

2024 Ottawa County Fair Pre-Entry Process

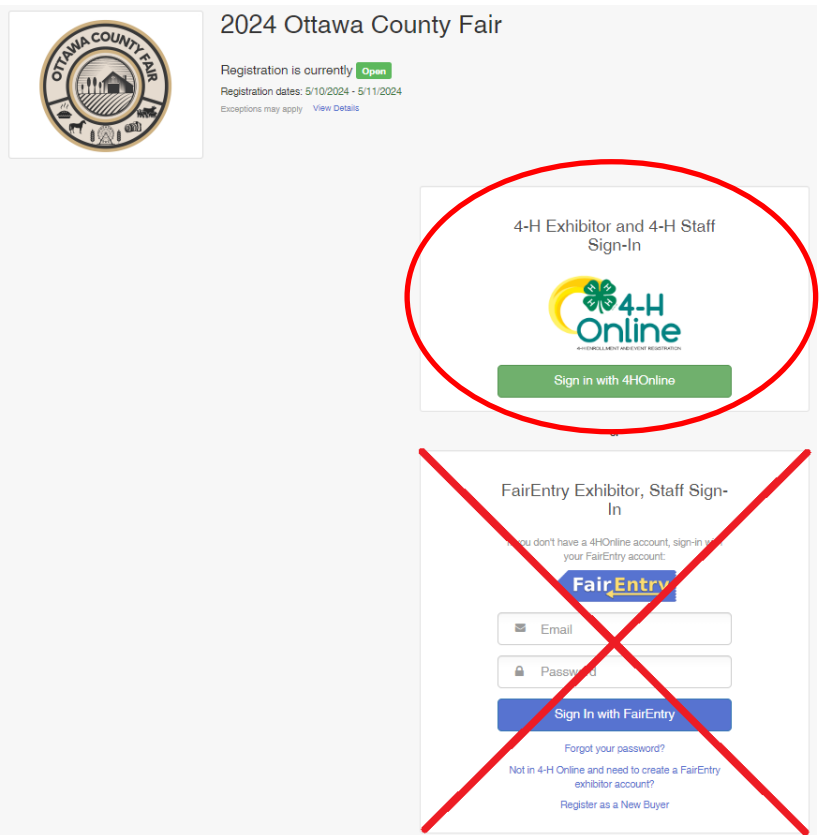
Important Reminders

- Pre-Entries are due June 24 by 11:59 p.m. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- 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. Pre-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.
- **IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE SALINA OFFICE AT 785-309-5850.**

1. Link to complete Ottawa County Fair pre-entries is:
<http://ottawacounty.fairentry.com>

You will sign in with 4-H Online.

DO NOT sign in with FairEntry Exhibitor, Staff Sign-In.



2024 Ottawa County Fair

Registration is currently **Open**
Registration dates: 5/10/2024 - 5/11/2024
Exceptions may apply [View Details](#)

4-H Exhibitor and 4-H Staff Sign-In

4-H Online
Sign in with 4HOnline

FairEntry Exhibitor, Staff Sign-In

You don't have a 4HOnline account, sign-in with your FairEntry account.

FairEntry

Email

Password

Sign In with FairEntry

Forgot your password?
Not in 4-H Online and need to create a FairEntry exhibitor account?
[Register as a New Buyer](#)



2. Click on "Sign in with 4-H Online".

DO NOT sign in with FairEntry Exhibitor, Staff Sign-In.

4-H Exhibitor and 4-H Staff Sign-In



Sign in with 4HOnline

3. Sign in using your 4-H Online email and password.



Login

Forgot your password?

Email

Password

Sign in



4. Click on "Begin Registration".

If one member has already been registered, you will not see this screen. Go to Step #5.

Welcome!

Thank you for signing-in with your 4-H Online account.

For your convenience, the managers of this fair have already imported some of your 4-H Online records.



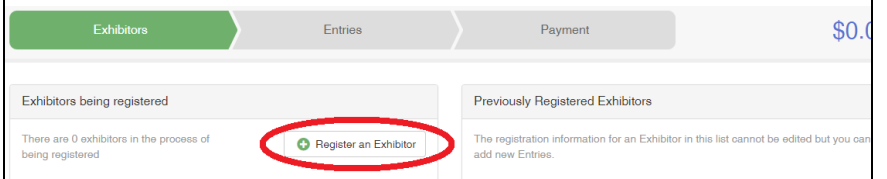
We noticed you haven't yet registered for the fair.

[Go To Dashboard](#)

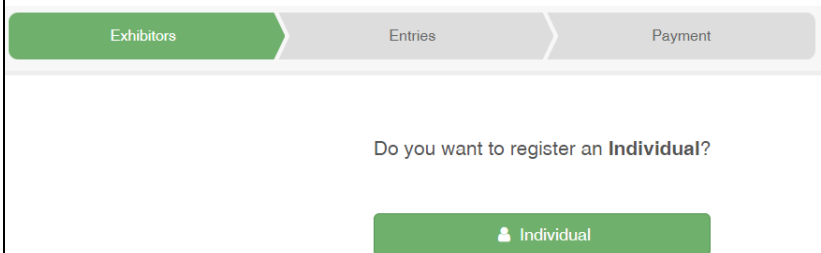
[Begin Registration](#) ➔

5. Click on "Register an Exhibitor".

If all members have been registered and you want to enter more pre-entries, go to Step #7.



6. Click on "Individual".

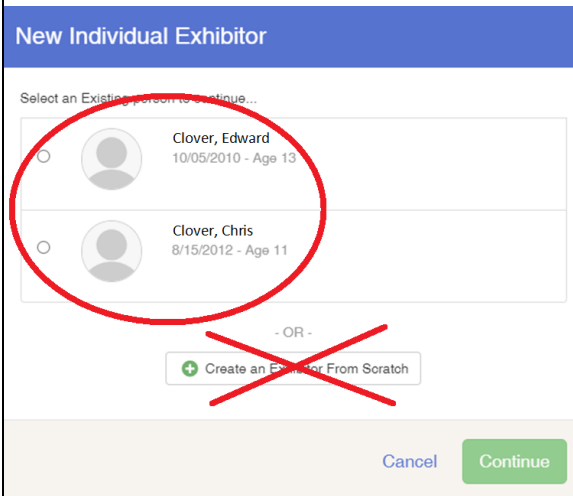



7. Choose a 4-H member and click "Continue" to begin entering their pre-entries.

IT IS VERY IMPORTANT THAT YOU ARE ON THE CORRECT CHILD WHEN MAKING ENTRIES.

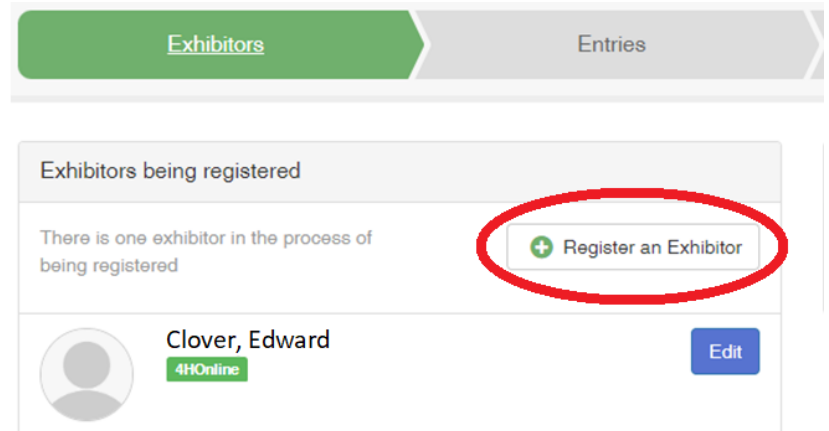
You can always delete entries if you entered someone in the wrong division.

Deleting entries must be done before you select SUBMIT.



The screenshot shows a form titled "New Individual Exhibitor". At the top, there is a blue header. Below it, the text "Select an Existing Person to Continue..." is followed by a list of two people: "Clover, Edward" (10/05/2010 - Age 13) and "Clover, Chris" (8/15/2012 - Age 11). Both entries have a radio button to their left. A red circle highlights these two entries. Below the list, there is a "- OR -" separator and a button labeled "+ Create an Exhibitor From Scratch" which is crossed out with a red 'X'. At the bottom of the form, there are "Cancel" and "Continue" buttons.

8. Click on "Register an Exhibitor".



The screenshot shows a navigation bar with two tabs: "Exhibitors" (active, highlighted in green) and "Entries". Below the navigation bar, there is a section titled "Exhibitors being registered". It contains the text "There is one exhibitor in the process of being registered" and a button labeled "+ Register an Exhibitor" which is circled in red. Below this, there is a card for "Clover, Edward" with a "4HOnline" status and an "Edit" button.



9. This question about livestock insurance must be answered.

Enter the total number of units for beef, bucket calf, sheep, meat goat and swine per family. Each animal taken to the fair is 1 unit. A cow/calf pair is 2 units.

For example: Edward 2
Chris 2
Cloey 3

The total will be 7. This number only needs to be entered once.

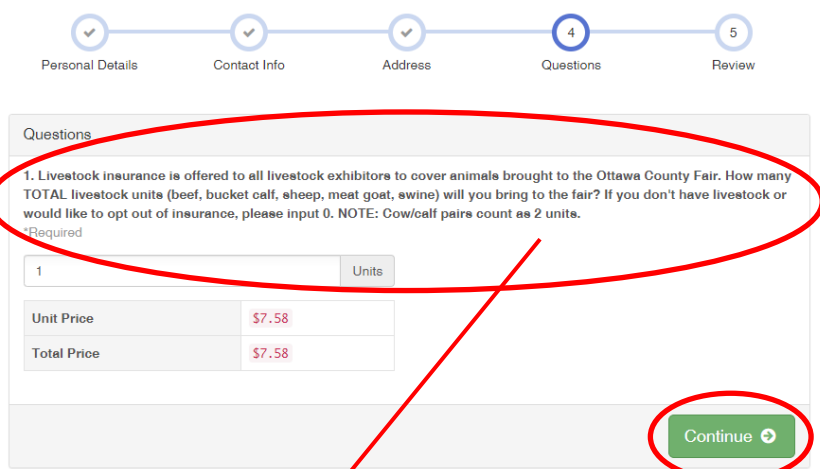
Do not enter total for only one child.

The total amount to be paid will automatically calculate and will be paid at the end of the entry process via Stripe.

If you are not bringing livestock to the fair or would like to opt out of insurance, input 0.

NOTE: If you want to sign up for livestock insurance, you must do so prior to clicking on "Submit". You will not be able to go back in and add it otherwise.

Click on "Continue".



The screenshot shows a progress bar at the top with five steps: Personal Details, Contact Info, Address, Questions (highlighted with a blue circle), and Review. Below the progress bar is a 'Questions' section with a red oval around the question text. The question asks for the total number of livestock units. Below the question is a table with a 'Units' column containing the number '1', a 'Unit Price' of '\$7.58', and a 'Total Price' of '\$7.58'. A red arrow points from the 'Continue' button to the question text. The 'Continue' button is a green button with a right-pointing arrow.

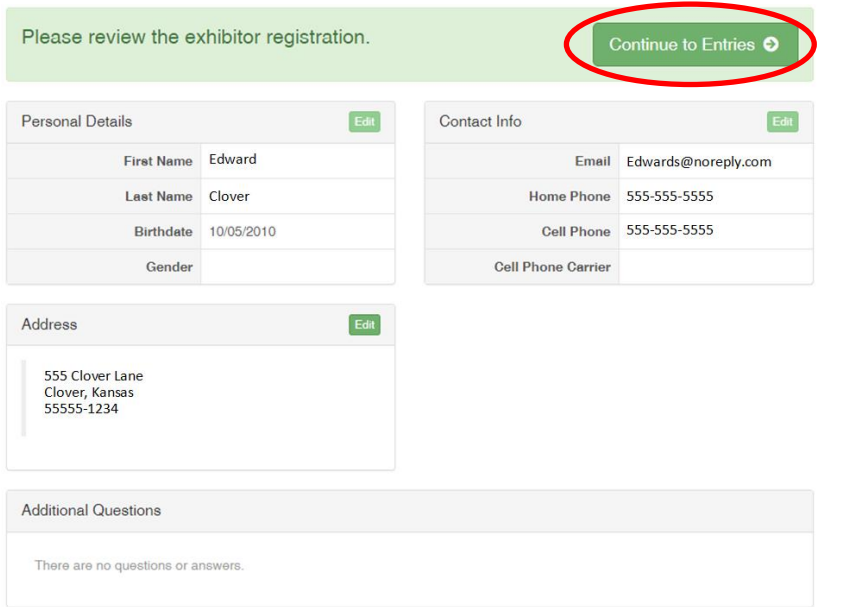
1. Livestock insurance is offered to all livestock exhibitors to cover animals brought to the Ottawa County Fair. How many TOTAL livestock units (beef, bucket calf, sheep, meat goat, swine) will you bring to the fair? If you don't have livestock or would like to opt out of insurance, please input 0. NOTE: Cow/calf pairs count as 2 units.

Cost - \$7.58 per unit



10. After you answer the livestock insurance question, you will be asked to review the exhibitor registration.

If everything is okay, click on "Continue to Entries".



Please review the exhibitor registration. Continue to Entries →

Personal Details Edit		Contact Info Edit	
First Name	Edward	Email	Edwards@noreply.com
Last Name	Clover	Home Phone	555-555-5555
Birthdate	10/05/2010	Cell Phone	555-555-5555
Gender		Cell Phone Carrier	

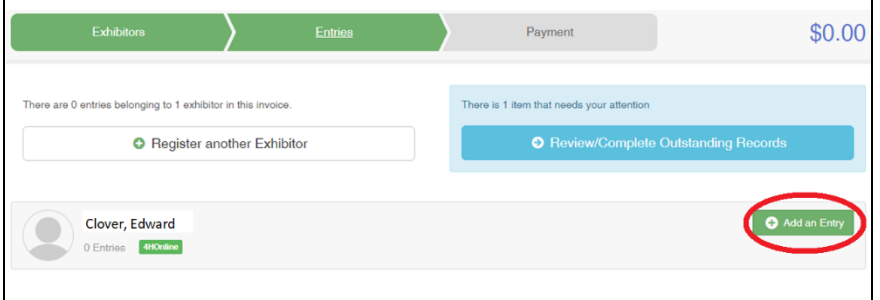
Address Edit

555 Clover Lane
Clover, Kansas
55555-1234

Additional Questions

There are no questions or answers.


11. To add an entry for the member, click on "Add an Entry".



Exhibitors ▶ Entries ▶ Payment \$0.00

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

Register another Exhibitor Review/Complete Outstanding Records

 Clover, Edward
0 Entries #KCrane Add an Entry

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 bringing 2 photographs, 2 entries in the photography class must be created. If an exhibitor is showing one horse in 5 events, 5 class entries must be created. Once all entries have been created for the first exhibitor, then you can create entries for another exhibitor.



12. Click "Select" beside the first department you wish to enter.

4-H Building entries, including Performing Arts, are listed under each department beginning with "4-H" or under "Additional Divisions".

All animals are listed separately.

For a complete list of Departments and Divisions, please refer to the complete list on the following page (Page 8).

Choose Department and Division

4-H Communication & Expressive Arts	Select ↕
4-H Consumer & Family Science	Select ↕
4-H Engineering & Technology	Select ↕
4-H Leadership & Personal Development	Select ↕
4-H Natural Resources	Select ↕
4-H Plant Science	Select ↕
Additional Divisions	Select ↕
Beef Cattle	Select ↕
Bucket Calf	Select ↕
Dairy Cattle	Select ↕
Dairy Goats	Select ↕
Dog	Select ↕
Horses	Select ↕
Meat Goats	Select ↕
Pets	Select ↕
Poultry	Select ↕
Rabbits	Select ↕
Sheep	Select ↕
Swine	Select ↕



4-H Departments and Division

Animal Science

- Beef Cattle
- Bucket Calf
- Dairy Cattle
- Dairy Goats
- Dog
- Horses
- Meat Goats
- Pets
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

Communication & Expressive Art

- Communications
- Performing Arts
- Photography
- Visual Arts

Consumer & Family Science

- Family Studies
- Fiber Arts
- Foods & Nutrition
- Foods Preservation
- Health & Wellness
- Interior Design & Architecture
- Sewing & Textile Design
- Shopping in Style

Engineering & Technology

- Aerospace/Rocketry
- Ag Mechanics Welding
- Astronomy
- Building Block Engineering
- Computer Science
- Electric & Renewable Energy
- Robotics
- Small Engines
- Uncrewed Aircraft Systems
- Woodworking

Leadership & Personal Development

- Civic Engagement
- Leadership
- Reading Adventures
- Self-Determined

Natural Resources

- Environmental Science
- Geology
- Shooting Sports
- Wildlife

Plant Science

- Agronomy
- Entomology
- Forestry
- Horticulture & Landscape Design

Additional Divisions

- Banners
- Booths
- Cloverbuds
- CO₂ Cars
- Fashion Revue
- FFA Ag Mechanics
- Notebooks
- Round Robin Showmanship



13. Click “Select” beside the first division you wish to enter.

After you select a department, you will see a list of the divisions.

NOTE: Notice the blue “Change” links throughout the entry process. If you mistakenly selected an incorrect department or division, click on this link to make the change(s).

Choose Department and Division

Department	4-H Communication & Expressive Arts	Change
-------------------	-------------------------------------	------------------------

Communications	Select ↕
Performing Arts	Select ↕
Photography	Select ↕
Visual Arts	Select ↕

[Cancel](#) [Choose](#)

14. Click “Choose” to confirm the Department and Division.

If choosing Horses or Horticulture and Landscape Design, go to Step #24.

Choose Department and Division

Department	4-H Communication & Expressive Arts	Change
Division	Visual Arts	Change

[Cancel](#) [Choose](#)



15. Click "Select" beside the class you want to enter.

The screenshot shows a navigation bar with 'Exhibitors', 'Entries', and 'Payment'. Below it, the 'Starting an Entry' form has the following fields:

- Department: 4-H Communication & Expressive Arts (Change)
- Division: Visual Arts (Change)
- Class: **Select a Class to continue**

A list of classes is shown with 'Select' buttons:

- 01: Visual Arts - Misc. Item
- 02: Visual Arts - Made from a kit
- 03: Educational Display Exhibit
- 4501: Fine Arts
- 4502: Clay and Ceramics
- 4503: Leather and Jewelry
- 4504: Three-Dimensional
- 4505: General Crafts

16. Review the entry to make sure everything is correct. If everything is correct, click "Continue".

The screenshot shows the 'Starting an Entry' form with the 'Class' field now set to '4501: Fine Arts'. A green 'Continue' button with a right arrow is visible at the bottom right of the form.

17. Select the 4-H Club you are a member of and click "Continue".

You will need to do this with each entry.

If the department you entered was an animal, after you click "Continue" here, you will be asked to add the animal.

If the department you entered was not an animal, go to Step #29.

The screenshot shows the 'Club/Chapter' selection screen. It includes a search bar and a list of clubs:

- Bennington FFA (FFA)
- Minneapolis FFA (FFA)
- Pleasant Valley** (Central Kansas District, Ottawa County) (4-H)
- Tescott FFA (FFA)

The 'Suggested Club' is 'Pleasant Valley' (Primary Club in 4-H Online). A 'Continue' button is at the bottom right.



18. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class; (or you may NOT be able to specify the animal at entry time.) If you are able to specify, you will see the option to “Add an animal”.

Entry Animals

There is no animal in this slot

[Add an animal](#)

[Continue](#)

19. You will have two choices for “Adding an Animal”.

If you select “Choose an Existing Animal Record” to import and select animals already entered in FairEntry, continue with Step #18.

If you select “Enter a New Animal Record” to enter new animal information, continue with Step #21.

Adding an Animal

[Choose an Existing Animal Record](#)

OR

[Enter a New Animal Record](#)

[Cancel](#)

20. If you selected “Choose an Existing Animal Record”, you will see a list of animals to choose from.

Choose the animal and then click on “Select Animal”.

Continue with Step #23.

Adding an Existing Animal

Allowed Animal Types:

- Breeding Beef

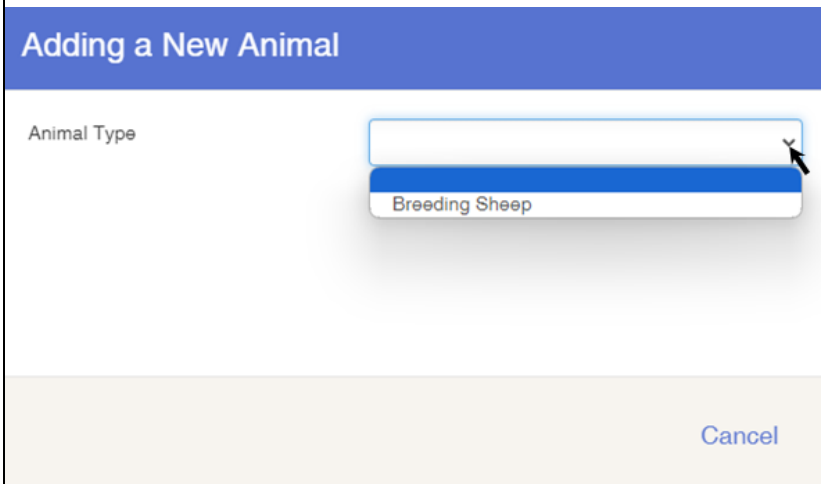
Clover, Edward

Tag: 00000 [View Info](#)

[Cancel](#) [Select Animal](#)



21. Click the down arrow and choose the animal type.



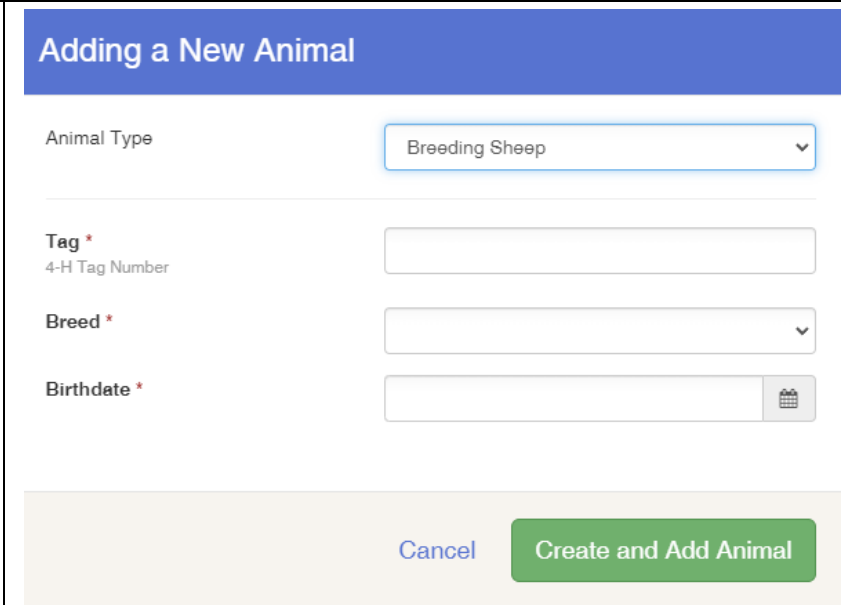
Adding a New Animal

Animal Type

Cancel

22. Fill in all of the fields with information about the animal you intend to exhibit.

Click "Create and Add Animal" when finished.



Adding a New Animal

Animal Type

Tag *

Breed *

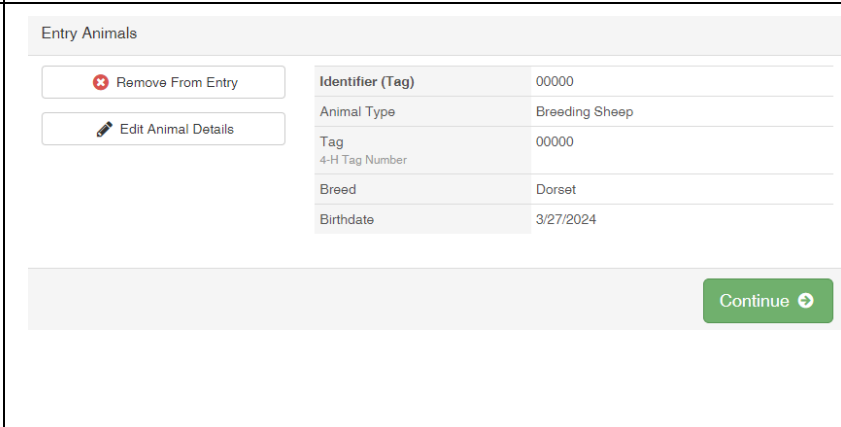
Birthdate *

Cancel

23. Review the animal information.

If the animal information was entered incorrectly, you have the option to either "Remove From Entry" (then create a new animal) or "Edit Animal Details".

When the information is correct, click "Continue".



Entry Animals

Identifier (Tag)	00000
Animal Type	Breeding Sheep
Tag 4-H Tag Number	00000
Breed	Dorset
Birthdate	3/27/2024



24. Multiple entries apply to Horse and Horticulture & Landscape Design **only**. This allows a member to choose multiple classes within these divisions.

25. Horse Classes

- A. Choose "Club".
- B. Choose "Animal(s)" and complete the information required.
- C. Choose the "Class or Classes".
- D. "Continue".

Example: If you are showing a horse named "Betty" in classes, 04, 07, 14, 19 and 23, then you would select those classes. If you are showing a horse named "Bob" in classes 08 and 24, then you would select those classes.

25. Horse & Landscape Design Classes

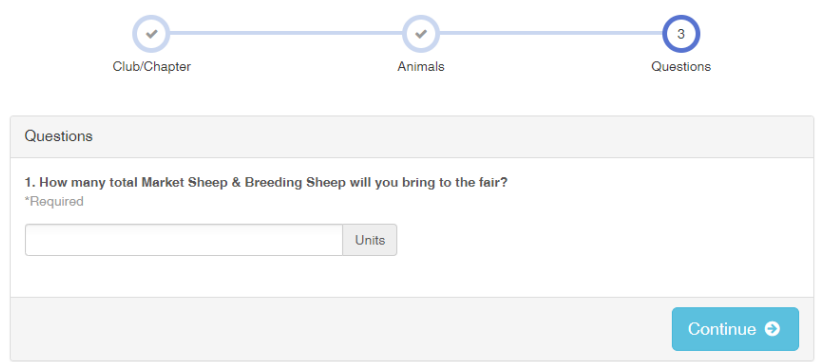
- A. Choose "Club".
- B. Choose the "Class or Classes".
- C. Specify the "Quantity".
- D. "Continue".



<p>27. The following divisions will have extra questions to answer for entries:</p> <ul style="list-style-type: none"> Ag Mechanics Beef (market & breeding) Bucket Calf Dairy Goat Dog Horse Meat Goat (market & breeding) Performing Arts Poultry Rabbit Sheep (market & breeding) Swine (market & breeding) 	
<p>28. Refer to the fair paper for the maximum number of entries per division or class. If you try to enter over the maximum number, you will see an error message.</p>	
<p>29. Choose what you want to do next.</p> <p>A. If you click on “Add another Entry”, you will see a pop-up that says “Choose Department and Division. To make changes, click on the blue “Change” link. Click “Choose” when you are finished. See Step #12.</p> <p>B. If you click on “Register another Exhibitor” you will be taken to the screen asking “Do you want to register an Individual?” See Step #7.</p> <p>C. If you have items that need attention or you are finished with entries, click on “Review/Complete Outstanding Records”. See Step #30.</p>	<h2 style="text-align: center;">What do you want to do next?</h2> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>For Clover, Edward</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-top: 5px;"> + Add another Entry </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-top: 5px;"> + Register another Exhibitor </div> </div> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f7;"> <p style="text-align: center;">There is 1 item that needs your attention</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-top: 5px; background-color: #00bcd4; color: white;"> ↻ Review/Complete Outstanding Records </div> </div>

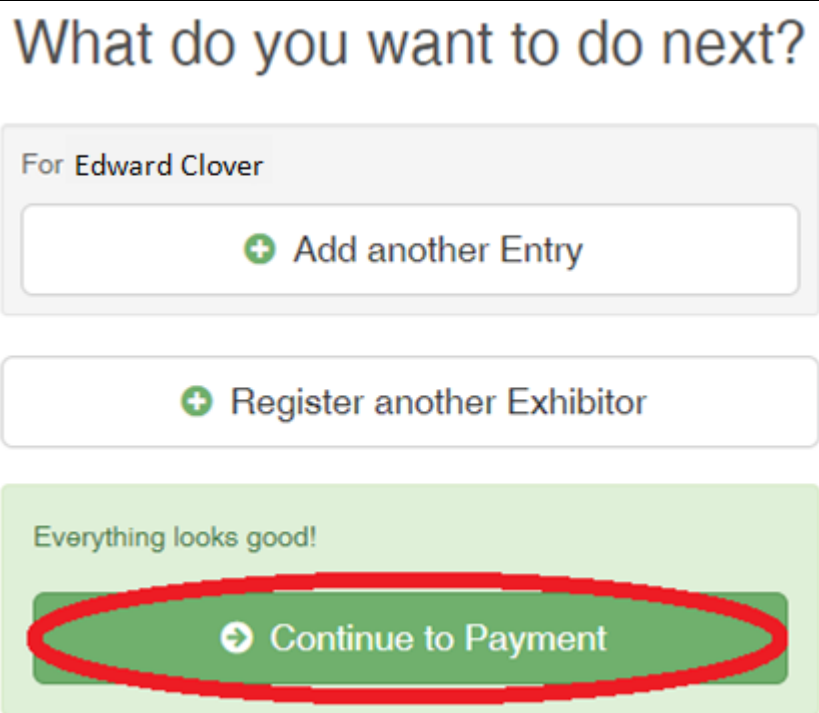


30. After clicking on “Review/Complete Outstanding Records”, you will see this screen or something similar. Fill in the missing information and click “Continue”.



31. If no further information is required with entries, click on “Continue to Payment”.

If you do not want livestock insurance, there will be no payment due. However, you will still need to click “Continue to Payment” to advance to the submit screen.



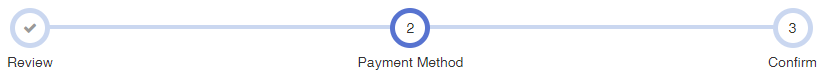
32. No Payment Due

- A. Review the invoice for payment due. Click "Continue".
- B. If there is no payment due, click "Continue".



Invoice		Summary	Detail
Individual Exhibitor: Edward Clover		\$0.00	
Individual Exhibitor: Chris Clover		\$0.00	
		Total: \$0.00	

A
Continue →



A payment method is not necessary because your invoice total is \$0.00.

B
Continue →

33. Payment Due

- A. If there is no payment due, you will be able to see the payment on amount. Click "Continue".
- B. If there is a payment due, click on "+ Add a Credit Card". Fill in the appropriate information to complete payment.



Invoice		Summary	Detail
Individual Exhibitor: Tessa Testor		\$0.00	
Individual Exhibitor: Tesster Testor		\$15.16	
Individual Exhibitor: Tessla Testor		\$0.00	
		Total: \$15.16	

A
Continue →



Your Credit Cards

B
+ Add a Credit Card

You do not yet have any credit cards on file



34. One last step!

COMPLETE ALL THE ENTRIES FOR YOUR FAMILY BEFORE SUBMITTING.

Click on "Submit".

35. After you submit your entries, you will see this. Click on "Sign out."

After you sign out, you can always log back in and add additional projects until the June 24, 11:59 p.m. deadline.

