

# Erie County Jr Fair Online Entry Process Through FairEntry

**Entries Open Friday July 1, 2022**

**Deadline Monday August 1, 2022**

New this year, ALL Erie County Junior Fair exhibitors (4-H and FFA members) will complete their junior fair entries online. Please read the entire guide before attempting to make your entry to ensure you have all required information and documents available.

## **Important**

- For EVERY project you plan to bring to this year's fair you must make a FairEntry online entry. This includes livestock, still projects and Cloverbuds. This guide will explain the process.
- We will also be at all pre-fair judgments to help with questions and problems. Or you can email [4HAuctions@ErieFair.com](mailto:4HAuctions@ErieFair.com). Please include a phone number.
- Even though you need to click "Continue to Payment" to submit entries, all invoices will be \$0.00.
- After submitting entries you will receive an initial confirmation email detailing what you submitted. **If you do not receive this email check your junk or spam box.** Once your entries have been reviewed by our FairEntry staff you will receive a second email with information on the acceptance or rejection of your entries. Allow up to 3 days to receive the acceptance/rejection email. **Again, check junk or spam box if you do not receive the confirmation email.** Rejected entries must be fixed and resubmitted by the August 1st deadline.
- If your entries have been submitted but not yet approved or rejected you will not be able to add or edit entries. Once entries have been approved or rejected you will be able to log back in the make corrections or add entries.

## **Please have the following available before starting entries**

### **All Entries:**

- ***Family 4HOnline user name and password.***
  - FFA members will create a FairEntry account.

### **Livestock Entries:**

- ***Photo - for market animals***
  - A photo of you and/or your animal may be uploaded during the entry process or emailed to [4HAuctions@ErieFair.com](mailto:4HAuctions@ErieFair.com) later. These photos will be used with the Online Add-On auction. If you do not upload or email a photo, there will be no photo attached to your online lot(s).
- ***Animal Info***
  - You will need to enter animal info for **each** animal you plan to bring. Pens of 2 or 3 animals (rabbits and poultry) will need one entry for the pen, but animal information added for each animal.
  - If you plan to bring more than one animal or more than one pen of animals for a particular project, you will need to make more than one entry.
  - The required information will vary by animal type. **See chart at end of document.**
  - Horse projects just need to enter info for each horse. Show classes will still be determined by horse committee this year.
  - Animal info can be changed at check-in if you decide to bring a different tagged animal.
- ***Showmanship Entry***
  - You must make a showmanship entry into the appropriate age group for each species you show.
  - Beef and goat exhibitors may need to enter more than one showmanship class depending on what you show.

## Detailed Instructions

**\*\*\*Do not Continue to Payment or Submit until all entries for all members of your family have been made\*\*\***

1. Go to our custom FairEntry URL <http://eriefairohjr.fairentry.com>
2. Sign in
  - **4-H families** sign in using your 4HOnline family account. **Green Box**
  - **FFA members with a sibling in 4-H** sign in using the family 4HOnline account and register the FFA member as a new exhibitor. **Green Box**
  - **Exhibitors in both 4-H and FFA** sign in using the family 4HOnline account. You will be able to select the proper club or chapter for each entry. **Green Box**
  - **FFA members with no 4-H siblings** will need to click the link to create a FairEntry Exhibitor account. **Link under Blue Box**
3. Click **-Begin Registration** - then **Exhibitors** - then **Individual**
4. 4HOnline accounts
  - Select an exhibitor and click **Continue**
    - answer the required questions and click **Continue**
    - if you have started entries for an exhibitor you will click **Edit** then **Continue to Entries**
    - if everything is correct click **Continue to Entries** then **Add an Entry**
  - OR** New FairEntry accounts
    - Enter required info for New Individual Exhibitor
      - if everything is correct click **Continue to Entries** then **Add an Entry**
6. Select a Department
  - select a Division and click **Choose**
  - select a class and click **Continue**
  - **Note:** There are blue **Change** links in case you select an incorrect department, division or class.
7. Click **Select this Club** if correct or choose another one and click **Continue**
8. For Livestock you need to add animals - click **Add an animal** then
  - **Enter a New Animal Record**
    - from the dropdown pick the appropriate **Animal Type** and enter the required info
      - click **Create and Add Animal**. If everything looks good click **Continue**
      - answer any questions specific to that animal type - click **Continue**
  - **Remember to enter showmanship classes!**
9. Upload your photo and any other required or optional files - click **Continue**
10. Complete any items that need your attention. **Blue Box**.
  - If an entry “needs your attention” you can move on and work on other entries.
  - The system automatically saves. You can come back later to complete.
  - Entries can not move to completion and be submitted until all required fields are filled in.
11. At this point you can either:
  - A) Add another entry for this exhibitor
  - B) Click **Exhibitors** to begin entries for another family member
  - C) Register another exhibitor (FFA families)
  - D) Continue to payment - **Only** if all entries for your family are complete.
    - There will be no payment due.
    - Click through all screens and click **Submit**. Entries are not complete until you submit.

Animal Type	Animal Record Information	Required Documents
All market animals eligible for auction		Photo of you with your project.
Market Beef	Tag # Sex Beginning Weight Date 12/04/2021 Beginning Weight (optional)	
Market Feeder Beef	Tag # Sex	Vaccination Form (optional)
Breeding Beef	Tag # Birthdate Breed	
Dogs	Animal Name Breed Sex	
Dairy Goat	Animal Name Birthdate Scrapie Flock ID Tag#	
Market Goat	Tag # Scrapie Flock ID Sex	
Other Goat	Animal Name Scrapie Flock ID Sex	
Horse	Animal Name	
Llama/Alpaca	Animal Name Birthdate	
Market Poultry (for each animal in pen)	Tag # (enter 0000)	NPIP Certificate (optional)
Show Poultry	Tag # (enter 0000) Breed	NPIP Certificate (optional)
Market Rabbit (for each animal in pen)	Tattoo Breed	
Breed Rabbit	Tattoo Breed Sex Colors and Markings	
Market Lamb	Tag # Scrapie Flock ID	
Breeding Sheep	Tag # (Use Scrapie ID) Birthdate	
Market Hog	Tag # Sex	

Remember, we will be at all pre fair judgings to help with entries. Be sure to have your 4HOnline login info, project photos and any other required information or documents with you at the judging so we can help complete entries. Questions - email [4hauctions@ErieFair.com](mailto:4hauctions@ErieFair.com) Include a phone number.