



All Departments Entry Process

Larimer County (Family) Exhibitor Entry

Important Reminders

- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- 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 or show.

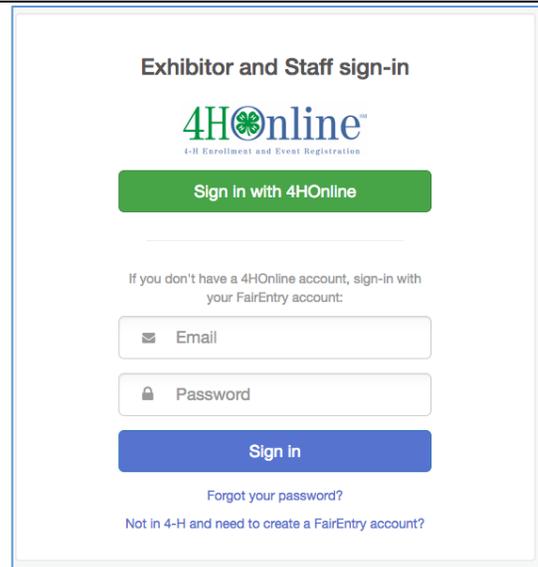
1. You may access the Larimer County Fair at: <http://larimercountyfair.fairentry.com/>.



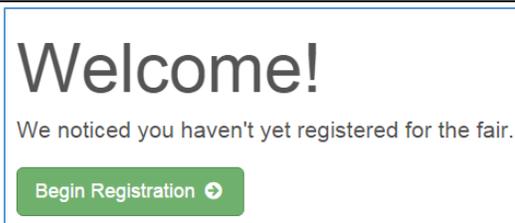
2. Using your **4HOnline family account**, select to “**Sign in with 4HOnline**” and enter your login information.

NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password **(not the temporary password)** to log in to FairEntry.

3. **OPEN CLASS ONLY:** If you do not have a 4HOnline account and have not registered with FairEntry before, **select to Create a New Account.** Follow the instructions to create your account.

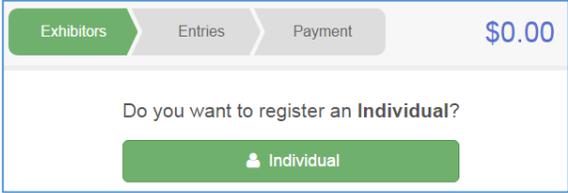
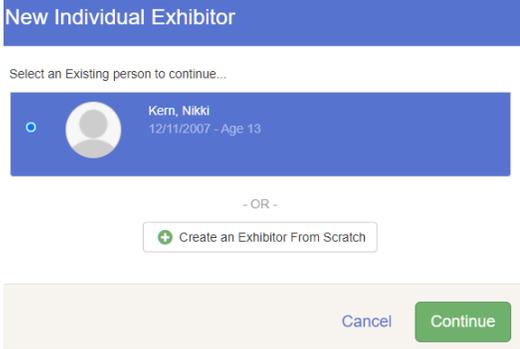
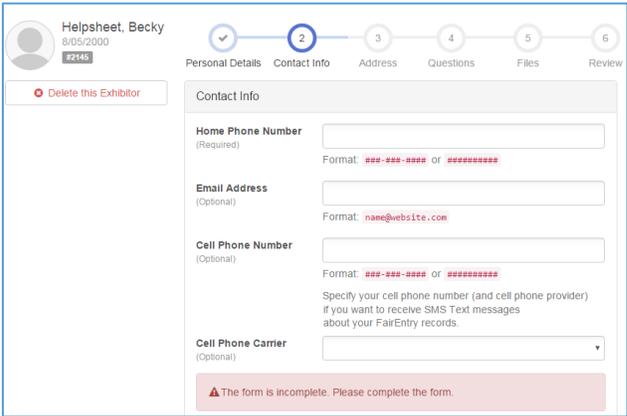


4. Click “Begin Registration”





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<p style="text-align: center;">Exhibitor Information</p> <p>If your fair is configured to accept both individual and team entries, Larimer County fair will use “Individual ONLY” click on Individual.</p>	
<ol style="list-style-type: none"> 1. Select the radio button for exhibitor in your family. Selecting 1 exhibitor at a time, proceed to “Review Exhibitor Information.” 2. OPEN CLASS (Steps 2-6): Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair or Show. 	
<ol style="list-style-type: none"> 3. <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen only!)</i> Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data. 	





All Departments Entry Process

4. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click "Copy" to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.
5. If your fair or show requests a Social Security Number for 1099 purposes, that will be Step 4 on the progress bar. Social Security Numbers are fully encrypted and only the last 4 digits will be visible after the number has been saved.
6. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar at the top. Answer any questions, and click Continue.

If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files, and click Continue.

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 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).





All Departments Entry Process

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

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.

Multiple Entry Process

5. If your fair or show has turned on the Multiple Entries option for this area, you will see a screen similar to the view at the right. If you do not see checkboxes next to each class, this area uses the (see [single-entry process](#)).
6. Click Change to select the Club to which these entries will be associated.
7. If this is an Animal Entry, click **Add Animal** and select from the **imported animals** from 4-H Online OR enter all the Animal's details required by your county.
8. If this is a pen or group entry, Add multiple animals and then select to Enter a pen of animals.
9. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).

Check the box next to each class this animal will enter.

Import Animal(s) from 4-H Online





All Departments Entry Process

10. If this is not an animal entry or if animals will be added at check-in, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue

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

- 11. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
- 12. If all entries are complete, click Continue to Payment.
- 13. If you need to add more entries for an existing exhibitor, click Add an Entry.



All Departments Entry Process

Single Entry Process

14. If your screen does not resemble the picture on the right, your fair may have used the multiple entry process in this area. Repeat steps 5-10.
15. If your screen does resemble this one, select the Class.
16. Click Continue.

17. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
18. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

19. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to "Add an animal".
20. You will have two choices. Select "Choose an Existing Animal Record" to import and select animals from 4HOnline or animals already entered in FairEntry. Choose "Enter a New Animal Record" to enter new animal information.
21. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. 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.





All Departments Entry Process

22. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

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

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- 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.

24. 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.

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

26. 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.





All Departments Entry Process

A list of questions that will be asked on 1 Exhibitor and the family will ONLY see this ONE TIME. Answer questions to the best of your ability for your family that includes ALL Exhibitors!

Questions

NOTE: The section (s) below will only need to be completed 1 time per family. Fees are associated with animal projects only!

The following section is for ALL Dog and Poultry Exhibitors. For each section below indicate the total number.

- Dog Health Inspection Fee = \$1/animal
- Poultry = \$6/exhibitor, NOT animal

3. Dog Health Inspection Fee. Enter total number of animals.

Units

Unit Price	\$1.00
Total Price	\$8.00

4. Poultry Exhibitor Fee. Enter total number of Exhibitors, NOT Animals!

Units

Unit Price	\$5.00
Total Price	\$8.00

The following section is for Livestock and Horse Exhibitors ONLY! Enter total number for each family below.

- Horse Quantity (\$6/horse) plus Health Inspection Fee (\$1/horse) = \$7/horse
- Working Ranch Horse Cattle Fee = \$30/exhibitor, NOT animal
- Market Beef Quantity (\$3/animal) plus Health Inspection Fee (\$1/animal) = \$4/animal
- Market Lambs, Goats and Swine Quantity (\$2/animal) plus Health Inspection Fee (\$1/animal) = \$3/animal
- Carcass Contest Quantity = \$6/animal

6. Horse Quantity. Enter Total Number of Horses.

Units

Unit Price	\$7.00
Total Price	\$8.00

7. Working Ranch Horse Cattle Fee. Enter Total number of exhibitors, NOT animal.

Units

Unit Price	\$30.00
Total Price	\$8.00

8. Market Beef Quantity. Enter Total number of animals.

Units

Unit Price	\$4.00
Total Price	\$8.00

9. Market Lambs, Goats and Swine Quantity. Enter Total number of animals.

Units

Unit Price	\$3.00
Total Price	\$8.00

10. Carcass Contest Quantity. Enter Total number of animals.

Units

Unit Price	\$4.00
Total Price	\$8.00

11. International Code of Ethics Agreement: I, and my parent/guardian have read and understand, and in consideration for being permitted to exhibit at this event, agree and consent to abide by the rules of competition, including the International Association of Fairs and Expositions (IAFE) National Code of Show Ethics as stated in the Livestock premium book.

*Required

Yes, We Agree to the above statement

No, We are not required to sign as no livestock will be exhibited

Continue →

For any questions, please contact either:
 Maggie Steely: steelyma@co.larimer.co.us – Fair Office
 Pam Heeney: HeeneyPS@co.larimer.co.us – Extension Office

