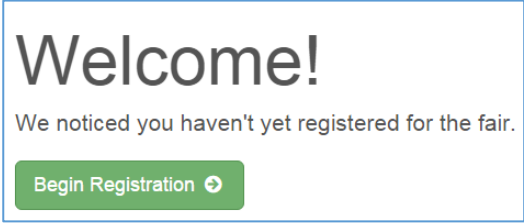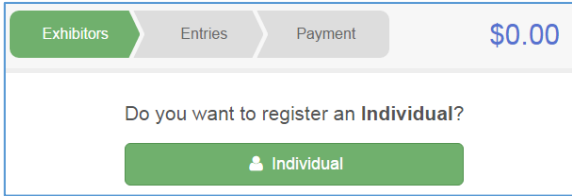# THIS IS A NEW PROCESS FOR FAIR PRE-ENTRY PLEASE READ

The Geary County Free Fair 4-H Division is excited to announce a transition to the FairEntry online fair management system.

- Online entries are required for all exhibitors at http://gcff.fairentry.com/
- The online system will open for entries on May 15th
- Entries are due by 11:59pm on June 28th (the system will close for entries at this time)
- The system will work with a computer or any mobile device (including smartphones)
- Recommended browsers: Google Chrome or Mozilla Firefox
- Register all entries for each exhibitor in the family before clicking "Continue to Payment" (you will not have to pay anything, this is what signals the program that you are done making entries)
- Be sure to click all the way through and hit the "Submit" button when you have completed your entries
- The system is tied to the 4HOnline enrollment system, so each 4-H member will only be able to enter in projects they are enrolled in through 4-H; a list of each 4-H member in your family and their projects is included, the list will also tell you what FairEntry Department each of those projects will be listed under
- Check your email inbox for a confirmation email with a list of your entries
- Step-by-step instructions to take you through the entry process are included
- If you need access to the internet or assistance with the entry process, visit the Extension Office during regular business hours (M-F, 8am to 5pm) or contact the Extension Office at 785-238-4161 to set up an appointment outside of these hours
- By using this system, you will no longer need to fill out entry cards for each of your exhibits! Entry cards will be printed and available in family packets at the fair. (Clothing, Fashion Revue, Shopping in Style, and Dog entry cards will be available at pre-fair judging.)
- If fair entries change between pre-entry and the fair, those changes can be made by the fair office
- Individual Club Notebook entries should be pre-entered under that individual's name (Club Notebooks are under the 4-H Building Exhibits Other Department), contact the Extension Office to enter a Club Notebook with more than one exhibitor
- You will have the opportunity to pre-enter for Showmanship under each of the animal categories
- The Extension Office will pre-enter each club for a Banner exhibit in case one is entered
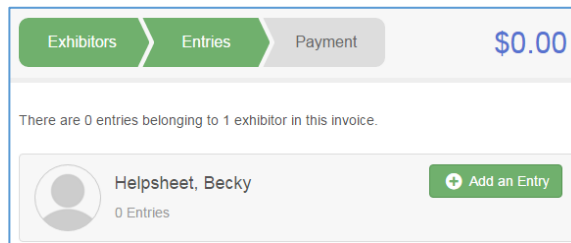
Exhibitor Group (Family) Entry

• **Visit http://gcff.fairentry.com**	
• Select to "Sign in with 4HOnline" and enter your login information. **NOTE**: If you forgot your password for your 4HOnline account, you need to go to 4HOnline (https://v2.4honline.com/) to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.	4-H Exhibitor and 4-H Staff Sign-In 4-H Online 4-H ENROLLMENT AND EVENT REGISTRATION Sign in with 4HOnline
1. Click "Begin Registration"	**Welcome!** We noticed you haven't yet registered for the fair. Begin Registration →

Step One – Entering Exhibitor Information

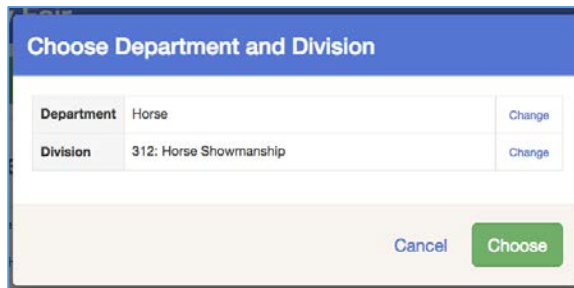|	
1. Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.	Exhibitors Entries Payment $0.00 Do you want to register an **Individual**? 👤 Individual

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).

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. 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. ***At this point, you will continue on with either the Multiple Entry process, or the Single Entry Process, depending on the division. The Multiple Entry process is described beginning on page 3, and single entries are described beginning on page 4.***	

Creating Class Entries Using the Multiple Entry Process

For the divisions with the Multiple Entry process, 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 4.

1. Select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue.	
2. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.	
3. 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. 4. If all entries are complete, click Continue to Payment. 5. 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, your fair may have used the multiple entry process in this area. See the section above, beginning on page 3.

1. Select the appropriate class. 2. Click Continue	
3. If this is not a breeding animal class entry, follow the instructions on-screen to enter any additional information such as Custom Questions or Custom Files associated with that entry. Fashion Revue will ask for a brief outfit description. Cat and Dog will give you the option to upload health papers (optional).	
4. If this is a **breeding animal class entry**, you will be required to specify which animal will be exhibited in this class. You will see the option to "Add an animal". 5. Choose "Enter a New Animal Record" to enter new animal information. 6. 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.	

7. 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 family 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.