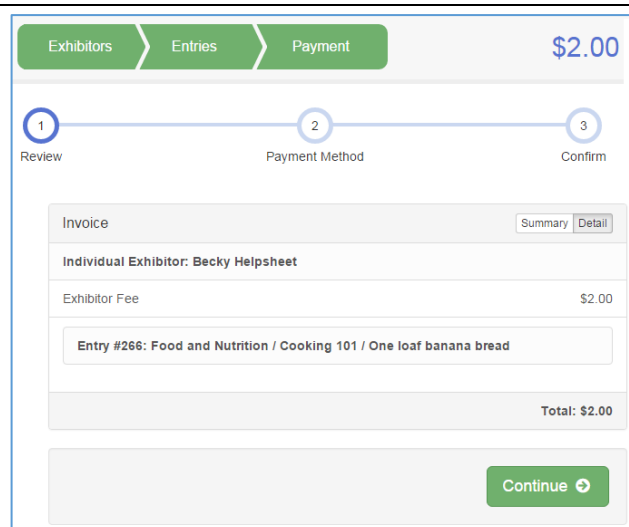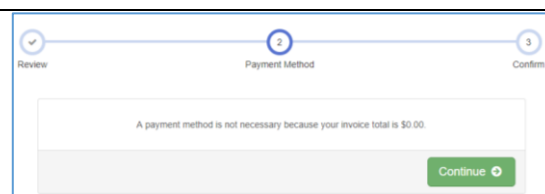|	
Creating Entries Each exhibitor can have multiple entries. One entry must be made for each item, animal, lot, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).	
10. Click "Add an Entry" beside the correct exhibitor (if more than one has been created).	
11. Click "Select" beside the first department you wish to enter. 12. Click "Select" beside the class you wish to enter. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, class, or lot.* 13. After you have selected the class, click the green Choose button.	
14. Click "Select" beside the lot you wish to enter. If your Entry department, class and lot look correct, click "Continue."	
15. For animal entries, you will need to "Enter a New Animal Record" the first time you enter this animal in a class and lot. If you have already created this animal's record and are entering the same animal in a new class and lot, click "Choose an Existing Animal Record."	

16. When each class entry is complete, you have three choices for what to do next:
    a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
    b. 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 exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.

17. 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.

18. On the payment method screen, click "Continue." We do not ask families to pay for their entries through the FairEntry system. Instead, the club or chapter will write one check for their entries to the Green County Fair. Please check with your club leader or chapter advisor regarding payment for your family's entries.

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

    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 by the Green County Fair. Please SAVE these confirmation emails for your records.