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PutKnowledgeToWork.org

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

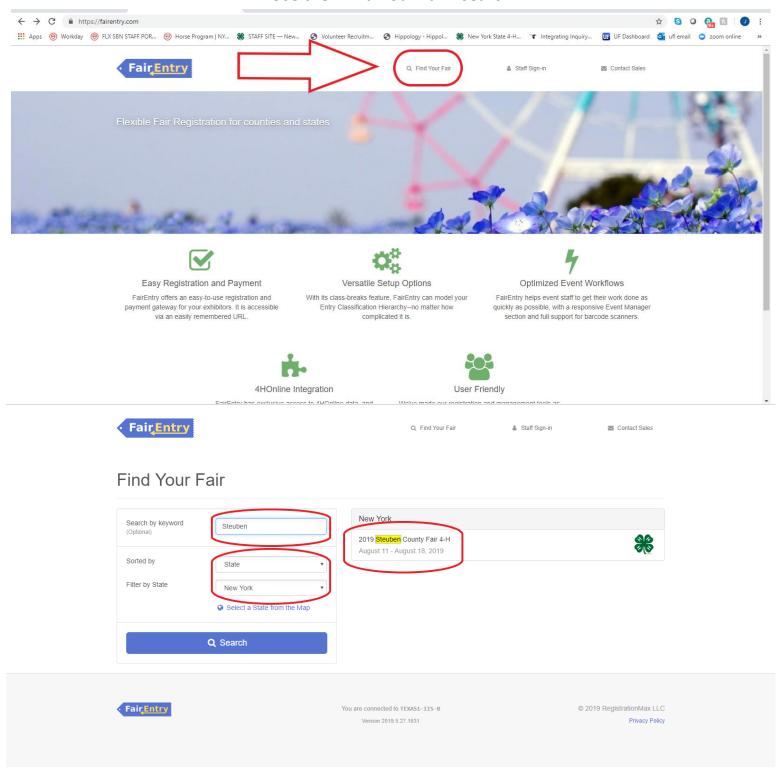
Quick Guide to Entering Exhibits in the Steuben County Fair using Fair Entry!

Questions? Call 607-664-2576 or email jmg422@cornell.edu Fairbooks are available online at

http://putknowledgetowork.org/4-h-youth/4-h-program-areas/county-state-fair

STEP 1: Visit www.fairentry.com

Use the "Find Your Fair" search

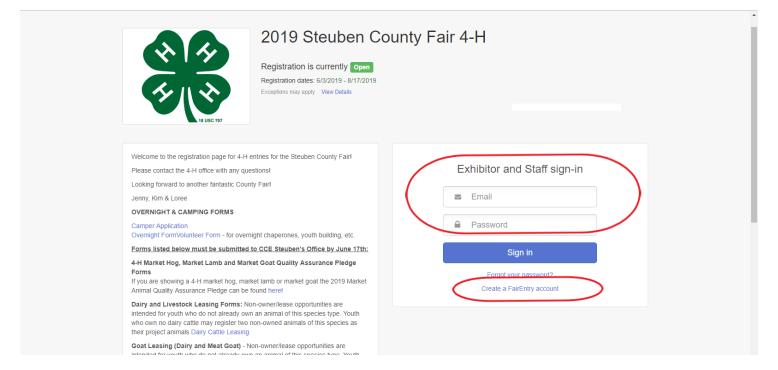


Step 2: Welcome Message & Register

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

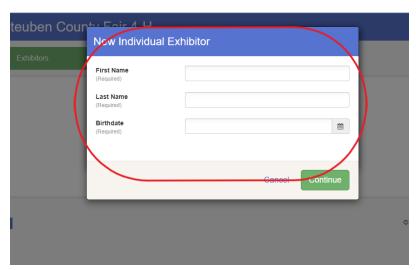
TO REGISTER: If you have not used the system before, use the "Create a FairEntry account" – you'll go through a series of prompts. If you do not remember your password, please use the "I forgot my password" button, the system will then send you a new password (that you can change after you have logged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

PLEASE USE AN E-MAIL THAT YOU REGULARLY CHECK.



Step 3: Registering Exhibitors

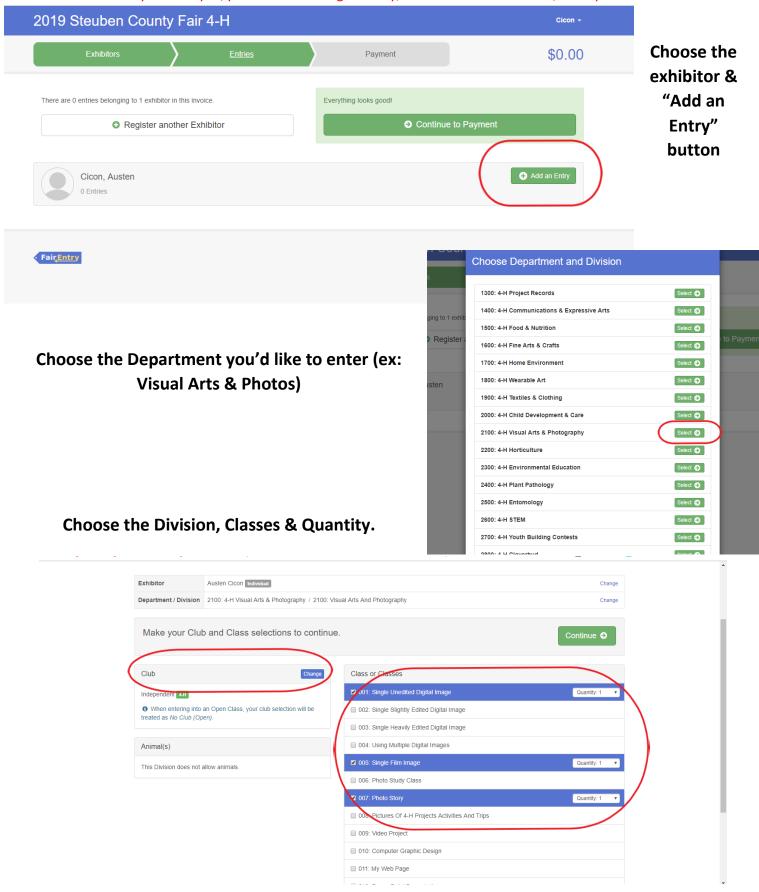
Once your account has been created, it's time to register your exhibitors! Each exhibitor needs to be entered individually.



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!

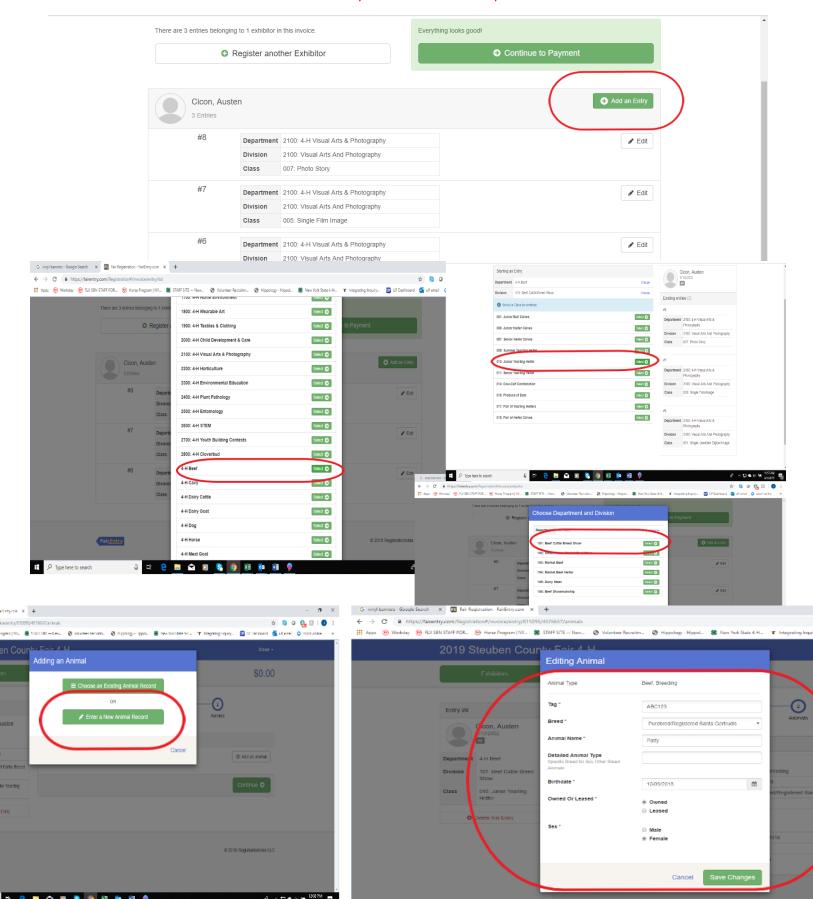
More is better – if you think you/your child will bring an entry, enter it! Easier to scratch/modify it later than to add it!!



Step 6 Adding Entries – Animals

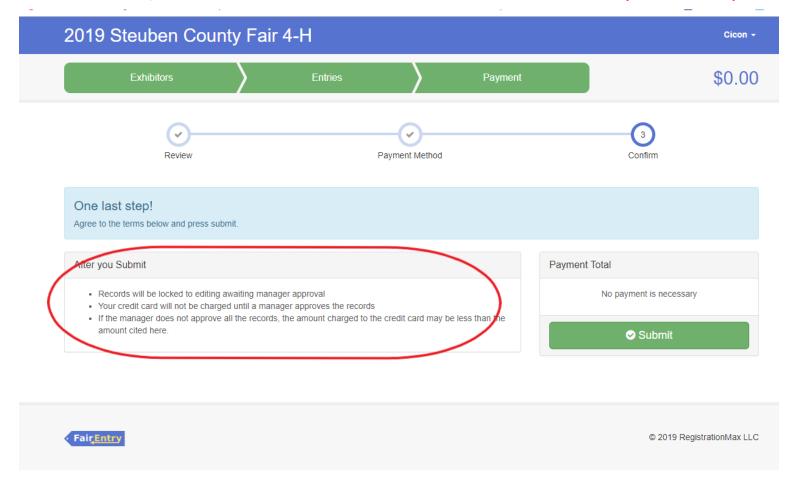
Be sure to refer to your Fairbook for class info to insure you are entering in the right class!

Be sure you enter Showmanship!



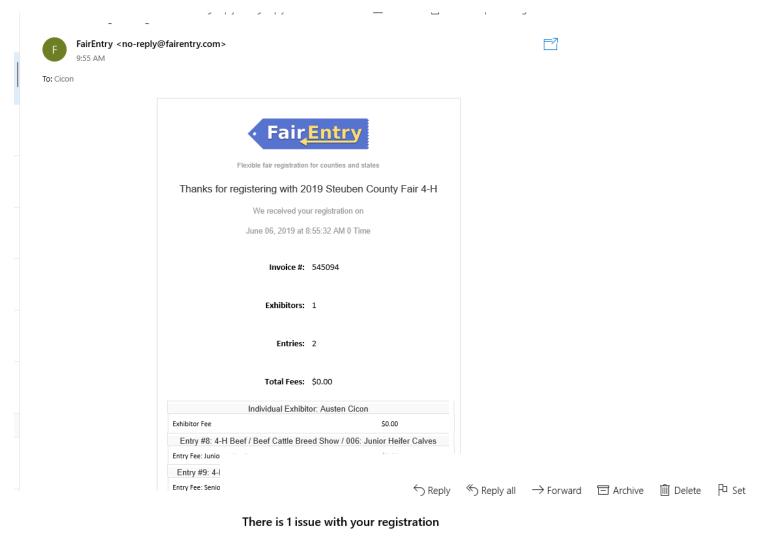
Step 5 Review your entries and "create" them!

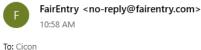
ONCE YOU SUBMIT ENTRIES FOR APPROVAL YOU WILL BE LOCKED OUT AND UNABLE TO ADD/CHANGE ENTRIES UNTIL THEY ARE APPROVED OR REJECTED (KICKED BACK)



Step 7: Check your E-Mail!

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





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!

