

Memo

To: 2020 Steuben County Fair 4-H Exhibitors

From: Steuben County 4-H Office

Date: 6/1/2020

Re: Introducing FairEntry – the Online Fair Management System

The Steuben County 4-H Program is excited to announce a transition to the FairEntry online fair management system for the 2019 Steuben County Fair. Beginning June 3, please log on to <http://steubencountyfair4h.fairentry.com> from your computer or any mobile device (including smartphones) to submit your entries to the fair. The new online entry system will streamline the entry process so, check-ins, show programs and results can be processed and posted quickly and efficiently.

Online entries will be required for all exhibitors. The deadline for online entries is July 20th. This deadline will be strictly enforced since the system will close entries at 11:59 p.m. CT on this date. Late entries will not be allowed. We have attached instructions for the entry process on the next page. If you do not have internet access or need assistance with the entry process, the Steuben County 4-H staff will be available for exhibitors to come in, set up their accounts and ask any questions.

- Call to set up an appointment!

If you have any questions about the process, feel free to stop in or give us a call during regular business hours for assistance. We look forward streamlining these processes to make your fair experience the best yet!

Thank you,

Jenny Groen
4-H Program Leader

Quick Guide to Entering Exhibits in the Steuben County Fair using Fair Entry!

Questions? Call 607-664-2576 or email jmg422@cornell.edu

Fairbooks are available online at

<http://putknowledgegetowork.org/4-h-youth/4-h-program-areas/county-state-fair>

STEP 1: Visit www.fairentry.com

Use the “Find Your Fair” search

The screenshot shows the FairEntry website interface. At the top, there's a navigation bar with the FairEntry logo and a search bar labeled "Find Your Fair". Below this is a banner image with the text "Flexible Fair Registration for counties and states".

The main content area features five service highlights:

- Easy Registration and Payment**: FairEntry offers an easy-to-use registration and payment gateway for your exhibitors. It is accessible via an easily remembered URL.
- Versatile Setup Options**: With its class-breaks feature, FairEntry can model your Entry Classification Hierarchy--no matter how complicated it is.
- Optimized Event Workflows**: FairEntry helps event staff to get their work done as quickly as possible, with a responsive Event Manager section and full support for barcode scanners.
- 4HOnline Integration**: FairEntry has exclusive access to 4HOnline data, and...
- User Friendly**: We've made our registration and management tools as...

Below the highlights is the "Find Your Fair" section. It includes a search bar with the keyword "Steuben" entered. The "Sorted by" dropdown is set to "State", and the "Filter by State" dropdown is set to "New York". A "Search" button is at the bottom of the filters.

The search results show a single entry: "2019 Steuben County Fair 4-H" with the dates "August 11 - August 18, 2019". A green clover icon is next to the result.

At the bottom of the page, there's a footer with the FairEntry logo, the text "You are connected to TEXAS1- IIS-B", the version "Version 2019.5.27.1631", and the copyright "© 2019 RegistrationMax LLC" with a link to the "Privacy Policy".

Type in Steuben and sort by State – Indiana has a Steuben too!

Step 2: Welcome Message & Register

At this point, there is a welcome message and a few helpful reminders. Please be sure to review the information before proceeding.

TO REGISTER: If you have not used the system before, use the “Create a FairEntry account” – you’ll go through a series of prompts. If you do not remember your password, please use the “I forgot my password” button, the system will then send you a new password (that you can change after you have logged in). Otherwise, click the “I have a profile”, enter your info and click login.

PLEASE USE AN E-MAIL THAT YOU REGULARLY CHECK.

2019 Steuben County Fair 4-H

Registration is currently **Open**

Registration dates: 6/3/2019 - 8/17/2019

Exceptions may apply [View Details](#)

Welcome to the registration page for 4-H entries for the Steuben County Fair!

Please contact the 4-H office with any questions!

Looking forward to another fantastic County Fair!

Jenny, Kim & Loree

OVERNIGHT & CAMPING FORMS

[Camper Application](#)

[Overnight Form/Volunteer Form](#) - for overnight chaperones, youth building, etc.

Forms listed below must be submitted to CCE Steuben's Office by June 17th:

4-H Market Hog, Market Lamb and Market Goat Quality Assurance Pledge Forms

If you are showing a 4-H market hog, market lamb or market goat the 2019 Market Animal Quality Assurance Pledge can be found [here!](#)

Dairy and Livestock Leasing Forms: Non-owner/lease opportunities are intended for youth who do not already own an animal of this species type. Youth who own no dairy cattle may register two non-owned animals of this species as their project animals [Dairy Cattle Leasing](#)

Goat Leasing (Dairy and Meat Goat) - Non-owner/lease opportunities are intended for youth who do not already own an animal of this species type. Youth

Exhibitor and Staff sign-in

Email

Password

Sign in

[Forgot your password?](#)

[Create a FairEntry account](#)

Step 3: Registering Exhibitors

Once your account has been created, it's time to register your exhibitors! Each exhibitor needs to be entered individually.

2019 Steuben County Fair 4-H

Exhibitors

New Individual Exhibitor

First Name
(Required)

Last Name
(Required)

Birthdate
(Required)

[Cancel](#) [Continue](#)

Step 4: Adding Entries – Youth Building

Be sure to refer to your Fairbook for class info to insure you are entering in the right class!
More is better – if you think you/your child will bring an entry, enter it! Easier to scratch/modify it later than to add it!!

2019 Steuben County Fair 4-H Cicon ▾

Exhibitors **Entries** Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

 Cicon, Austen
0 Entries

[+ Add an Entry](#)

Choose the exhibitor & “Add an Entry” button

Choose the Department you’d like to enter (ex: Visual Arts & Photos)

Choose Department and Division

1300: 4-H Project Records	Select
1400: 4-H Communications & Expressive Arts	Select
1500: 4-H Food & Nutrition	Select
1600: 4-H Fine Arts & Crafts	Select
1700: 4-H Home Environment	Select
1800: 4-H Wearable Art	Select
1900: 4-H Textiles & Clothing	Select
2000: 4-H Child Development & Care	Select
2100: 4-H Visual Arts & Photography	Select
2200: 4-H Horticulture	Select
2300: 4-H Environmental Education	Select
2400: 4-H Plant Pathology	Select
2500: 4-H Entomology	Select
2600: 4-H STEM	Select
2700: 4-H Youth Building Contests	Select
2800: 4-H Blanket	Select

Choose the Division, Classes & Quantity.

Exhibitor: Austen Cicon Individual [Change](#)

Department / Division: 2100: 4-H Visual Arts & Photography / 2100: Visual Arts And Photography [Change](#)

Make your Club and Class selections to continue. [Continue](#)

Club [Change](#)

Independent 4-H

When entering into an Open Class, your club selection will be treated as No Club (Open).

Animal(s)

This Division does not allow animals.

Class or Classes

☒ 001: Single Unedited Digital Image	Quantity: 1
☐ 002: Single Slightly Edited Digital Image	
☐ 003: Single Heavily Edited Digital Image	
☐ 004: Using Multiple Digital Images	
☒ 005: Single Film Image	Quantity: 1
☐ 006: Photo Study Class	
☒ 007: Photo Story	Quantity: 1
☐ 008: Pictures Of 4-H Projects Activities And Trips	
☐ 009: Video Project	
☐ 010: Computer Graphic Design	
☐ 011: My Web Page	

Step 6 Adding Entries – Animals

Be sure to refer to your Fairbook for class info to insure you are entering in the right class!
Be sure you enter Showmanship!

There are 3 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

Register another Exhibitor

Continue to Payment

Cicon, Austen
3 Entries

+ Add an Entry

#	Department	Division	Class	Edit
#8	2100: 4-H Visual Arts & Photography	2100: Visual Arts And Photography	007: Photo Story	Edit
#7	2100: 4-H Visual Arts & Photography	2100: Visual Arts And Photography	005: Single Film Image	Edit
#6	2100: 4-H Visual Arts & Photography	2100: Visual Arts And Photography		Edit

Starting an Entry

Department: 4-H Beef

Division: 101: Beef Cattle Breed Show

Select a class to continue

- 001: Junior Bull Calves
- 006: Junior Heifer Calves
- 007: Senior Heifer Calves
- 008: Summer Yearling Heifers
- 010: Junior Yearling Heifer
- 011: Senior Yearling Heifer
- 014: Cow-Calf Combination
- 016: Produce of Dam
- 017: Pair of Yearling Heifers
- 018: Pair of Heifer Calves

Choose Department and Division

101: Beef Cattle Breed Show

Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel

2019 Steuben County Fair 4-H

Exhibitors

Entry #6

Cicon, Austen
1/13/2018

Department: 4-H Beef

Division: 101: Beef Cattle Breed Show

Class: 010: Junior Yearling Heifer

Animal Type: Beef, Breeding

Tag: ABC123

Breed: Purebred/Registered Santa Gertrudis

Animal Name: Patty

Detailed Animal Type: Specific Breed for Any Other Breed

Birthdate: 10/09/2018

Owned Or Leased: ☒ Owned ☐ Leased

Sex: ☐ Male ☒ Female

Cancel Save Changes

Step 5
Review your entries and “create” them!

ONCE YOU SUBMIT ENTRIES FOR APPROVAL YOU WILL BE LOCKED OUT AND UNABLE TO ADD/CHANGE ENTRIES UNTIL THEY ARE APPROVED OR REJECTED (KICKED BACK)

2019 Steuben County Fair 4-H

Cicon ▾

Exhibitors

Entries

Payment

\$0.00

✓

Review

✓

Payment Method

3

Confirm

One last step!

Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

✓ Submit

FairEntry

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Step 7: Check your E-Mail!

You will receive a confirmation e-mail once you have submitted your entries.

FairEntry <no-reply@fairent.com>
9:55 AM

To: Cicon



Flexible fair registration for counties and states

Thanks for registering with 2019 Steuben County Fair 4-H

We received your registration on
June 06, 2019 at 8:55:32 AM 0 Time

Invoice #: 545094

Exhibitors: 1

Entries: 2

Total Fees: \$0.00

Individual Exhibitor: Austen Cicon	
Exhibitor Fee	\$0.00
Entry #8: 4-H Beef / Beef Cattle Breed Show / 006: Junior Heifer Calves	
Entry Fee: Junio	
Entry #9: 4-H	
Entry Fee: Senio	

Reply Reply all Forward Archive Delete Set

There is 1 issue with your registration

FairEntry <no-reply@fairent.com>
10:58 AM

To: Cicon

You will receive another e-mail when your entries have been approved, or rejected and you'll have the chance to correct them, add other entries, etc!



Flexible fair registration for counties and states

Your registration with 2019 Steuben County Fair 4-H has 1 or more issues:

Individual Exhibitor: Austen Cicon

Don't worry! You can still fix these issues and re-submit.

Sign in to Fix Issues

June 06, 2019 at 9:58:03 AM 0 Time