

ADDING YOUTH TO FAIR ENTRY

2023 Utah County 4-H Fair

Registration is currently **Open**
Registration dates: 7/1/2023 - 7/24/2023
Exceptions may apply. [View Details](#)

FairEntry Exhibitor, Staff Sign-In

FairEntry

Email

Password

Sign In with FairEntry

[Forgot your password?](#)

[Create a FairEntry account](#)

[Log in with your account](#)

Go to:

<https://fairentary.com/Fair/SignIn/18501>

1. Create an account

[Back](#)

2023 Utah County 4-H Fair

Create a FairEntry Account

With this account, you will be able to register Exhibitors and Entries for this fair.

Email

Confirm Email

Create Account

2. Enter your email TWICE

2023 Utah County 4-H Fair

Account Creation

To continue with registration for this fair, please provide the following details.

Email [change](#)

Account Name
Example: Your last name

Phone Number
Format: ###-###-#### or #####

Password
• 8 characters minimum
• at least 1 digit
• at least 1 capital letter or symbol

Confirm Password

Create Account

3. Complete the required fields to finish creating your family account.



Do you want to register an **Individual**?

4. Now you can begin adding your club members or family members into the system. You will do this step for EVERY youth who will entering an exhibit into the 4-H Indoor Exhibits.

New Individual Exhibitor

First Name
(Required)

Last Name
(Required)

Birthdate
(Required)

Grade
(Required)

5. For each exhibitor enter their Name (first and last), Birthdate and Grade.

PLEASE NOTE: GRADES ARE WHAT WAS COMPLETED NOT GOING IN TO IN AUGUST. INCLUDE THE GRADE THE YOUTH WAS ON SEPT 1 2022.

Example: A child having completed Grade 5 in May of 2023 is **STILL** in Grade 5 for the Fair. The new year has not yet started.

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.

2023 Utah County 4-H Fair

Ogan ▾

Exhibitors Entries Payment \$0.00

Exhibitors being registered

There is one exhibitor in the process of being registered

Register an Exhibitor

Ogan, Junior Edit

Previously Registered Exhibitors

The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

Ogan, Intermediate Create Entry

Chiu, Josephine Create Entry

Chiu, Benjamin Create Entry

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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.

2023 Utah County 4-H Fair

Ogan ▾

Exhibitors Entries Payment \$0.00

Ogan, Junior 7/01/2017 • Grade: 1 #14

Delete this Exhibitor

Personal Details Contact Info Address Questions Review

Please review the exhibitor registration.

Continue to Entries

Personal Details Edit

First Name Junior

Last Name Ogan

Birthdate 7/01/2017

Gender

Contact Info Edit

Email

Home Phone

Cell Phone

Cell Phone Carrier

Address Edit

OR click the **ENTRIES** Tab to see a list of all exhibitors with completed registrations and select the “**Add an Entry**” button

2023 Utah County 4-H Fair

Ogan ▾

Exhibitors Entries Payment \$0.00

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

Register another Exhibitor

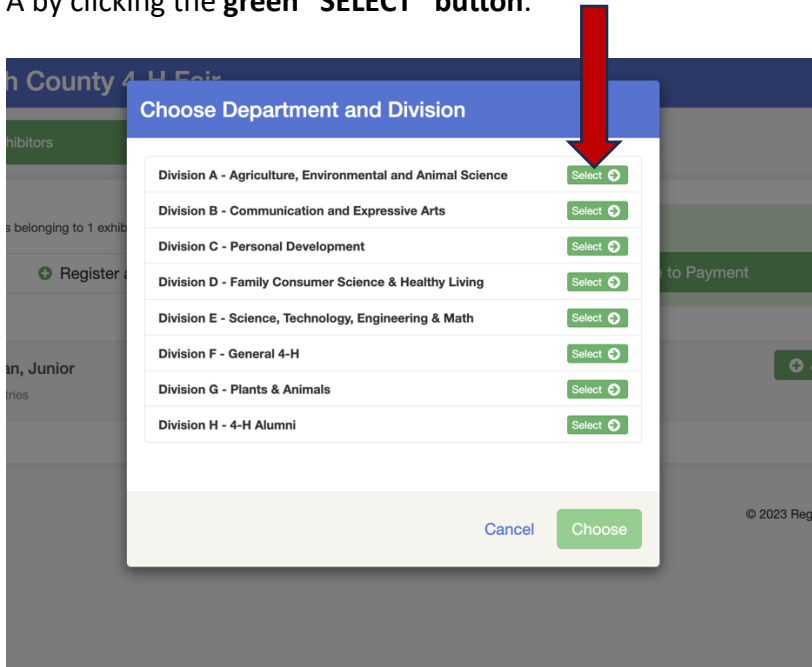
Everything looks good!

Continue to Payment

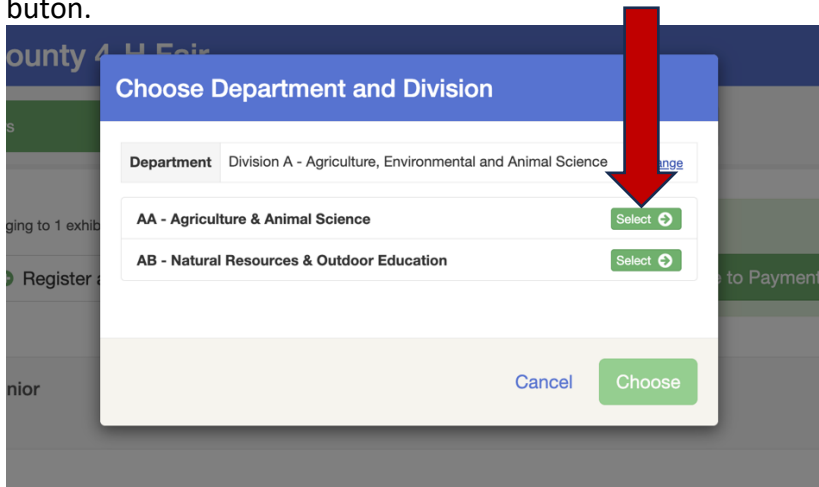
Ogan, Junior 0 Entries Add an Entry

FairEntry © 2023 RegistrationMax LLC

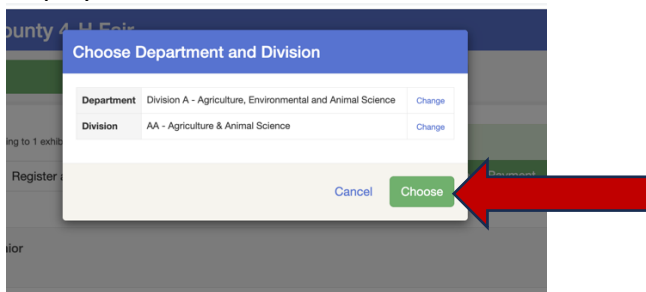
Begin by selecting the DIVISION for the entry. You may need to reference the FairBook found on the Utah County Website to verify or clarify your entry details. For this EXAMPLE we will select Division A by clicking the green **“SELECT”** button.



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.

2023 Utah County 4-H Fair

Exhibitors > Entries > Payment

Starting an Entry

Department

Division A - Agriculture, Environmental and Animal Science

Change

Division

AA - Agriculture & Animal Science

Change

Select a Class to continue

01: Agriscience Poster

Select

02: Animal Science Poster

Select

03: Handmade Equipment-Supplies

Select

04: Video Demonstrations

Select

05: Collections

Select

06: Other

Select

Ogan, Junior

7/01/2017 • Grade: 1

#14

Existing entries (0)

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

2023 Utah County 4-H Fair

Exhibitors > Entries > Payment

Starting an Entry

Department

Division A - Agriculture, Environmental and Animal Science

Change

Division

AA - Agriculture & Animal Science

Change

Class

03: Handmade Equipment-Supplies

Change

Ogan, J

7/01/2017

#14

Existing entries (0)

Continue

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.

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...

☐

4-H At Home | North UT CO

☐

4-H At Home | South UT CO

☐

All 4-H Mentoring Clubs

☐

All Horse Clubs

☐

All Livestock Clubs

☐

Crossroads Homeschool Club

☐

Eagle mountain Young Discoverers

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

Continue

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”**

2023 Utah County 4-H Fair Ogan ▾

Exhibitors > Entries > Payment \$0.00

Entry #24

Ogan, Junior
7/01/2017 • Grade: 1
#14

Department Division A - Agriculture, Environmental and Animal Science

Division AA - Agriculture & Animal Science

Class 03: Handmade Equipment-Supplies

Delete this Entry

Club/Chapter 2 Details 3 Questions

Entry Details

Briefly describe your entry. (Required)

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.

2023 Utah County 4-H Fair Ogan ▾

Exhibitors > Entries > Payment \$0.00

Entry #24

Ogan, Junior
7/01/2017 • Grade: 1
#14

Department Division A - Agriculture, Environmental and Animal Science

Division AA - Agriculture & Animal Science

Class 03: Handmade Equipment-Supplies

Delete this Entry

Club/Chapter 2 Details 3 Questions

Questions

1. How many items are in this entry?

Units

2. How many items (units) are included in this entry.

Units

Questions

Continue

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.

2023 Utah County 4-H Fair

Exhibitors Entries

Entry #24

Ogan, Junior
7/01/2017 • Grade: 1
#14

Department Division A - Agriculture, Environmental and Animal Science

Division AA - Agriculture & Animal Science

Class 03: Handmade Equipment-Supplies

What do you want to do next?

For Junior Ogan:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

+ Continue to Payment

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 or call the office at 385.268.6531