

## Directions on how to enter the Fair using FairEntry

1. Go to <http://broadwater.fairentry.com> This will bring you to the sign in page
2. Using 4-H Online enter your 4-H Online login information
3. Click “Begin Registration
4. Select Individual
5. Click Add an Entry beside the correct exhibitor
6. 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
7. 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.
8. After you have selected the class, click the green continue button
9. 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”.
10. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished
11. 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
12. Any questions or file uploads, related to entry in this class will be next. Click Continue after answering those questions.
13. 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
14. 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. This step **MUST** be completed to proceed.
15. 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.
16. **Even if you owe no money (no fees are charged) you must click continue to the last “Confirm” step to submit**
17. Click Submit to finalize the entries for the exhibitors in this family. **After you click submit, no changes are possible to these entries**

**If you have questions please feel free to contact the Extension Office and we will be glad to help you**