Go to: https://fairentry.com/Fair/SignIn/18501

1. Create an account

2. Enter your email TWICE

3. Complete the required fields to finish creating your family account.
Repeat steps 4 and 5 until all club or family youth have been added to the system. To avoid issues, **DO NOT** add entries until all youth have been added.

The following pages will show how to add an exhibit entry for each youth. Please continue reading.
ADDING AN EXHIBIT ENTRY FOR EACH YOUTH

1. Go to the EXHIBITOR tab. A list of entered youth will be displayed.

Locate the EDIT button and click. The screen below should display. If not, click continue on the screen. On the screen shown below, find the “Continue to Entries” button noted by the arrow and select it.

OR click the ENTRIES Tab to see a list of all exhibitors with completed registrations and select the “Add an Entry” button.
Begin by selecting the DIVISION for the entry. You may need to reference the FairBook found on the Utah County Website to verify or clarify your entry details. For this EXAMPLE we will select Division A by clicking the green “SELECT” button.

Another pop up window will display and ask you for the Class (noted in Fair Entry as the Division). In our example we will select AA – Agriculture and Animal Science by clicking the green “SELECT” button.

You will then VERIFY your selection thus far by selecting the “CHOOSE” button. Doing so will display the various LOTS available in that class of entries.
At this point you must choose the LOT for the entry. Again, find the correct lot title or number and click the green “SELECT” button.

Verify the entry details and select the “CONTINUE” button.

Select your Club. Please note that all Horse, Livestock, Mentoring clubs have been lumped together. Family only clubs or independent members without a club MUST register under a 4-H At Home Club. Only active, registered community clubs are listed.
Provide the entry details by writing a brief description of the item. For example, *Rose stamped leather halter with silver conches or hand braided green and yellow lead rope.* Or appropriate description that identifies the entry easily. When done click “CONTINUE”

Next, indicate the NUMBER of items in the entry by typing in a number. For example, 1 for one item, 2 for two items, and so forth.
When you reach this screen you have completed the entry process for that item. Please **DO NOT** select “Continue to Payment”. You can either continue adding entries for the youth noted on the screen by clicking **“Add another Entry”**. **ONLY** click “continue to payment” IF all entries for that youth are completed and all entered into the system.

You can add more entries for other youth by clicking the **“ENTRIES”** tab at the top and begin adding entries for another youth you have previously registered.

OR you can start a new youth registration by clicking the “Register another Exhibitor” and beginning that process as noted above.

Follow the prompts as guided to submit or pay for the entry. Please note, **THERE IS NO FEE**. This is a quirk of the system and you will not be asked for any money or payment information, just keep clicking continue as needed.

Upon completion your entries will be reviewed by a staff member and approved. You will NOT be able to print entry tags. Those will be available for pick up from the 4-H office July 26 – 28th and a copy will be emailed to you to print at home.

Please be sure to bring all items **PRETAGGED** to intake day on August 1. A sign up will be available and entries MUST be dropped off at the assigned time.

**Questions:**

Email [melanie.ogan@usu.edu](mailto:melanie.ogan@usu.edu) or call the office at 385.268.6531