

2021 State Fair 4-H Livestock Entry

FairEntry Help Sheet

ENTRY DEADLINE: July 1 @ 11:59 PM!!

AGAIN FOR 2021: YQCA verification will be required in Fair Entry

When an exhibitor creates an entry in a Division that is set to require YQCA, the exhibitor will be prompted to enter the 7-digit certification number on the check-out screen. The exhibitor will not be able to submit entries until this number is verified.

NOTE: If you used the same account login for 4-H Online and YQCA (same email and password), then your YQCA Certification # will auto-populate into Fair Entry.

NOTE: If you did NOT use your 4-H Online login to create your YQCA account, then verification requires that the first name, last name and birthdate for the exhibitor in FairEntry matches that of the exhibitor associated with the 7-digit YQCA certification number entered. If the exhibitor used a different name (i.e. Jake vs. Jacob) for YQCA certification, the exhibitor should update their name in FairEntry to match the name on file for YQCA. You may need to login to your YQCA account to double-check your name matches and to enter your 7-digit YQCA certification number.

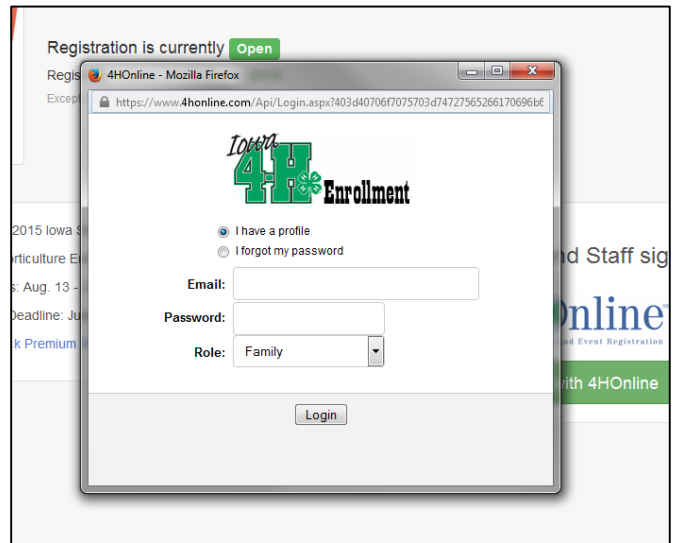
AGAIN FOR 2021:

- 4-H Livestock entries will **NOT** go through your County Extension Office
 - **All 4-H Livestock exhibitors will make entry online through the Fair Entry system**
 - **ALL** payments, whether by Check or Credit Card will go directly to the State Fair Office
 - **You need to send a copy of your invoice along with your personal check if you use that payment method – MAKE SURE THE TOTAL AMOUNT ON THE INVOICE MATCHES YOUR CHECK PAYMENT!!**
 - Credit Card payments will be processed automatically online by 4-H/State Fair Staff
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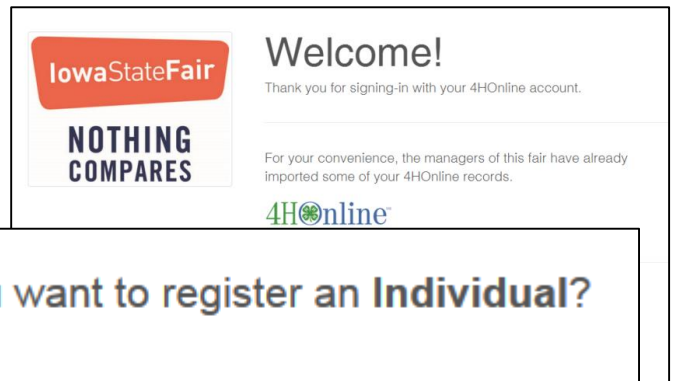
- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
 - **Chrome:** <https://www.google.com/chrome/index.html>
 - **Firefox:** <https://www.mozilla.org/en-US/firefox/new/>
- **Be sure all the animals you are entering have been properly identified in 4-H Online for State Fair exhibition**
 - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
- **Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4-H Online!**

1. Go to <https://iowastatefair4hlivestock.fairentry.com>.

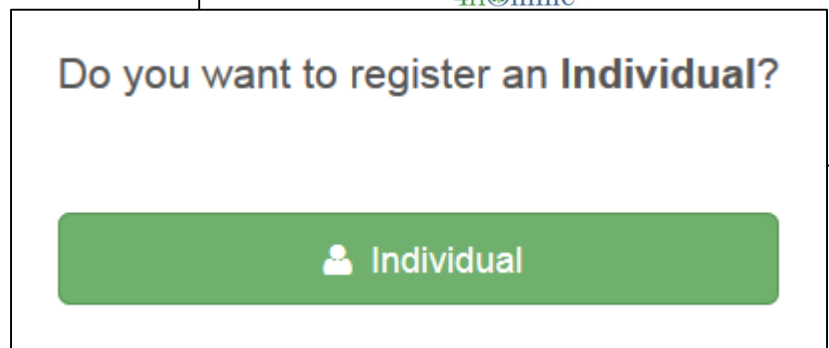
- Click **Sign in with 4HOnline**
- Enter your family 4HOnline Email and Password
- **If you can't remember your password, DO NOT** select the "Forgot my password" option here. Instead, login to your 4HOnline account at <http://iowa.4honline.com>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.



2. Click **Begin Registration**.

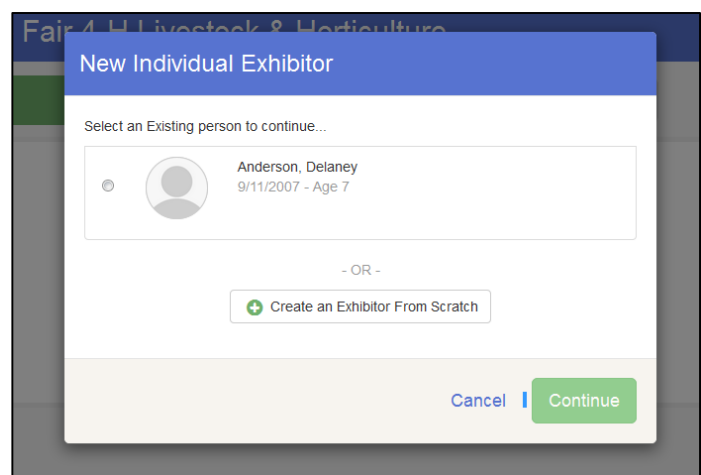


3. Click **Individual**.



4. Select the exhibitor and click **Continue**.

- **DO NOT** "Create an Exhibitor From Scratch"



5. Then you will be taken to the Questions tab.

- Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.

2. Select T-shirt size (Adult Sizes)
*Required

☐ Small
☐ Medium
☐ Large
☐ X-L
☐ 2X-L
☐ 3X-L

Continue ➔

6. Verify your information is correct and click **Continue to Entries**.

- You may edit exhibitor's address (this address is where all premium money will be sent).
- ****You may need to edit your name to match your YQCA name if you did not create or login to YQCA with your same 4-H Online email/password. (For example, Michael in 4-H Online, but Mike in your YQCA profile name)**

Please review the exhibitor registration. Continue to Entries ➔

Personal Details Edit

First Name	Delaney
Last Name	Anderson
Date of Birth	9/11/2007
Gender	Female

Contact Info Edit

Email	mikeande@iastate.edu
Home Phone	555-222-8888
Cell Phone	
Cell Phone Carrier	

Address Edit

3630 Extension Bldg
Ames, IA

7. Click **Add an Entry** to the exhibitor.

Anderson, Delaney
0 Entries 4HOnline Add an Entry ➔

Starting an Entry

Select a Department to continue

Beef	Select ➔
Dairy Cattle	Select ➔
Dairy Goats	Select ➔
Dog Obedience and Handling	Select ➔
Horse	Select ➔
Horticulture	Select ➔
Meat Goats	Select ➔
Poultry	Select ➔
Rabbits	Select ➔

8. Pick the desired Department.

- Be sure you have animals identified in 4HOnline for the Department.

9. Select the Division

Starting an Entry

Department Beef Change

Select a Division to continue

201: Breeding Beef	Select ➔
202: Market Beef	Select ➔
209: Beef Showmanship	Not Available

This exhibitor may not enter into this Division because:
> 4HOnline Exhibitors are not allowed to enter

10. Select the Class.

- Class changes can be made during fair check-in

The screenshot shows the 'Starting an Entry' form. The 'Department' is set to 'Beef' and the 'Division' is '201: Breeding Beef'. A blue banner prompts the user to 'Select a Class to continue'. Below this, a list of classes is shown with 'Select' buttons: 20121: Angus, 20122: Charolais, 20123: Charolais Cross, 20124: Chianina, and 20125: Gelbvieh.

11. Verify that the entry is correct. If something is incorrect, simply click “Change” and it will allow you to change whichever one is incorrect. If everything is correct, click **Continue.**

The screenshot shows the 'Starting an Entry' form with 'Department: Beef', 'Division: 201: Breeding Beef', and 'Class: 20121: Angus'. A modal titled 'Club/Chapter' is open, asking the user to select a 4-H Club or FFA Chapter. It lists several clubs like 'Audubon Clover Kids', 'New Ankeny Club', '1 test club', '12 Mile Lakers', '3 Mile Sharp Shooters', '3-L's', and '4 Bar H'. A 'Continue' button is at the bottom right of the modal.

12. Select your 4-H club, click **Continue.**

13. Select Add **an Animal.**

- This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
- Make sure to click **View Info** and verify that this animal is properly identified for the Iowa State Fair.
 - i.e Retinal image=true (market beef)
 - Photos= true for sheep and meat goat
 - Swine (State Fair DNA tag # is filled)
- Once you have your animal chosen, click **Select Animal.**

The screenshot shows the 'Adding an Existing Animal' form. It lists 'Allowed Animal Types' as 'Beef, Market' and 'Beef, Breeding'. Under the name 'Delaney Anderson', there are three entries, each with a 'View Info' button and a '4HOnline' status: 'Tag: View Info', 'Tag: 12-543 View Info', and 'Tag: 33333333 View Info'. At the bottom, there are 'Cancel' and 'Select Animal' buttons.

14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- If this is not the correct animal, click **Remove from Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

Entry Animals	
Remove From Entry	Identifier (Tag) 33333333 4HOnline
Edit Animal Details	Animal Type Beef, Breeding
	Breed
	Left Ear Tattoo 123456
	Right Ear Tattoo 7890
	Eartag (optional) 33333333
	Birthdate 5/06/2015
	Registration No. (required if registered) 111111111111
	Addl. Information
Continue	

15. If applicable, there may be additional questions or reminders specific to the department/division/class.

16. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

Please review the information entered for this entry.

Animals	
Identifier (Tag)	33333333 4HOnline
Animal Type	Beef, Breeding
Breed	
Left Ear Tattoo	123456
Right Ear Tattoo	7890
Eartag (optional)	33333333
Birthdate	5/06/2015
Registration No. (required if registered)	111111111111
Addl. Information	

Additional Questions

There are no questions or answers.

[Continue](#)

17. Choose whether you would like to **Register another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.

What do you want to do next?

For Avery Anderson:

- [Add another Entry](#)
- [Add another Entry in this Division](#)
- [Register another Exhibitor](#)
- [Continue to Payment](#)

If you see a blue section that indicates that you need to review or complete outstanding records, and you are unable to complete them please contact Peyton Pangburn at pangburn@iastate.edu.

There are 2 items that need your attention

[Review/Complete Outstanding Records](#)

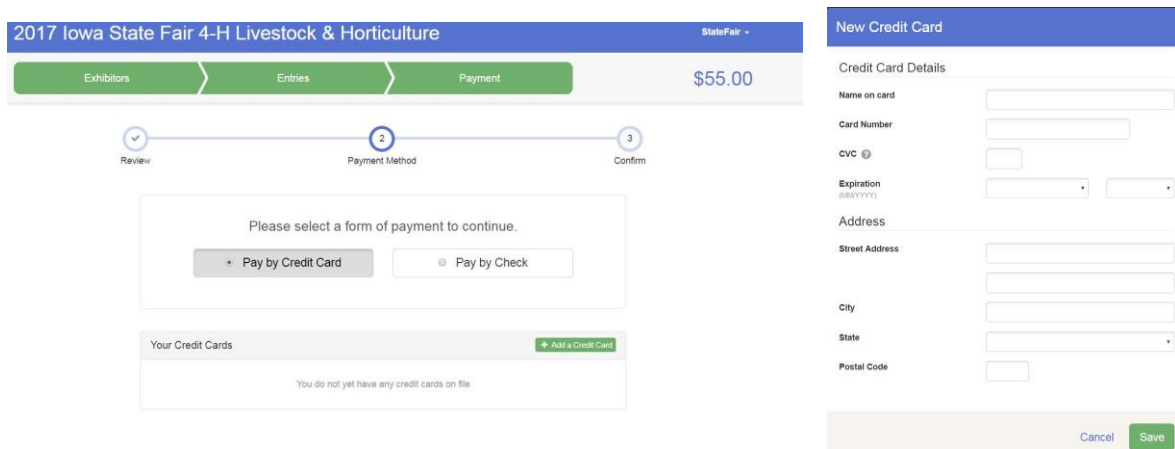
18. This is a summary of your invoice. You can select the “Detail” button which will show each specific class that you have entered. If this looks correct, click **Continue**.



19. The next screen just informs you of the payment options you have. You should have the option to **pay your state fair entry fees online**, but you may still choose to pay by Check or Cash. If you choose to pay by check or cash **DO NOT** send your entry to your county extension office. *****Payments must be postmarked by July 1.*****

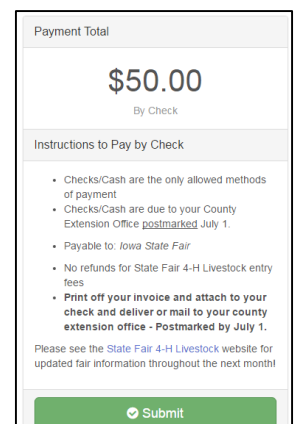
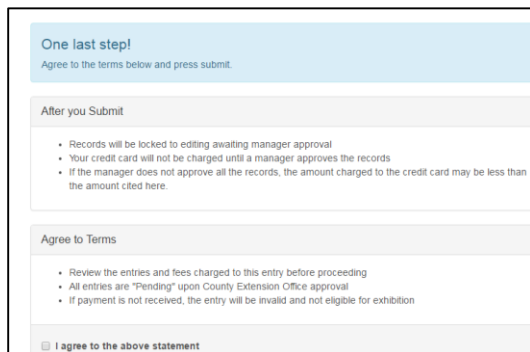
- **Mail all check or cash payments directly to:**
Iowa State Fair, 4-H Livestock Department, P.O. Box 57130, Des Moines, IA 50317

Once you have read through and chosen your payment method, click **Continue**.



20. This screen is a summary of the invoice and the final step. Before you hit **Submit**, remember:

- You will no longer be able to change entries
- **There will be no refunds**
- Make sure everything is correct
- Make sure you are done entering all classes for all exhibitors



Questions: Peyton Pangburn, State 4-H Office Fair Entry Assistant

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