



FairEntry - multi-entry registration

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Updated:

Introduction

In the first few years of using FairEntry, registering multiple entries, even in the same class (for example, registering 3 photography entries) involved dozens of clicks and screens.

In response, FairEntry offered a “multi-entry” option that is being implemented in selected Divisions in many counties.

These instructions cover the multi-entry process. For information on “regular” registration steps, refer to www.4-H.umn.edu/county-fair

Logging in and creating exhibitors

Like other registration access, multi-entry involves the steps below. Learn more about these steps at www.4-H.umn.edu/county-fair

1. Go to the FairEntry URL provided by your county or go to www.fairentry.com and click to “Find your Fair”.
2. Click on “Sign in with 4HOnline”, enter your 4HOnline login email and password.
3. If this is your first time in FairEntry this year, click “Begin Registration”
4. Click on “Individual” and then select the 4-H member you are registering and click on “Continue”
5. If requested, respond to questions for this exhibitor.
6. Click “Continue”

Note: Do not “Continue to Payment” and “Submit” the invoice until all entries are registered for all family members. If you do submit an invoice, you will need to wait until Extension staff have approved the first invoice before you can create a new invoice and add new entries and/or exhibitors.

Registering multi-entries in non-animal classes

- Click “Continue to Entries”, then “Add an Entry”.
- Select the desired Department.
- Select the desired Division.
- Click on “Choose”

Choose Division		
Department	Goat - Dairy	Change
Division	Dairy Breed	Change

Cancel Choose

This will bring up the “multi-entry” screen.

First, please check that your club is correct and change, if necessary.

Make your Club and Class selections to continue. Continue

Club Change

Jolly Rangers 4-H (Primary Club)

When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Animal(s)

This Division does not allow animals.

Class or Classes

4-H Adventures

Aerospace Quantity: 1

Bicycle Quantity: 3

Cat Exhibit Quantity: 2

Cat Show

Child & Family Development

Then, to register:

- Check the box to the left of the desired Class to register for
- Change the Quantity as desired
- Click “Continue”
- Review Entries and then click on “Create Entries”

Registering multi-entries in non-animal classes

Generally, multi-entry is only used in animal classes where one animal might participate in multiple classes, for example, Dog, Horse and Lama.

- Click “Continue to Entries”, then “Add an Entry”.
- Select the desired Department.
- Select the desired Division.
- Click on “Choose”



The next step in this option is to select the animal to be entered.
(Only one animal at a time can be entered with this option.)

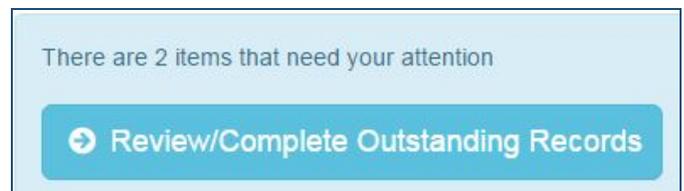
- If this is the first time entering this particular animal, it must be “added” to the screen, by clicking on “Add Animal”.
- Once the animal is listed, click on the radio button to select it.
- Then, choose the Class(es) that this animal will be entered into
- Click on [Continue] to review entries
- Click on [Create Entries] to complete the process.

The screenshot shows a registration form with three main sections: Club, Animal(s), and Class(es).
1. Club: Shows 'Busy as Beavers 4-H (Primary Club)' with a 'Change' button. A note states: 'When entering into an Open Class, your club selection will be treated as No Club (Open).'
2. Animal(s): Has an 'Add Animal' button. Under 'Allowed Animal Types', 'Horse' is listed. Three radio buttons are present: 'Enter a single animal' (selected), 'Enter a pen of animals', and 'I will specify animal(s) later'. Below, a list of animals includes 'Siever, Daisy', 'Brantley' (selected), and 'Jimmy Jack'. 'Brantley' has a '4HOnline' status.
3. Class(es): A list of classes with checkboxes. Three are checked: 'Games - Barrels - Gr. 3-5', 'Games - Figure 8 - Gr. 3-5', and 'Games - Pole Weaving - Gr. 3-5'. Other unchecked classes include 'Showmanship Gr. 3-5', 'Western Horsemanship - Gr. 3-5', and 'Western Pleasure - Gr. 3-5'.
Red boxes highlight the 'Add Animal' button, the 'Enter a single animal' radio button, and the 'Brantley' animal selection. A red arrow points to the 'Enter a single animal' radio button.

Other questions and incomplete entries

Some multi-entered entries will have additional questions you must answer or will require additional information before the entry is complete. In most cases, the on-screen instructions will provide the instructions and means to complete the questions and proceed with registration.

In those cases, you will see “blue” text, buttons and boxes.



Beyond that, there may be situations where you do not have the necessary information or for some other reason simply cannot proceed with your fair entries, or you may be unsure about the correct Class to enter. In these cases, contact your County Extension Staff - contact information can be found at www.extension.umn.edu/county

When ALL entries for ALL youth in the family are complete (and only then), proceed to submit your registration. For more information on this process, or for other assistance, please visit www.4-H.umn.edu/county-fair