

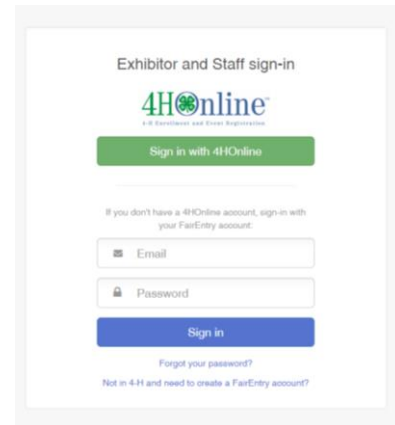
Family Entry

Important Reminders

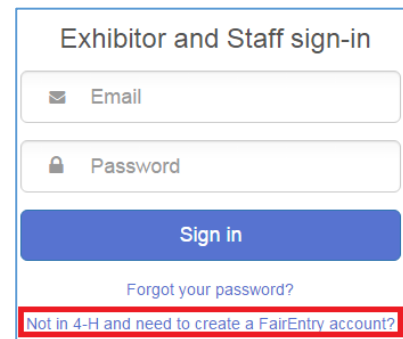
- Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date of August 8, 2018.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before 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.

Steps

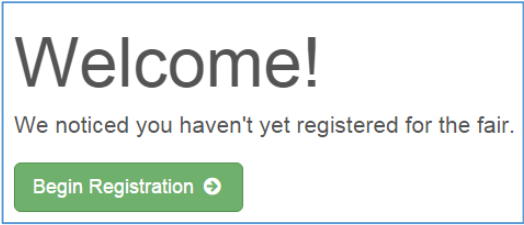
1. Go to <https://semofair.fairentry.com/Fair/SignIn/2437>



2. **If you are a 4-H family – Use your 4-H Online login information and skip to step 7. If you are a 4-H family and showing in FFA, you can login with your 4-H Online account and switch your club to your FFA Chapter.**
3. (First time) Click on the link to create a FairEntry Account. *(After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)*
4. Enter your email address twice and click Create Account. **IMPORTANT:** *This must be a valid email address, so that you can receive the necessary confirmation messages.*
5. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).
6. Click Create Account.



7. Click “Begin Registration”

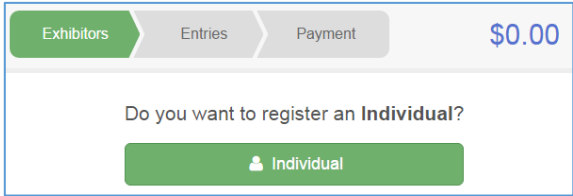


Exhibitor Information

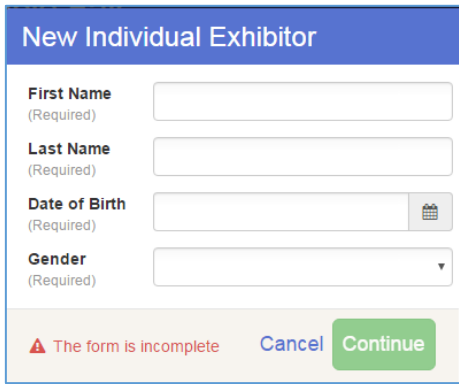
Select the green individual button.

If you are a 4-H family – select the youth’s name who you are completing entries for and you can skip to step 6.

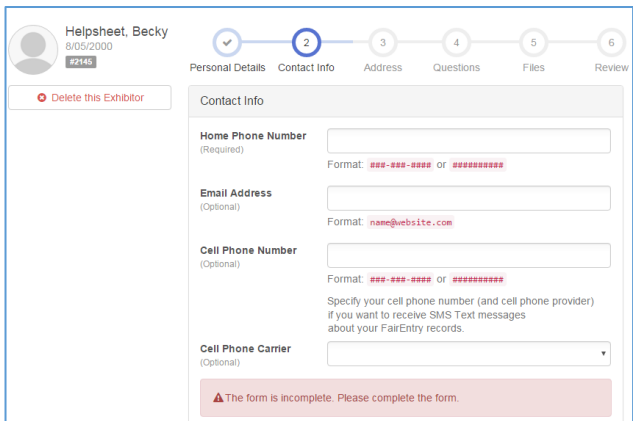
If you are not, select the create exhibitor from scratch button.



1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.



2. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* 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. If you wish to receive text messages, enter your 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.



3. Enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue when all information is entered correctly.
4. If your fair set up custom fields/questions for you to answer, those will be step 4 on the progress bar at the top. Answer any questions, and click Continue.
5. If your fair requires you to upload any files for your entry, those will be step 5 on the progress bar. Upload requested files, and click Continue.

6. Review your exhibitor information. If any information is incorrectly, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Personal Details		Contact Info	
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, class, etc. For example, 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 family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged). **If you are showing in the open show – you must manually enter those classes as well, the system will not automatically sign you up for them!**

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 Continue button.

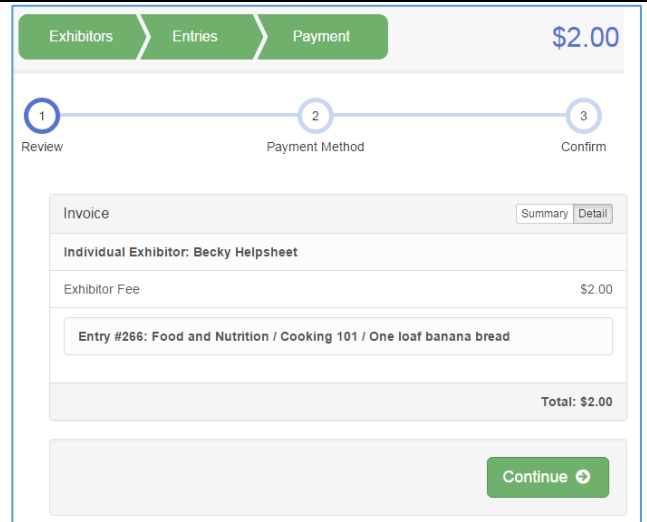
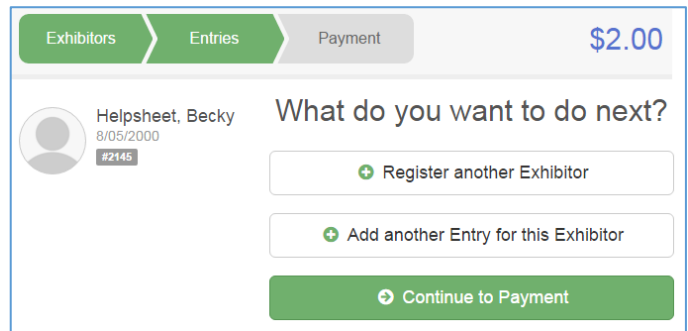
5. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class; click “Add an animal”.
6. Fill in all of the fields with information about the animal you intend to exhibit. If you do not know which nominated animal you are bringing – enter “Pending”. Click Create and Add Animal when finished.
7. 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.



- 8. Any questions related to entry in this class will be next. *(This is where stall rent, tack stalls, passes, and camper information is collected)* Click Continue after answering those questions.
- 9. 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.

- 10. When each class entry is complete, you have 3 choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
 - b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
 - c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.

- 11. 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.



12. Read the payment instructions and select your method of payment. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last “Confirm” step to submit your entries.**

You are not officially entered into fair until your money is received.

13. Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

14. Your entries will be reviewed and if there are any questions, you will receive an email. Your credit card will not be charged until entries are approved.

You will do the same process to enter 4-H and Open Building entries starting August 15 thru September 8, 2018.

FFA entries must be made online from August 15 – September 4, 2018.

