

# Erie County Jr Fair Online Entry Process Through FairEntry

- **Entries Open Monday June 24, 2024**
- **Deadline Monday July 15, 2024 11:59 p.m.**
- **Market Rabbits not going to the fairgrounds for check-in and tattooing on July 13 must complete Animal ID and Photo Upload by July 10, 2024 11:59 p.m.**

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, showmanship, still projects and Cloverbuds.
- 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 July 15th 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 to make corrections or add entries.
- Questions - email [4hauctions@ErieFair.com](mailto:4hauctions@ErieFair.com) or call/text 419-656-0666 or 419-656-5015

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

### **All Entries:**

- **Family 4HOnline username and password.**
- **FFA members** will create a FairEntry account. You may already have a FairEntry account if you were in FFA last year.

### **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) BEFORE August 8th. 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 only one entry for the pen.
  - 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. (ex. 2 beef steers or 2 market rabbit pens of three)
  - 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 be determined by the horse committee.
  - 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 select or register the FFA member. **Green Box**
  - **Exhibitors in both 4-H and FFA** sign in using the family 4HOnline account. **Green Box**. You will be able to select the proper club or chapter for each entry. Some glitches may occur for dual enrollees. Email us if you have any problems.
  - **FFA members with no 4-H siblings** will use last year's FairEntry account or click the link to create a FairEntry Exhibitor account. **Link under Blue Box**
3. Click **-Begin Registration** - then **Exhibitors** - then **Individual**
4. Select an exhibitor or click "Register an Exhibitor" for FFA members not listed and click **Continue**
  - enter any required information and click **Continue to Entries** then **Add an Entry**.
5. 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.
6. Click **Select this Club** if correct or choose another one and click **Continue**
7. For Livestock you need to add animals - click **Add an animal** then
  - ★ **Market Rabbits** - New animal record with tattoo, breed and 5 photos must be created for EVERY rabbit you may take to the fair. Animals need only be entered once on one of your market entries. You will assign animals to specific pens or as fryers at check in. **Deadline for online animal ID is July 10, 2024 11:59 p.m. for market rabbits**. After this date rabbits will need to be taken to the fairgrounds on July 13 for check-in and tattooing.
  - **Market Lambs, Breeding Sheep and Breeding Rabbits** will select from the animals already entered during the Animal ID process.
  - **Market Poultry** will not add any animal info during the entry process. Animals will be added at check-in.
  - **All other animal species**
    - 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!**
8. Upload your photo for animals that will be included in the Online Add-On Auction and any other required or optional files - click **Continue**
9. 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.
10. 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.

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Animal Type	Animal Record Information	Documents
Market Beef	Full EID Tag # and Sex Beginning Weight Date 12/02/2023 Beginning Weight	Photo of you with your project (optional)
Market Feeder Beef	Full EID Tag # and Sex	Photo of you with your project (optional)
Breeding Beef	Tag # Birthdate Breed	
Dogs	Animal Name Breed Sex	
Dairy Goat	Animal Name Birthdate Scrapie Animal ID Tag#	
Market Goat	Tag # Scrapie Animal ID Sex	Photo of you with your project (optional)
Other Goat	Animal Name Scrapie Animal ID Sex	
Horse	Animal Name	
Llama/Alpaca	Animal Name Birthdate	
Market Poultry	Make a project entry but do not include any animal information at this time. It will be added at check-in.	NPIP Certificate (optional) Photo of you with your project (optional)
Exhibition Poultry	Tag # (enter 0000) Breed	NPIP Certificate (optional)
Market Rabbit (Must identify each rabbit that MAY be taken to fair. Rabbits will be assigned to pens or as fryers at fair check in)	Tattoo Breed	5 Photos (exhibitor must be in one) 1. Ear showing full tattoo 2. Right side profile 3. Left side profile 4. Rear view 5. Front view -these photos <b>REQUIRED</b> Photo of you with your project (optional)
Breeding Rabbit (If animals were already entered during the Animal ID process, choose from the available animals entered.)	Tattoo Breed Sex Colors and Markings	
Market Lamb (Animals were already entered during the Animal ID process, choose from the available animals entered.)	<b>FULL</b> Scrapie ID (eg: OH-XXXXX-XXXXX) Sex	Photo of you with your project (optional)
Breeding Sheep (Animals were already entered during the Animal ID process, choose from the available animals entered.)	Tag # (Use Full Scrapie ID OH-XXXXX-XXXXX) Birthdate	
Market Hog	Tag # - Enter last 3 digits of EID Sex	Purebred Pedigree (optional) Photo of you with your project (optional)