

# 2024 State Fair 4-H Livestock Entry

## FairEntry Help Sheet

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

### AGAIN FOR 2024:

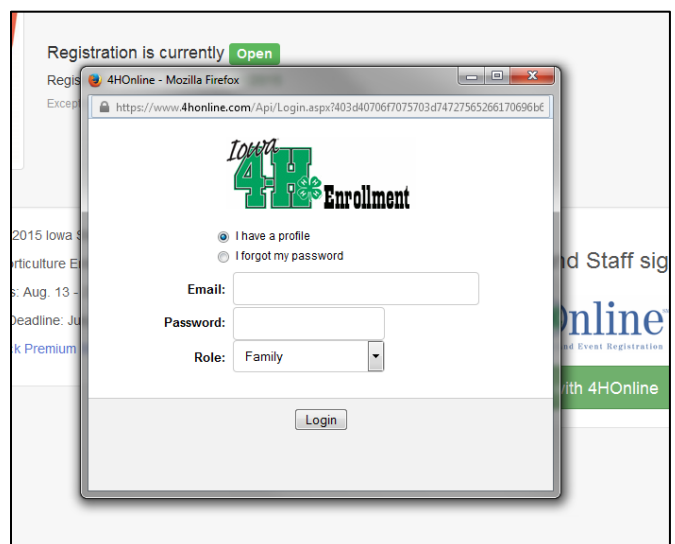
- **All 4-H Livestock exhibitors will make entry online through the Fair Entry system**
- **ALL** payments, whether by Check or Credit Card will go directly to the State Fair Office
- **You need to send a copy of your invoice along with your personal check if you use that payment method** – MAKE SURE 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 sheep and meat goats; horse photos; 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!**

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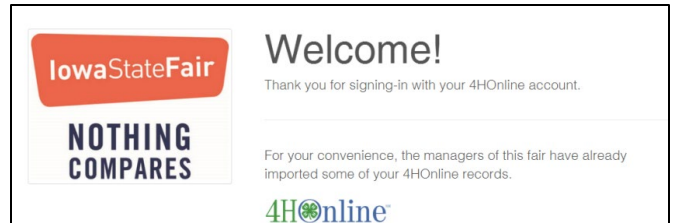
1. Go to <https://iowastatefair4hlivestock.fairentry.com>.

- Click **Sign in with 4HOnline**
- Enter your family 4-H Online Email and Password
- **If you can't remember your password, DO NOT** select the "Reset Password" option here. Instead, login to your 4-H Online account at <https://v2.4honline.com/#/user/sign-in>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.

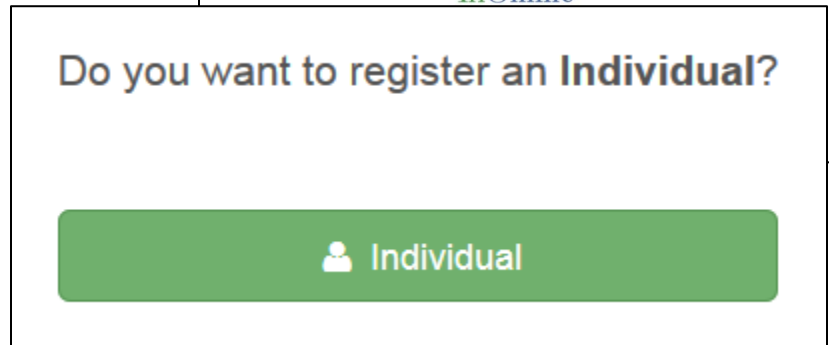


The screenshot shows a web browser window with the title "4HOnline - Mozilla Firefox". The address bar displays the URL: <https://www.4honline.com/Api/Login.aspx?403d40706f7075703d74727565266170696b6>. The page content features the "IOWA 4H Enrollment" logo at the top. Below the logo are two radio button options: "I have a profile" (which is selected) and "I forgot my password". Underneath these options are three input fields: "Email:", "Password:", and "Role:". The "Role:" dropdown menu is currently set to "Family". At the bottom of the form is a "Login" button. The browser's status bar at the bottom shows "2015 Iowa Agriculture Education Staff sign in with 4HOnline".

2. Click **Begin Registration**.

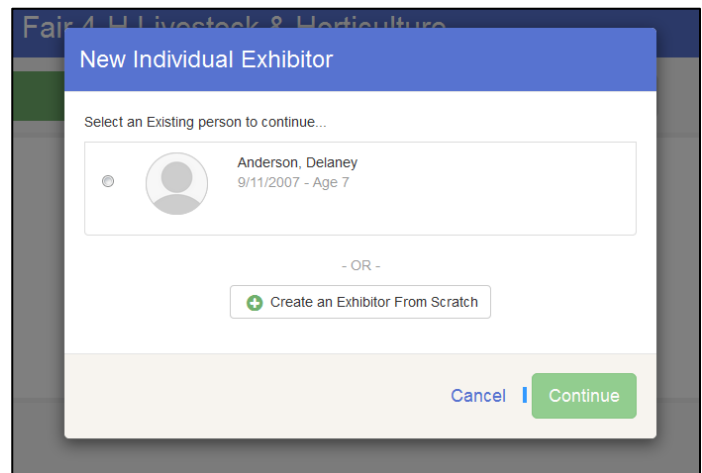


3. Click **Individual**.



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

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



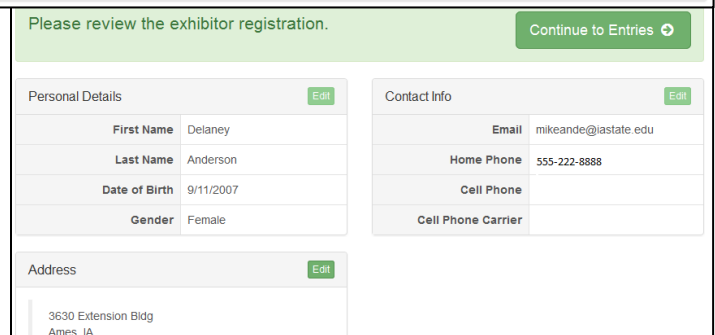
5. Then you will be taken to the Questions tab.

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

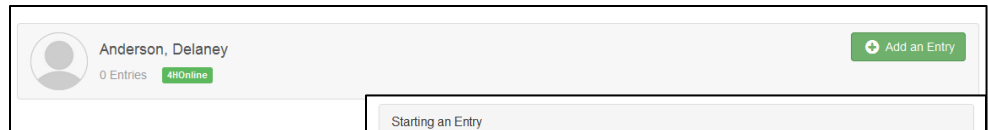


6. Verify your information is correct and click **Continue to Entries**.

- You may edit exhibitor's address (this address is where all premium money will be sent).

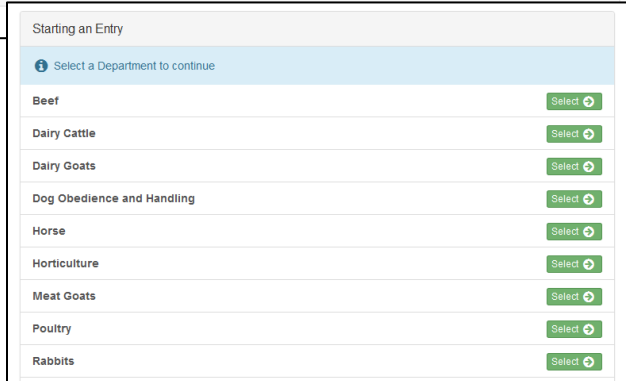


7. Click **Add an Entry** to the exhibitor.

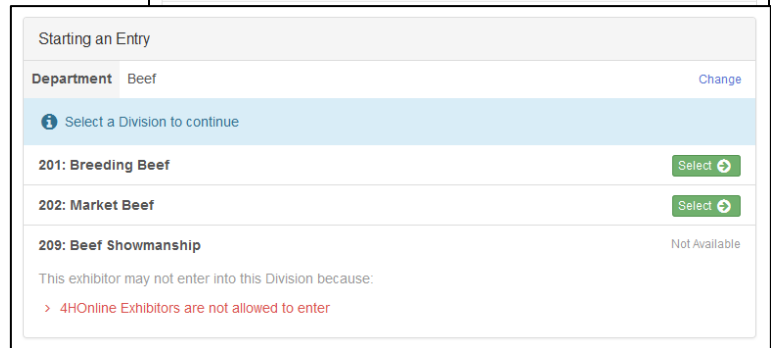


8. Pick the desired Department.

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

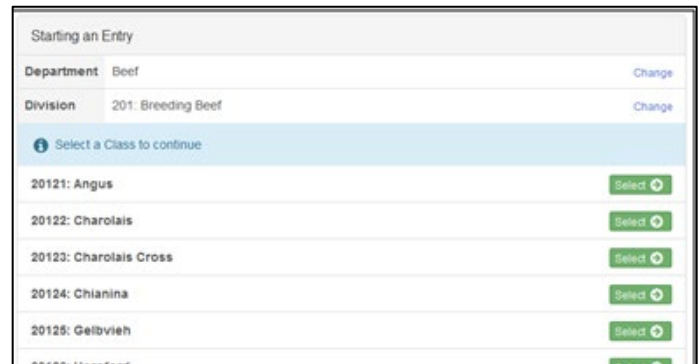


9. Select the Division

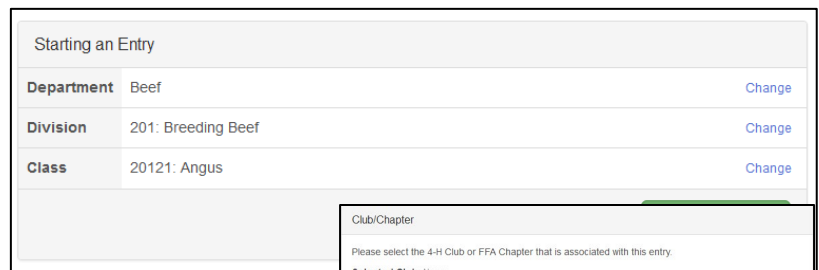


10. Select the Class.

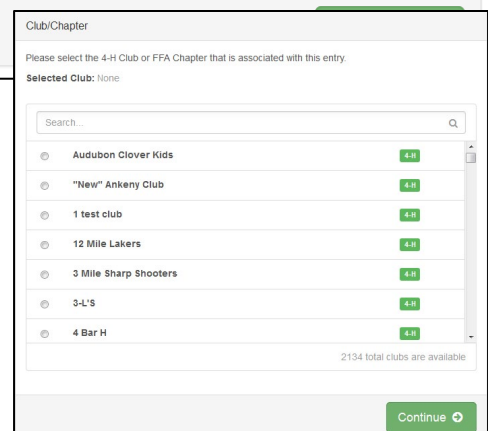
- Class changes can be made during fair check-in



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**.

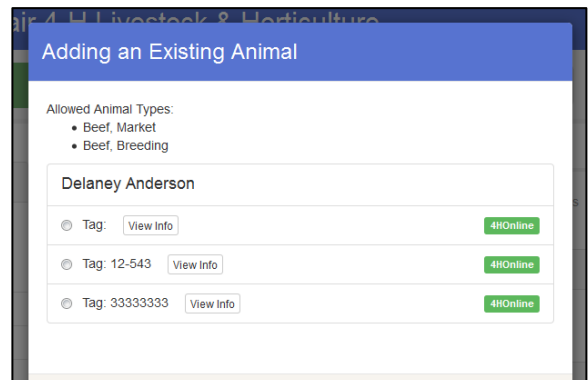


12. Select your 4-H club, click **Continue**.



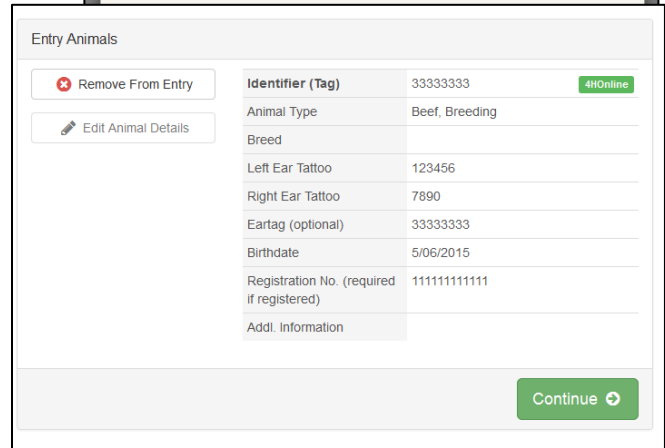
13. Select Add **an Animal**.

- This will bring up a list of animals that you have identified in 4-H Online 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, sheep, meat goat)
  - Photos= true for horse
  - Swine (State Fair DNA tag # is filled)
- Once you have your animal chosen, click **Select Animal**.

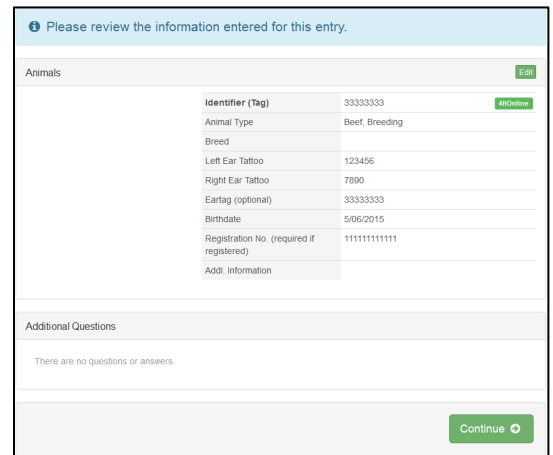


14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- 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 4-H Online

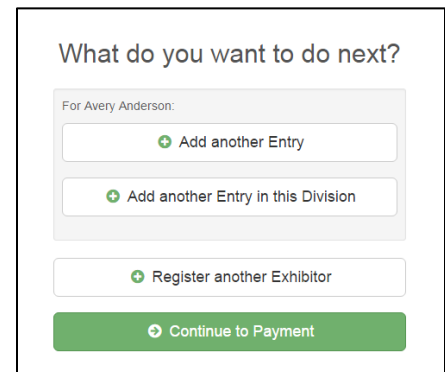


15. If applicable, there may be additional questions or reminders specific to the department/division/class.



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

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**.



\*\*\*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 the State 4-H Office, FairEntry Assistant at 515-294-3187

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**.

Invoice	<a href="#">Summary</a> <a href="#">Detail</a>
Individual Exhibitor: Delaney	\$20.00
	<b>Total: \$20.00</b>
<a href="#">Continue</a>	

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, PO Box 57130, Des Moines, IA 50317**

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

2017 Iowa State Fair 4-H Livestock & Horticulture StateFair

Exhibitors > Entries > **Payment** \$55.00

1 Review 2 **Payment Method** 3 Confirm

Please select a form of payment to continue.

Pay by Credit Card  Pay by Check

Your Credit Cards [+ Add a Credit Card](#)

You do not yet have any credit cards on file

**New Credit Card**

Credit Card Details

Name on card

Card Number

CVC

Expiration

Address

Street Address

City

State

Postal Code

[Cancel](#) [Save](#)

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

**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.

**Agree to Terms**

- Review the entries and fees charged to this entry before proceeding
- All entries are "Pending" upon County Extension Office approval
- If payment is not received, the entry will be invalid and not eligible for exhibition

I agree to the above statement

- 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**

Payment Total

**\$50.00**  
By Check

**Instructions to Pay by Check**

- Checks/Cash are the only allowed methods of payment
- Checks/Cash are due to your County Extension Office postmarked July 1.
- Payable to: *Iowa State Fair*
- No refunds for State Fair 4-H Livestock entry fees
- **Print off your invoice and attach to your check and deliver or mail to your county extension office - Postmarked by July 1.**

Please see the [State Fair 4-H Livestock](#) website for updated fair information throughout the next month!

If you have any questions during the process, please contact:

State 4-H Office, FairEntry Assistant

Phone: 515-294-3187