

## Larimer County (Family) Entry

### Important Reminders

- Larimer County Fair entry begins June 1st. Be sure to complete your entries (including the final "Submit" step) prior to the 4-H Fair entries close date July 8th.
- 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. That confirms that the entries were submitted, but they are not "final" until approved by a fair manager. You cannot start a new invoice (add more entries) until the first invoice has been approved.
- You will receive a second email when your entries have been approved by the Larimer County Fair.

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



- Using your 4-H Online family account, select to "Sign in with 4-H Online" and enter your login information.  
**NOTE:** If you forgot your password for your 4-H Online account, you need to go to 4-H Online to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

**OPEN CLASS ENTRY:** If you want to enter open class at the Larimer County Fair access the department fair books at Larimer County Fair Open Class Exhibitions. Use the enter link on that website or <http://lcfopenclass.fairentry.com>

4-H Exhibitor and 4-H Staff  
Sign-In

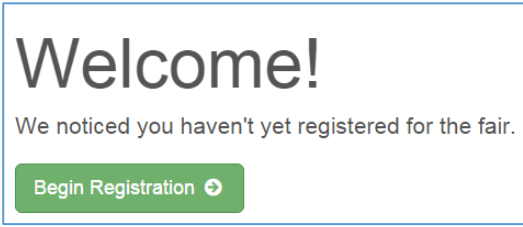
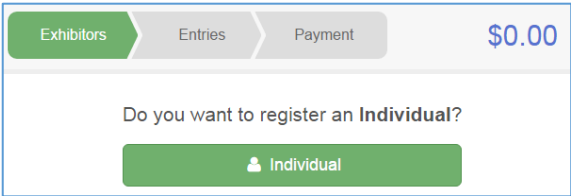
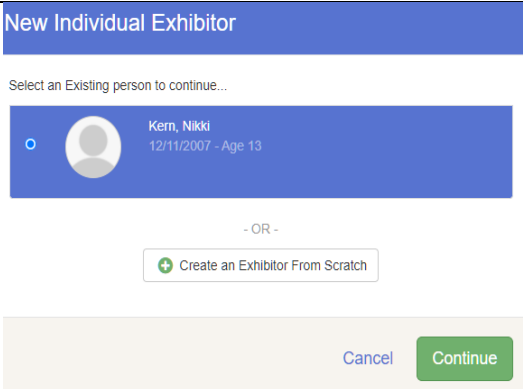


Sign in with 4HOnline

Questions contact:

Britney Filter, Extension Office, 970-498-6003

Tara Rumsey, Fair Office, 970-619-4034

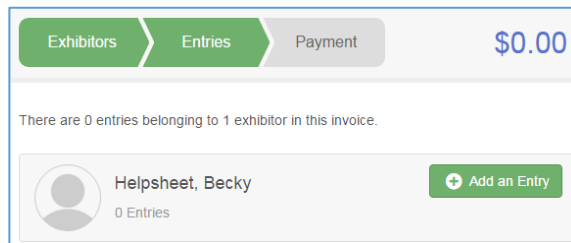
|                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Click “Begin Registration”</p>                                                                                                        |                                                                                                                                                                                                                                                                         |
| <h2>Step One – Entering Exhibitor Information</h2>                                                                                          |                                                                                                                                                                                                                                                                                                                                                           |
| <p>1. Larimer County Fair will use “Individual Only” entries so click on Individual.</p>                                                    |                                                                                                                                                                                                                                                                         |
| <p>2. Select the radio button for exhibitor in your family. Selecting 1 exhibitor at a time, proceed to “Review Exhibitor Information”.</p> |                                                                                                                                                                                                                                                                        |
| <p>3. Larimer County Fair will ask some general questions regarding your individual entry. Answer the questions for each family.</p>        | <p><u>Only complete this section if you are entering 4-H livestock, horse &amp; dogs.</u></p> <p>NOTE: The section (s) below will only need to be completed <u>1 time per family</u>. Fees are associated with animal projects <u>only</u>.</p> <p>Questions #2, #6 and #10 must be answered by 4-H animal exhibitors. Failure to answer implies yes.</p> |



## Step Two - Creating Entries for Exhibitors

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).

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



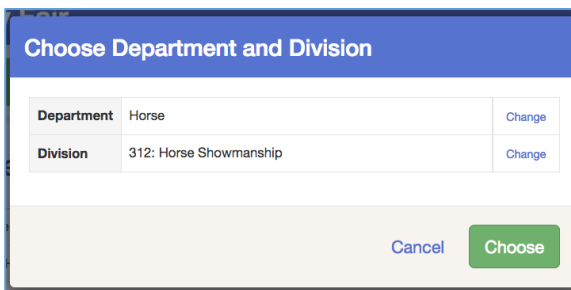
Exhibitors Entries Payment \$0.00

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.
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 |

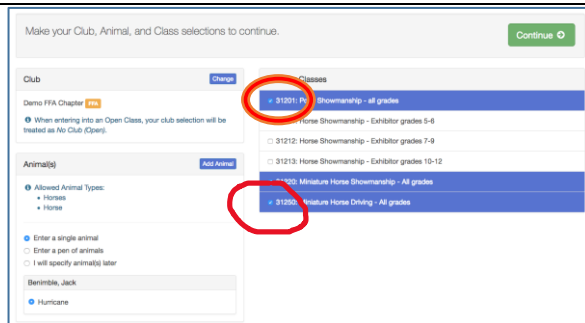
Cancel Choose

***At this point, you will continue on with either the Multiple Entry process, or the Single Entry Process, depending on the department.***

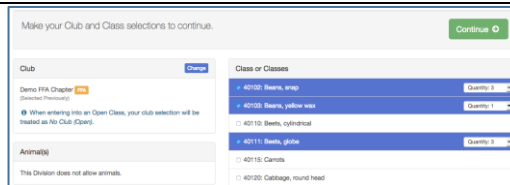
## Creating Class Entries Using the Multiple Entry Process

Larimer County has turned on the Multiple Entries option for dog and horse exhibitors, you will see a screen similar to the view at the right, below. If you do not see checkboxes next to each class, this area uses the single-entry process, and that process is described beginning on page 5.

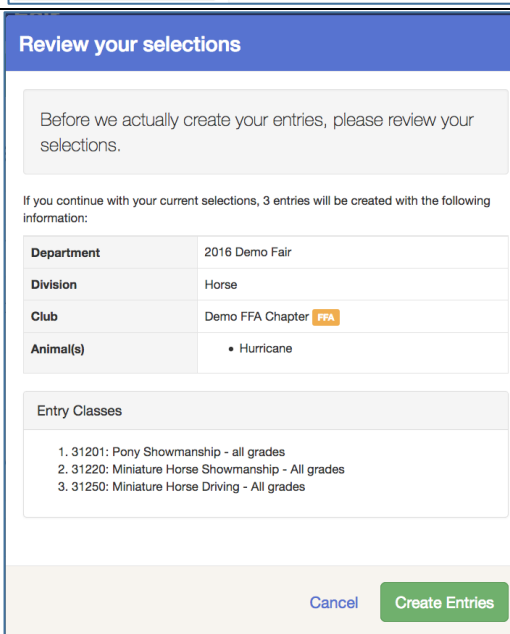
1. Click Change to select the Club to which these entries will be associated.
2. If this is an Animal Entry, click Add Animal and enter the Animal's details.
3. If this is a pen or group entry, add multiple animals and then select to Enter a pen of animals.
4. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
5. Check the box next to each class this animal will enter.



6. If this is not an animal entry, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue.



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

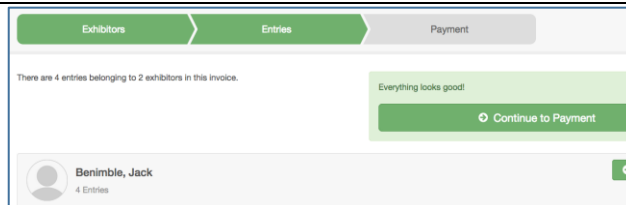
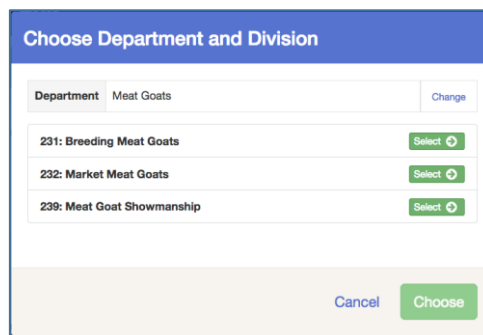


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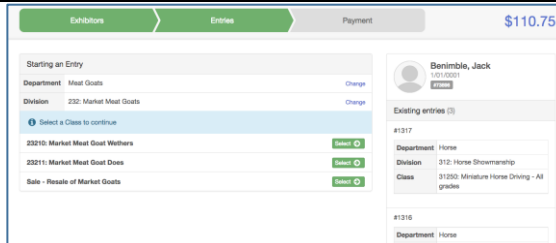
8. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
9. If all entries are complete, click Continue to Payment.
10. If you need to add more entries for an existing exhibitor, click Add an Entry.

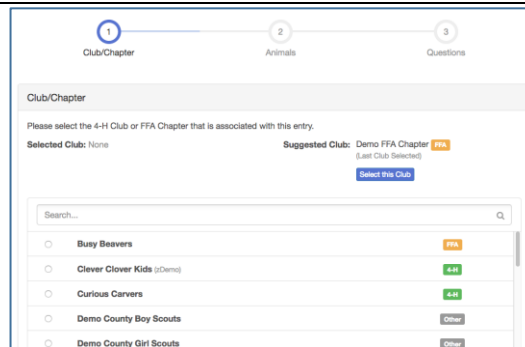
## Creating Entries Using the Single Entry Process

If your screen does not resemble the picture on the right below, Larimer County Fair may have used the multiple entry process in this area. See the section above, beginning on page 4.

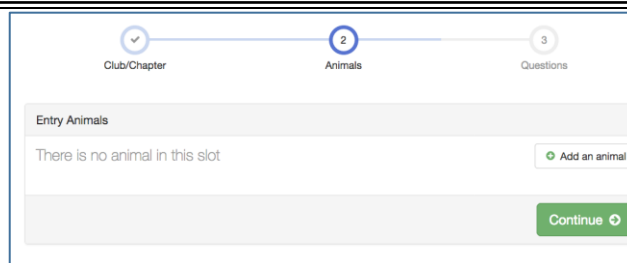
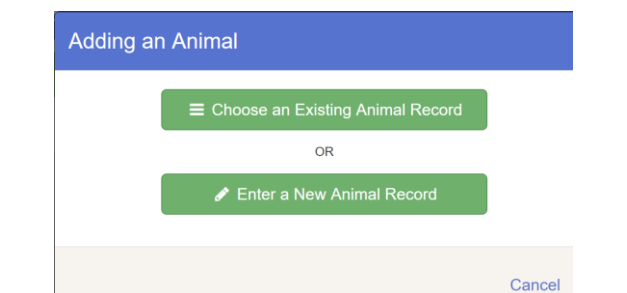
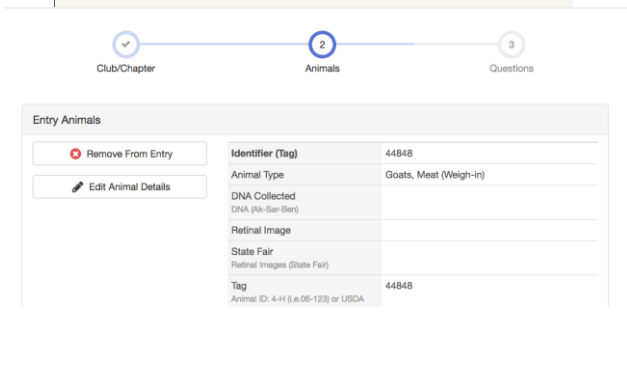
1. Select the appropriate class.
2. Click Continue



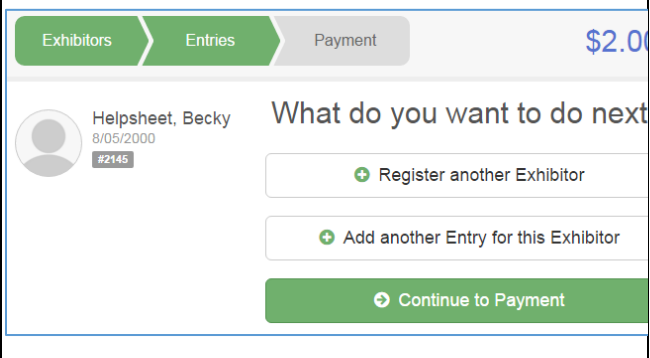
3. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.



4. 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”.
5. Select “Choose an Existing Animal Record” to import and select animals from 4-H.

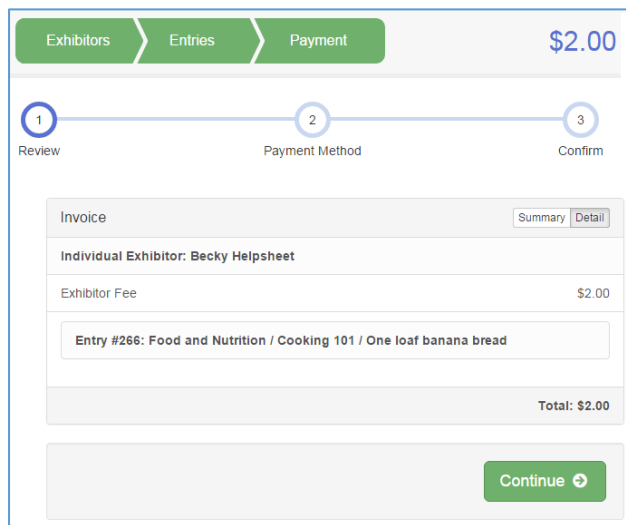
6. When each class entry is complete, you have three choices for what to do next:
  - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.



## Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. **You must submit your entries even if there are no fees,** so no payment is required.

1. 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.
2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. 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.
4. **Important to know:** Until your first entries have been approved, you cannot start a new invoice to register additional exhibitors or entries. *If you wait until the last minute to make entries, and you forget an entry, or don't make entries for an exhibitor in your family, you may likely not have an opportunity to add those because registration will have closed before the first entries are approved.*



The screenshot shows the 'Payment' step of the entry process. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment', with 'Payment' being the active tab. To the right of the tabs, the amount '\$2.00' is displayed. Below the tabs is a progress bar with three steps: 1. Review, 2. Payment Method, and 3. Confirm. Step 1 is currently active. The main content area is titled 'Invoice' and includes a 'Summary' button and a 'Detail' button. The invoice details are as follows:

|                                                                      |        |
|----------------------------------------------------------------------|--------|
| Individual Exhibitor: Becky Helpsheet                                |        |
| Exhibitor Fee                                                        | \$2.00 |
| Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread |        |
| Total: \$2.00                                                        |        |

At the bottom right of the invoice section, there is a green 'Continue' button with a right-pointing arrow.