



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

The screenshot shows the Staff Sign-in page. On the left, under 'FairEntry Account', there are two input fields: 'Email' and 'Password'. Below them is a blue button labeled 'Sign in with FairEntry' and a link 'Forgot your password?'. On the right, under the '4HOnline' logo, there are two dropdown menus: 'Kansas 4-H Youth Development' and 'Choose a Role...'. Below these is a green button labeled 'Sign in with 4HOnline'. At the bottom of the page, there is a footer with the FairEntry logo, the text 'You are connected to TEXAS1-IIS-D' and 'Version 2020.8.4.2307', and the copyright notice '© 2020 RegistrationMax LLC' with a 'Privacy Policy' link.

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)



- Login
- Forgot your password?

Email

Password

Role

You are connected to **TEXAS1-IIS-C**
Version 2020.1.10.846
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4. Enter your county's 4-H Online Manager password.
5. Hit the Login button below
6. Click/Select 2020 Kansas State Fair

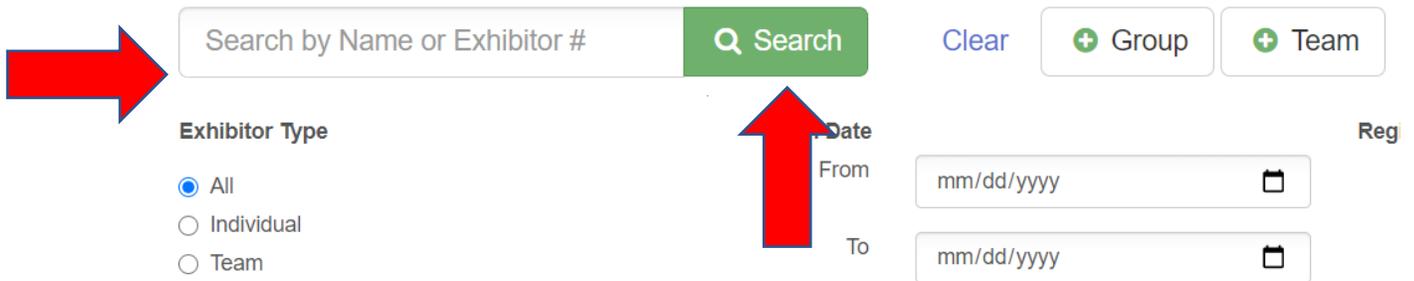
2020 Kansas State Fair 

Fair Staff [View Profile](#)

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 #”



The screenshot shows a search interface with a text input field containing the placeholder text "Search by Name or Exhibitor #". To the right of the input field is a green button with a magnifying glass icon and the text "Search". Further right are buttons for "Clear", "+ Group", and "+ Team". Below the search bar, there are radio buttons for "Exhibitor Type" with options "All", "Individual", and "Team". To the right, there are date pickers for "Date From" and "Date To", both with the placeholder "mm/dd/yyyy". A red arrow points to the search input field, and another red arrow points to the "Search" button.

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



	Last Name	First Name	Birth Date	Team Name	Exhibitor #	Reg. Date	Entry Count	Is Exhibitor?
View	Anderson	Delaney	9/11/2007					
View	Dalager	Carter	7/13/2004		20	6/22/2020	1	✓
View	Traeger	Lynn	12/29/2005					
View	Truhn	Randall	3/12/2005					

A red arrow points to the "View" button in the first row of the table.

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.



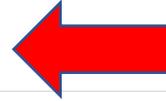
Anderson, Delaney

12 years old • 9/11/2007

4HOnline

This person does not yet have an approved Exhibitor record.

Register Exhibitor via Invoice



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.

New Individual Exhibitor

Select an Existing person to continue...

 Anderson, Delaney
9/11/2007 - Age 12

- OR -

2020 Iowa State Fair Exhibits & Communication

Invo Anderson
mikeand

New Individual Exhibitor

Select an Existing person to continue...

 Anderson, Delaney
9/11/2007 - Age 12

- OR -

Search

\$0.00

Invoice #840369
Anderson
mikeande@iastate.edu

[Back to Invoice Search](#)

Exhibitors Entries Review and Approval \$0.00

Anderson, Delaney
9/11/2007 • 12 years old (4-H age) • Grade: 9
#262 4HOnline zDemo

[Delete this Exhibitor](#)

Personal Details Contact Info Address **4 Questions** 5 Review

Questions

There are no questions to answer.

[Continue](#)

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.

Anderson, Delaney
9/11/2007 • 12 years old (4-H age) • Grade: 9
#262 4HOnline zDemo

[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions **5 Review**

Please review the exhibitor registration.

[Continue to Entries](#)

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!



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.



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.

Choose Department and Division

Department	4-H Centennial Hall	Change
-------------------	---------------------	------------------------

4-H Clothing and Textiles	Select →
4-H Energy Management	Select →
4-H Entomology	Select →
4-H Fiber Arts	Select →
4-H Food - Nutrition	Select →
4-H Food - Preservation	Select →
4-H Forestry	Select →
4-H Geology	Select →
4-H Home Environment	Select →
4-H Rabbit - Educational Exhibit	Select →
4-H Shooting Sports	Select →

Class or Classes

- 4300: Non-Perishable Food Product, 9-11 Years Old
- 4301: Educational Exhibit, 9-11 Years Old
- 4302: Non-Perishable Food Product, 12-14 Years Old
- 4303: Educational Exhibit, 12-14 Years Old
- 4304: Non-Perishable Food Product, 15-18 Years Old
- 4305: Educational Exhibit, 15-18 Years Old
- 4306: Food Gift Package

- Next, all the available classes in that division will pop up. Select your class and click the green “Continue” button.
- A blue pop-up will appear asking you to review your selections. Confirm everything is correct and click “Create Entries.”
- Click “Review/Complete Outstanding Records” to the right.

The screenshot displays a registration interface. At the top, there are two notification boxes: one stating 'There is 1 entry belonging to 1 exhibitor in this invoice' with a 'Register another Exhibitor' button, and another stating 'There are 3 items that need your attention' with a 'Review/Complete Outstanding Records' button. Below these is a user profile for 'Anderson, Delaney' with '1 Entry' and an 'Add an Entry' button. A red arrow points to the 'Review/Complete Outstanding Records' button. The profile shows an 'Incomplete' status, ID '#133', and details for 'Department: Static', 'Division: 104 Family & Consumer Sciences', and 'Class: 10440 Food & Nutrition - Prepared Products'. A progress bar below the profile has four steps: '1 Club/Chapter', '2 Details', '3 Questions', and '4 Files'. The 'Details' step is currently active. Below the progress bar is the 'Entry Details' form, which includes a required text field for 'Briefly describe your entry', radio buttons for 'Enable Public Viewing' (selected) and 'Disable Public Viewing', and a text field for 'Video Uri (Supported platforms: YouTube)' containing the URL 'https://www.youtube.com/watch...'. A 'Continue' button is located at the bottom right of the form.

- 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’

Club/Chapter Details **Questions** Files

Questions

1. How many years have you participated in this project area?
*Required

Units (Max 9)

2. Please provide a short (3-4 sentence) summary of this exhibit.

[Continue](#)

Again, click “[Review/Complete Outstanding Records](#)”

10. Answer the questions provided, hit ‘Continue’ when completed.

11. Again, click “[Review/Complete Outstanding Records](#)” when prompted.

Entry Files

Upload 1 Required

✓ File Uploaded



[Download](#)

[Delete](#)

Upload 2 Required

✓ File Uploaded



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."

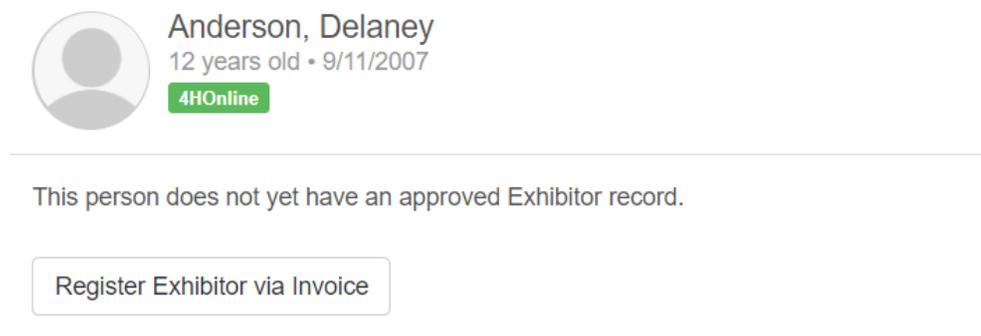
*****Note: You are able to go back in later and add more entries if needed, so the submit button will not lock you out. See Section 6 for instructions.**

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!



Anderson, Delaney
12 years old • 9/11/2007
4HOnline

This person does not yet have an approved Exhibitor record.

Register Exhibitor via Invoice

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 (4-H age) • Grade: 9
#262 4HOnline zDemo • WingWalkers

Register Exhibitor via Invoice

Registration Questions [Edit](#)

There are no questions or answers.

Exhibitor Number [Edit](#)

262

Personal Details [Edit](#)

First Name	Delaney
Last Name	Anderson
Birthdate	9/11/2007
Gender	Female
Parent Names	

Entries (1) [Add an Entry](#)

[Print All as](#)

#134	Department	Static	View
	Division	104: Family & Consumer Sciences	
	Class	10440: Food & Nutrition - Prepared Products	

Choose Department and Division

4-H Centennial Hall	Select →
4-H Centennial Hall - Photo	Select →
4-H/FFA Crops	Select →
4-H/FFA Dairy Cattle	Select →
4-H/FFA Dairy Goats	Select →
Event	Select →
Horse	Select →
Judging Contests	Select →
Small Animal	Select →



Cancel

Choose

Click “Select” under the Events

3. Click “Select” for the Division your 4-H member is entering in.

Choose Department and Division

Department	Event	Change
-------------------	-------	------------------------

4-H Fashion Revue	Select
4-H Presentations	Select

[Cancel](#) [Choose](#)

New Entry Class Selection	
Department	Communication Change
Select a Division to continue	
111: Educational Presentations	Select
112: Working Exhibits	Select
113: Share The Fun	Select
This exhibitor may not enter into this Division because (as a manager you may continue): > Registration is not open	
114: Extemporaneous Speaking	Select

4. Click “**Select**” for the appropriate class.

Create One or More Entries

Exhibitor	Rylan Ratliff Individual 4HOnline	Change
Department / Division	Event / 4-H Presentations	Change

Make your Club and Class selections to continue.

[Continue](#) →

Club Change	Class or Classes
Jayhawkers 4-H (Primary Club) i When entering into an Open Class, your club selection will be treated as <i>No Club (Open)</i> .	<input type="checkbox"/> 5800: Demonstration or Illustrated Talk by an individual
	<input type="checkbox"/> 5801: Demonstration or Illustrated Talk by a team (limited to 2 people)
	<input type="checkbox"/> 5802: Poetry or Prose (THIS CLASS IS NOT EVALUATED/JUDGED)
Animal(s)	
This Division does not allow animals.	

New Entry Class Selection		
Department	Communication	Change
Division	111: Educational Presentations	Change
i Select a Class to continue		
11100: Educational Presentation		Select →

5. Confirm that you have the correct Department, Division and Class. Then hit the green “Continue” button.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

Department	2020 Kansas State Fair
Division	Event
Club	Jayhawkers 4-H
Animal(s)	No Animals

Entry Classes

1. 5801: Demonstration or Illustrated Talk by a team (limited to 2 people)

[Cancel](#)

[Create Entries](#)

**THIS IS INFORMATION FOR
ADDING URL'S TO ENTRIES.**

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.

Ratliff, Rylan
2 Entries 4HOnline Add an Entry

Incomplete #436	<table border="1"> <tr><td>Department</td><td>Event</td></tr> <tr><td>Division</td><td>4-H Presentations</td></tr> <tr><td>Class</td><td>5801: Demonstration or Illustrated Talk by a team (limited to 2 people)</td></tr> </table>	Department	Event	Division	4-H Presentations	Class	5801: Demonstration or Illustrated Talk by a team (limited to 2 people)	Allow Public Viewing: Yes Edit
Department	Event							
Division	4-H Presentations							
Class	5801: Demonstration or Illustrated Talk by a team (limited to 2 people)							
Incomplete #435	<table border="1"> <tr><td>Department</td><td>Event</td></tr> <tr><td>Division</td><td>4-H Presentations</td></tr> <tr><td>Class</td><td>5800: Demonstration or Illustrated Talk by an individual</td></tr> </table>	Department	Event	Division	4-H Presentations	Class	5800: Demonstration or Illustrated Talk by an individual	Allow Public Viewing: Yes Edit
Department	Event							
Division	4-H Presentations							
Class	5800: Demonstration or Illustrated Talk by an individual							

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.

Entry Details Edit	
Allow Public Viewing	Yes
Video URL	None
Auction Narrative	None

Simply click the green “Edit” button and copy/paste the URL link in the Video URL box.

Entry #436



Ratliff, Rylan
1/25/2001 • 18 years old
(4-H age)

#166 **4HOnline**
Pottawatomie County •
Jayhawkers

Department	Event
Division	4-H Presentations
Class	5801: Demonstration or Illustrated Talk by a team (limited to 2 people)

✖ Delete this Entry

1 Club/Chapter
2
3 Questions

Entry Details

Video Url (Supported platforms: YouTube) (Required)

Continue →

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_e3P5EWWGRoh3Ch7 .

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_e3P5EWWGRoh3Ch7 .

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.

2020 Iowa State Fair Exhibits & Communication Exhibitors Entries

Search by Name or Exhibitor # Q Search Clear + Group + Team

Exhibitor Type Birth Date Registr

All From Fr

Individual To

Team

Viewing Records 1-4 of 4

	Last Name	First Name	Birth Date	Te
View	Anderson	Delaney	9/11/2007	
View	Dalager	Carter	7/13/2004	
View	Traeger	Lynn	12/29/2005	
View	Truhn	Randall	3/12/2005	

2. Click the green ‘View’ button next to the name of the exhibitor you wish to edit an entry for.

Anderson, Delaney
 9/11/2007 - 12 years old (4-11 age) • Grade: 9
 #262 [Add Online](#) 2Demo • WingWalkers

[Continue to existing Invoice](#)

Registration Questions [Edit](#)
 There are no questions or answers.

Personal Details [Edit](#)

First Name	Delaney
Last Name	Anderson
Birthdate	9/11/2007
Gender	Female
Parent Names	

YQCA Livestock Certification [Edit](#)

Certificate Number	None
Certificate Expiration	None

Exhibitor Number [Edit](#)
 262

Entries (2) [Add an Entry](#) [Print All as](#)

#134	Department Static Division 104: Family & Consumer Sciences Class 10440: Food & Nutrition - Prepared Products View
#135	Department Communication Division 111: Educational Presentations Class 11100: Educational Presentation View

This will bring you to the exhibitor's page. Click 'View' on the entry you wish to edit.

Entry Description [Edit](#)
 No description

Entry Questions [Edit](#)

1. How many years have you participated in this project area?
 4

2. Please provide a short (3-4 sentence) summary of this exhibit.
 No text entered

Entry Files	
Exhibit Photo 1 Whole Product/Plate	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="ppt"/> <input type="button" value="pptx"/> <input type="button" value="xls"/> <input type="button" value="xlsx"/> <input type="button" value="doc"/> <input type="button" value="docx"/> <input type="button" value="img"/> <input type="button" value="tif"/>	
Exhibit Photo 2 Cross section/slice, and bottom	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="ppt"/> <input type="button" value="pptx"/> <input type="button" value="xls"/> <input type="button" value="xlsx"/> <input type="button" value="doc"/> <input type="button" value="docx"/> <input type="button" value="img"/> <input type="button" value="tif"/>	
Exhibit Information/Report	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="doc"/> <input type="button" value="docx"/>	
Exhibit Photo 3	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="ppt"/> <input type="button" value="pptx"/> <input type="button" value="xls"/> <input type="button" value="xlsx"/> <input type="button" value="doc"/> <input type="button" value="docx"/> <input type="button" value="img"/> <input type="button" value="tif"/>	
Exhibit Photo 4	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="ppt"/> <input type="button" value="pptx"/> <input type="button" value="xls"/> <input type="button" value="xlsx"/> <input type="button" value="doc"/> <input type="button" value="docx"/> <input type="button" value="img"/> <input type="button" value="tif"/>	
Personal/Publicity Photo	Optional
No file uploaded	
<input type="text" value="Select File"/>	
<input type="button" value="pdf"/> <input type="button" value="gif"/> <input type="button" value="img"/> <input type="button" value="png"/> <input type="button" value="tif"/>	

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.

Entry Details		
Allow Public Viewing	Yes	
Video URL	None	
Auction Narrative	None	

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.