

# Online Fair Entry Instructions 2011

1) Go to fair entry website: <https://utah4hreg.usu.edu/cf/>

2) Click on Instructions tab to get to this page:

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## County Fair Manager

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### COUNTY FAIR VALIDATION

**Note!** This area is for use by County 4-H Leaders contained in the 4-H database. There are some reasons why you might not be able to log in successfully:

- you have typed something incorrectly
- your database record is incomplete (missing email address or password)
- your name is not in the database

If you are unable to log in and think you should be able to do so, call your local county Extension office and ask them for assistance.

Email:

Password:

[HELP! I have forgotten my Password...](#)

Utah 4H Registration

3) Click here if this is your first time logging in this year or you have forgotten your password.

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### RESET PASSWORD

**NOTE:** Enter your email address and we will send you information concerning your new password.

Email Address:

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4) Enter your email and click the submit button. **IF** we have your email in our database you will be sent a temporary password (if we don't have your email please contact the USU Extension, \_\_\_\_\_, to add it so you will be able to do this step).

5) Check your email for the temporary password sent to you, then login using your email and password.

6) Click on the Add Entries Tab. This is where you will input all indoor exhibits for your youth (this is for indoor exhibits only – do not add animals). This should include any gardening that may come in on another day. (It is easier to take them off the list than to add them later.)

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### ADD COUNTY FAIR ENTRY

**Note!** ALL items below are required information. Cloverbud selections should only be placed in Class FD and Lot 1.  
Cloverbuds are tagged with a (\*) in the Participant listing below.

Select Participant

Select Lot

Items:  (number of display items needing a tag)

Description (include item color):

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Notes: Please remember that all Cloverbuds (just finished grades K-2) should enter all exhibits under Class FD, Lot 1.

\*The number of items should be how many items need tags (e.g. A pajama set should have a tag for the top and the bottoms in case they get separated.)

\*\*The description should be short to fit on the tag, but as detailed as possible. Please include color or type if applicable - ie Pink & Blue Pillow, Snickerdoodle Cookies, First Aid Poster, etc.

7) You can edit entries under "View Entries" by clicking on the item you wish to edit.

8) When all entries are entered – attach exhibit tags (blue for regular entries, green for cloverbuds, and red for afterschool programs). You can pick the tags up at the 4-H office anytime, or get them at the 4-H building at the Fairgrounds on entry day, Monday August 8.

9) Attach an exhibit record. Exhibit records can be picked up at the 4-H office or printed from the 4-H website <http://extension.usu.edu/cache/htm/4hyouth>.

10) ALL ONLINE ENTRIES MUST BE COMPLETED BEFORE 3:00pm on Monday, August 8. The online program will be open and ready for input on Wednesday, August 27.

11) Bring all entries to the 4-H building at the Fairgrounds between 3:00pm and 7:00pm on Monday, August 8. No entries will be accepted after 7:00!