



## New Exhibitor Registration How To

**Step 1:** Got to <https://cachecounty.fairentry.com> to begin your registration.

**Step 2:** Login using either your 4-H online account or your FairEntry account. If you don't have either, create a FairEntry account.

2019 Cache County Fair

Registration is currently **Open**  
 Registration dates: 4/16/2019 - 6/9/2019  
 Exceptions may apply [View Details](#)

Welcome to the 2019 Cache County Fair

THEME

Welcome to Online Fair Entry! See the [Fairbook](#) for Rules, setting up an account, and creating entries. If you have entered before your Sign-in and Password will be the same. Entries are not final until they have been submitted. You cannot add additional entries once submitted. You need to wait for approval first and then you can add more entries. Check your email for confirmation with your list of entries. You will receive a second email when your entries have been approved.

Recommended browsers are Google Chrome and Firefox. Older versions of Internet Explorer may cause undesirable results.

Email : cachecountyfair@yahoo.com with any entry questions.

Exhibitor and Staff sign-in

**4Honline**  
4-H Enrollment and Event Registration

[Sign in with 4HOnline](#)

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If you don't have a 4HOnline account, sign-in with your FairEntry account:

Email

Password


[Sign in](#)

[Forgot your password?](#)

Once you login you should arrive at the begin registration page.

**Step 3:** Click begin registration


2019 Cache County Fair
Erickson ▾




## Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration ↗](#)




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**Step 4:** Register as individual. Enter exhibitor name (first and last), birthdate, and the grade they will finish in May of 2020.

2019 Cache County Fair Erickson ▾

Exhibitors **Entries** Payment \$0.00

Do you want to register an Individual?

[FairEntry](#) © 2019 RegistrationMax LLC

New Individual Exhibitor

**First Name** (Required)

**Last Name** (Required)

**Birthdate** (Optional)

**Grade** (Optional)

**Step 5:** Enter exhibitor contact info. This will be used as the most recent info for updates and information regarding the Cache County Fair.

Richardson, Janessa  
1/01/2001 • Grade: 12  
#2

Personal Details **Contact Info** Address Questions Review

**Contact Info**

**Home Phone Number** (Required)   
**▲ This field is required**  
Format: ###-###-#### or #####

**Email Address** (Optional)   
Format: name@website.com

**Cell Phone Number** (Optional)   
Format: ###-###-#### or #####  
Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

**Cell Phone Carrier** (Optional)

**▲ The form is incomplete. Please complete the form.**



**Step 6: Enter exhibitor address. This will be used in mailing livestock auction checks.**

Richardson, Janessa  
1/01/2001 • Grade: 12  
#2

[Delete this Exhibitor](#)



**Address**

**The exhibitor's address is very important!**  
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

**Address** (Required)

**Address continued** (Optional)

**City** (Required)

**State** (Required)

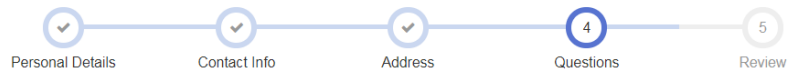
**Postal Code** (Required)

[Continue](#)

**Step 7: No questions to answer. Click continue.**

Richardson, Janessa  
1/01/2001 • Grade: 12  
#2

[Delete this Exhibitor](#)



**Questions**

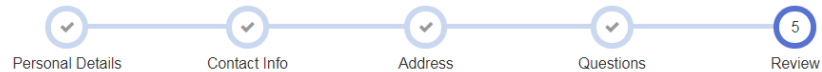
There are no questions to answer.

[Continue](#)

**Step 8: Check exhibitor information to ensure all is correct. Click continue to entries.**

Richardson, Janessa  
1/01/2001 • Grade: 12  
#2

[Delete this Exhibitor](#)



Please review the exhibitor registration.

[Continue to Entries](#)



**Step 9:** Click Add an Entry. Choose which species you would like to enter from the Jr. Livestock selection.

Exhibitors    Entries    Payment    \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

+ Register another Exhibitor

+ Continue to Payment

Richardson, Janessa  
0 Entries    + Add an Entry

JR LIVESTOCK - 4H-FFA MARKET BEEF	Select
JR LIVESTOCK - 4H-FFA MARKET DAIRY	Select
JR LIVESTOCK - 4H-FFA MARKET GOATS	Select
JR LIVESTOCK - 4H-FFA MARKET SHEEP	Select
JR LIVESTOCK - 4H-FFA MARKET SWINE	Select

**Step 10:** Register for the market classes. Click select then click choose.

Choose Department and Class

Department: JR LIVESTOCK - 4H-FFA MARKET SWINE    Change

Fitting and Showmanship - Market Swine    Select

Market Swine    Select

Cancel    Choose



**Step 11:** Choose lot 01:weight class/01:market beef/01: Jr dairy

Starting an Entry		
Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	<a href="#">Change</a>
Class	Market Swine	<a href="#">Change</a>
<i>i</i> Select a Lot to continue		
01: Weight Class		<a href="#">Select</a>

**Step 12:** Verify you registered for the correct class and lot. Click continue.

Starting an Entry		
Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	<a href="#">Change</a>
Class	Market Swine	<a href="#">Change</a>
Lot	01: Weight Class	<a href="#">Change</a>
<a href="#">Continue</a>		

**Step 13:** Choose 4-H club or Chapter. \*if you do not find your club or FFA chapter use the search bar. The scroll feature only shows **50** at a time.

Progress indicator: 1 Club/Chapter (active), 2 Animals

**Club/Chapter**

Please select the 4-H Club or FFA Chapter that is associated with this entry.

**Selected Club:** None      **Suggested Club:** (Last Club Selected) [Select this Club](#)

Search...

<input type="radio"/>	<b>4-H General Club (for new members)</b> (Cache)	4-H
<input type="radio"/>	<b>4-H Homeschool Teen Chemistry Club</b> (Cache)	4-H
<input type="radio"/>	<b>A Plus</b> (Cache)	4-H
<input type="radio"/>	<b>Adams (Doug) Family 4-H</b> (Cache)	4-H
<input type="radio"/>	<b>Adams Afterschool Club (Current)</b> (Cache)	4-H
<input type="radio"/>	<b>Adventure Club</b> (Cache)	4-H
<input type="radio"/>	<b>Alan's Insects</b> (Cache)	4-H

268 total clubs are available  
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

**Step 14:** Click continue. \*\* If prompted to enter a tag number, please put 00 for now. It will be changed upon tag-in by Jr. Livestock officials.

Progress indicator: 1 Club/Chapter (checked), 2 Animals

**Entry Animals**

**i** You do not need to identify the animals for this entry now.  
Identification will be done when you check in.

[Continue](#) →



**Step 15:** Click Add another entry.

What do you want to do next?

For Janessa Richardson:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

**Step 16:** Click change under class. Choose Fitting and Showmanship. \*Ensure you are entering showmanship for the correct species.

Choose Department and Class

Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	<a href="#">Change</a>
Class	Market Swine	<a href="#">Change</a>

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

Choose Department and Class

Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	<a href="#">Change</a>
Fitting and Showmanship - Market Swine	<a href="#">Select</a>	
Market Swine	<a href="#">Select</a>	

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



Choose Department and Class

Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	Change
Class	Fitting and Showmanship - Market Swine	Change

Cancel Choose

**Step 17:** Choose which lot has the exhibitor's age division. \*This is based off of the grade the exhibitor will finish in May of 2020.

Starting an Entry

Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	Change
Class	Fitting and Showmanship - Market Swine	Change

Select a Lot to continue

02: Junior Showmanship Grade 3-5	Select
04: Intermediate Showmanship Grade 6-9	Select
08: Senior Showmanship Grades 10-12	Select

Starting an Entry

Department	JR LIVESTOCK - 4H-FFA MARKET SWINE	Change
Class	Fitting and Showmanship - Market Swine	Change
Lot	08: Senior Showmanship Grades 10-12	Change

Continue

**Step 18:** Repeat step 13.



**Step 19:** If you have another exhibitor to enter, click register another exhibitor (example: two exhibitors under the same family). Then repeat from step 4. If you have another entry (animal or species), click add another entry. Then repeat from step 9. If you are all registered for the species you plan to show at the Cache County Fair, click continue to payment. Then continue to step 20.

What do you want to do next?

For Janessa Richardson:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

**Step 20:** Verify all MARKET entries have been added to your invoice at \$5 per MARKET entry. \*Showmanship does not have an entry fee. Click continue.

Exhibitors > Entries > Payment **\$5.00**

1 Review      2 Payment Method      3 Confirm

Invoice		Summary	Detail
Individual Exhibitor: Janessa Richardson		\$5.00	
		Total: \$5.00	

[Continue](#)

**Step 21:** Click add a credit card to enter your payment information.

Exhibitors > Entries > Payment **\$5.00**

1 Review      2 Payment Method      3 Confirm

Your Credit Cards [+ Add a Credit Card](#)

You do not yet have any credit cards on file



Step 22: Enter your payment/billing information.

### New Credit Card

Credit Card Details

Name on card

Card Number

CVC

Expiration (MM/YYYY)

Address

Street Address

City

State

Postal Code

[Cancel](#) [Save](#)

Step 23: Select the card you would like to process your payment through. Click continue.

Exhibitors > Entries > Payment \$5.00



Your Credit Cards + Add a Credit Card

VISA

[Continue](#)



**Step 24:** Read the terms and click I agree to the above statement. Click submit.

Progress bar: Review (1) — Payment Method (2) — Confirm (3)

**One last step!**  
Agree to the terms below and press submit.

**After you Submit**

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

**Agree to Terms**

All fee's must be paid in full before show date. There are no refunds for entry fees. Any premiums won will be forfeited if entry fee's have not been paid.


I have read the rules in the online Fairbook and by continuing I agree to these terms.

I agree to the above statement

**Payment Total**

**\$5.00**  
By Credit Card  
ending in 5454

Once you get to the “Thanks!” screen you have successfully registered for the Cache County Fair. Be sure to check your dashboard and review invoice to ensure you have registered for all the correct classes. If you have forgotten to register for other exhibitors or entries, you must wait until the invoice you just submitted has been approved. Once approved, log back into your dashboard on FairEntry and click begin work on a new invoice. Then refer back to step 4 (exhibitor) or step 9 (entries).



## Thanks!

Thank you for participating in 2019 Cache County Fair.

An email confirmation of your submission has been sent.  
If the fair management finds any issues with your registration, you will receive another email.

[Visit Dashboard](#) [Sign out](#)

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