2020 FairEntry Help Sheet – For Staff

4-H Static Exhibits and Communications Entry

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   a. Section 6 may also be used to go back & edit existing entries, promoted or not.

If you have any questions about this process or need assistance, please contact Dona Ratliff at dsratlif@ksu.edu or Shane Potter at potters@ksu.edu or 785-532-5800. Leave a message and we will get back to you as soon as possible.
Please email dsratlif@ksu.edu when you have completed all entries for the 2020 Fair.

Section 1: Logging into FairEntry

1. Go to https://www.fairentry.com/
   - In the upper right corner, click on Staff Sign-in
2. Once on the Staff Sign-In page, look at 4HOnline Sign-in.

Staff Sign-in

For Organization, select “Kansas 4-H Youth Development”
For Role, select “County”
Then click the green Sign in with 4HOnline button.

3. On the next screen, type in your county E-mail address in the “Email” box. (Make sure that pop-ups are allowed on your browser)
4. Enter your county’s 4-H Online Manager password.

5. Hit the Login button below

6. Click/Select 2020 Kansas State Fair
Section 2: Registering an Exhibitor

This will need to be completed before an entries can be entered for an exhibitor.

1. You will see a page that looks like this. Click inside the box that says “Search by Name or Exhibitor #”

Type in the name for the youth you want to enter an exhibit for. Click the “Search” button when you are done.

2. Your search will return a list of potential exhibitors that match your search parameters. Click the “View” button next to the name of the youth you want to make an entry for.
3. In most cases, the youth will not have an exhibitor record yet. Click “Register Exhibitor via Invoice” button. This will take you to a new page. 
4. A pop-up will appear titled “New Individual Exhibitor.” Click/select the box around the name of your exhibitor and it will turn blue. Once this is selected, click the green “Continue” button.
5. You should now be on a page for questions. If there are any unanswered questions about the exhibitor, please answer them. If all answers are complete, select the green “Continue” button.

6. Confirm that all the information listed for the exhibitor is correct.
7. When you are ready, click “Continue to Entries” to add entries for this exhibitor.
Section 3: Making Static Entries

1. **STOP** – have you registered your exhibitor yet?

   If your screen looks like this, please see Section 2 before proceeding!

   ![Exhibitor Profile](image)

   This person does not yet have an approved Exhibitor record.

   **Register Exhibitor via Invoice**

2. Once you have registered an exhibitor via invoice (section 2), you can make entries. You will want to be under the youth’s exhibitor page.
   a. If you are not already on the exhibitor’s page, search for the youth in the search bar and click the green “View” button to the left of their name.

![Exhibitor Profile](image)

3. Click on “Create Entry” to get started.

***Note: Once an exhibitor has at least one entry, the screen will look slightly different, but the process is relatively the same. For an example of what the screen looks like with at least one entry, see Section 3: Communications.

4. A blue pop-up will appear. Select the Department and Division. For example, if they are bringing cookies, you would click Static – for the department
   Family & Consumer Sciences – for the division
5. Once these are selected, click the green “Choose” button.
6. Next, all the available classes in that division will pop up. Select your class and click the green “Continue” button.

7. A blue pop-up will appear asking you to review your selections. Confirm everything is correct and click “Create Entries.”

8. Click “Review/Complete Outstanding Records” to the right.

9. Add a brief description of your entry in the box provided. If your 4-H member has a video they would like submitted, copy and paste the URL to the video in the box provided. Click ‘Continue’
10. Answer the questions provided, hit ‘Continue’ when completed.

11. Again, click “Review/Complete Outstanding Records” when prompted.

12. Now you will enter necessary pictures and files. Some of these are new this year, due to it being a Virtual Show. See our resources document online to see examples for certain pictures (Whole product/plate, cross section/slice, and bottom, personal/publicity photo).

There are some Exhibit Photos and Exhibit Information/Fillable PDF’s that are Required!!! The exhibit will not be judged without this information. There are additional optional fields for some entries if the exhibitor would like to add more photos.
13. Once you are done, click the blue ‘Continue’ button at the bottom.

14. The next page will ask if you would like to add another entry. If yes - repeat these steps if it’s a static entry, or refer to the Communications and Clothing Event Exhibits help sheets for further instructions.

15. If you are finished with all entries for that exhibitor, click “Continue to Invoice Review” and then click “Submit” on the next page. A green box should appear in the right-hand corner saying, “invoice submitted and approved.”

***Note: You are able to go back in later and add more entries if needed, so the submit button will not lock you out. See Section 6 for instructions.

16. If you wish to enter another exhibitor, select the “Exhibitors” tab in the upper right toolbar and repeat the process.
Section 4: Making Presentation Entries & Adding URL’s (video links) to entries (Starting at step 7)

STOP – have you registered your exhibitor yet?
If your screen looks like this, please see Section 2 before proceeding!

1. Once you have registered an exhibitor via invoice (section 2), you can make entries. You will want to be under the youth’s exhibitor page.
   a. If you are not already on the exhibitor’s page, search for the youth in the search bar and click the green “View” button to the left of their name.
2. Click “Add an Entry” to get started.
Anderson, Delaney
9/11/2007 • 12 years old • Grade: 9

### Personal Details
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Delaney</td>
</tr>
<tr>
<td>Last Name</td>
<td>Anderson</td>
</tr>
<tr>
<td>Birthdate</td>
<td>9/11/2007</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Parent Names</td>
<td></td>
</tr>
</tbody>
</table>

### Exhibitor Number
264

### Entries (1)

<table>
<thead>
<tr>
<th>#134</th>
<th>Department</th>
<th>Division</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Static</td>
<td>104: Family &amp; Consumer Sciences</td>
<td>10440: Food &amp; Nutrition - Prepared Products</td>
</tr>
</tbody>
</table>
Click “Select” under the Events

3. Click “Select” for the Division your 4-H member is entering in.
4. Click “Select” for the appropriate class.
5. Confirm that you have the correct Department, Division and Class. Then hit the green “Continue” button.
6. You will then be brought to the entry page you created, and you will have to select the “Edit” icon on the right side of the entry.
7. Upload the necessary files for the exhibit.

While the files are marked optional, they are required in order for the exhibit to be judged.

***Note – The report form needs to be in a .pdf or .doc file, it cannot be a picture. I recommend having 4-H members send you an electronic version of their report, or scan in the copy you have to a computer.

8. The video of the 4-H member’s exhibit will need to be posted to YouTube and you will need to enter the link under Entry Details at the bottom of your screen.

Simply click the green “Edit” button and copy/paste the URL link in the Video URL box.
9. Once you have completed all the above, your Event=Presentation entry is complete. **Since you are logged into FairEntry as a County manager, all entries you make are ‘Live’ as soon as you create them. There is no submission step.**

10. To add another entry, click the “Exhibitors” tab at the top of the screen and repeat the process.
Section 5: Submitting Individual and Team Entries for Contests

Kansas State Fair 4-H Crops Identification Contest Delayed

COVID-19 still affecting Kansans. The 2020 Kansas State Fair 4-H Crops Identification Contest that historically has been held the first weekend of the KSF, will be pushed back into the fall for 2020. It will still be conducted this fall, and it will be a virtual contest only. Full details about the contest will be published on or before October 15, 2020, on the Kansas 4-H web site. We thank you for your patience as we totally revamp the delivery of this popular contest due to COVID-19. For more information, contact Deryl Waldren, Kansas 4-H Crops Coordinator, dwaldren@ksu.edu, or call him at 303-349-7403.

Kansas State Fair 4-H FCS Judging Contest

The FCS Judging Contest will be held virtually using Qualtrics. The contest will be open on September 19, from 9 am to 9 pm. No registration fee will be charged. More details will be shared soon along with a registration information.

Kansas State Fair 4-H Poultry Judging Contest

This event will be held in person on Kansas State Fairgrounds on Sept 5th during the Poultry show. To submit registrations for youth and teams for this contest please complete the Qualtrics form found [https://kstate.qualtrics.com/jfe/form/SV_e3P5EWWRoh3Ch7](https://kstate.qualtrics.com/jfe/form/SV_e3P5EWWRoh3Ch7).

Kansas State Fair 4-H Photography Judging Contest

This event will be held virtually this year. It will run from September 12th through Sept 17th. There is no registration fee this year to participate. To submit registrations for youth and teams for this contest please complete the Qualtrics form found [https://kstate.qualtrics.com/jfe/form/SV_e3P5EWWRoh3Ch7](https://kstate.qualtrics.com/jfe/form/SV_e3P5EWWRoh3Ch7).
Section 6: County Promoted Entries

This section may also be used to edit existing entries, promoted or not.

See also FairEntry Help Sheet “Promote Entries from County Fair to State Fair at https://fairentry.zendesk.com/hc/en-us

Even though you are promoting entries to the State Fair from your County FairEntry system, you still need to go back into every exhibit and answer State Fair specific questions and upload files.

1. If you are not already, click on the ‘Exhibitors’ tab at the top of your screen. Type in the name of the youth you are searching for and click the green ‘Search’ button.

2. Click the green ‘View’ button next to the name of the exhibitor you wish to edit an entry for.
This will bring you to the exhibitor’s page. Click ‘View’ on the entry you wish to edit.
Next, you will enter an Entry Description and answer the Entry Questions. To do this, click the green ‘Edit’ button and type in your responses.

3. Upload the necessary files for the exhibit.

While these files are marked as ‘optional’, the Exhibit Photo and Exhibit Information/Report are **Required!!! The exhibit will not be judged without this information.**

4. If the 4-H member has a video they would like submitted with their entry, or it is a videoed Communications exhibit, you will enter it here. The video of the 4-H member’s exhibit will need to be posted to YouTube and you will need to enter the link under Entry Details at the bottom of your screen.
Simply click the green “Edit” button and copy/paste the URL link in the Video URL box.

5. Once you have completed all the above, your entry is complete. **Since you are logged into FairEntry as a County manager, all entries you make are ‘Live’ as soon as you create them. There is no submission step.**

6. To add another entry, click the “Exhibitors” tab at the top of the screen and repeat the process.

Again, you need to complete this process for every entry you promote or that you create and come back to later. It is especially important this year that all information is on FairEntry since we are completely virtual. If information is missing, the exhibit may not be judged.

If you have any questions about this process or need assistance, please contact Dona Ratliff at dsratlif@ksu.edu or Shane Potter at potters@ksu.edu or 785-532-5800. Leave a message and we will get back to you as soon as possible.