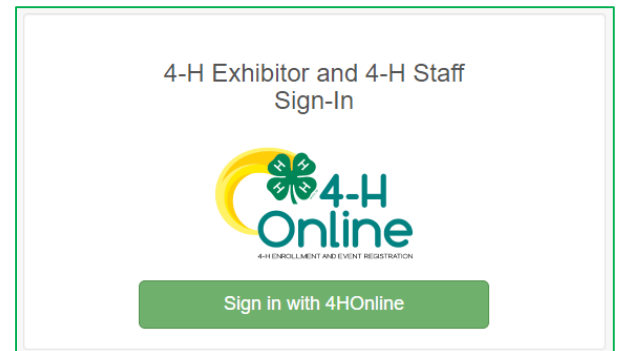


Shawnee County Fair Entry Instructions

Entries are due by 5:00 pm on July 1st.

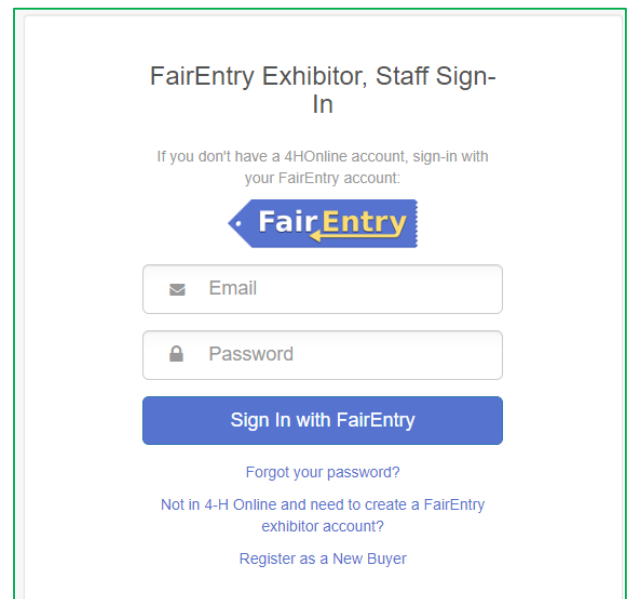
- ❖ Go to <http://shawneeks.fairentry.com/>
- ❖ **If you are a 4-H member entering in the fair, you MUST use 4-H Online to sign in.** Your entries are limited by the projects you were enrolled in by May 1, 2023, and if you do not use 4-H Online you will not have access to enter in 4-H classes.

- If you do not remember your password, you may have to reset it in 4-H Online and then navigate back to FairEntry. You can call the office at 785-232-0062 if you need assistance.



Use the above sign in screen if you are a 4-H exhibitor.

- **FFA members and Open Class Exhibitors** will need to use the FairEntry Exhibitor Sign-In. You will be able to access the classes that you are eligible to participate in. From here, your enrollment will proceed in the same manner as 4-H members with the exception that you will select “Create an Exhibitor from Scratch” on the “Register an Exhibitor” page.

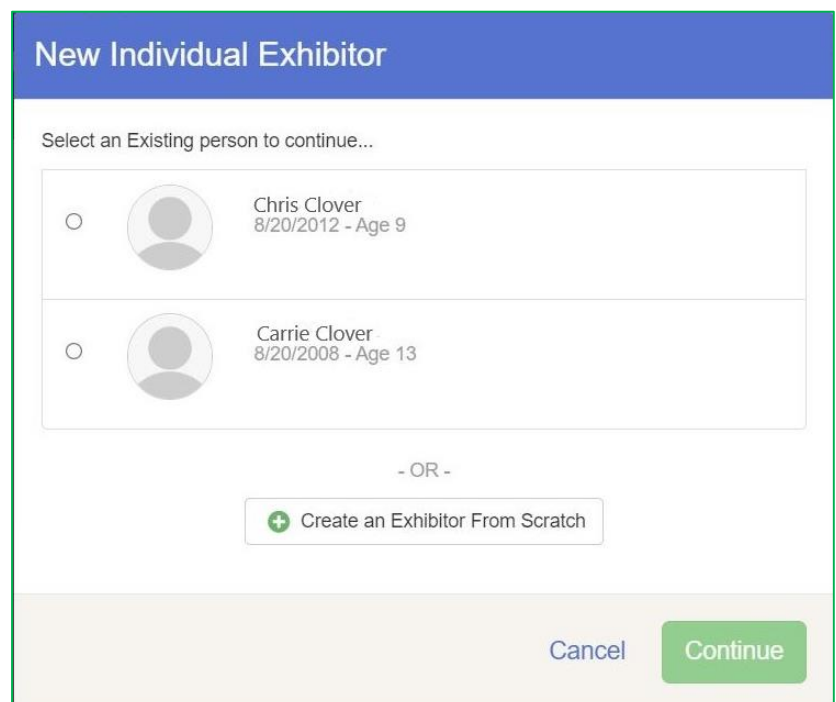


Use this selection if you are entering for FFA or Open Class

- ❖ Once you have logged in you will see this screen.
FairEntry processes entries as invoices, so you will want to select the green “Begin work on a new invoice” button. You can only work on one “invoice” at a time and will have to wait for office approval to start a new one once you have submitted your entries.



- ❖ The next step will be to register a new exhibitor and select from the Existing person list that will pop up. Please **do not** create an exhibitor from scratch if you are a 4-H exhibitor.



- ❖ On the next page you will be asked to confirm your contact info and address. If you have any 4-H livestock, you will have the option to submit the Livestock Buyer’s form here as well. You can also bring this to the Extension Office, but it **must** be turned in by the entry deadline, June 24th.

- Once you reach this screen select “Continue to Entries”

- ❖ To add an entry, you will have to select the department, section, and class. Complete rules and a listing of each section and class under a department can be found in the fairbook. 4-H members will also have to select a club. If you are enrolled in both a community club and a project club you will have to select the correct club for each entry.

- ❖ Once you reach this page, you can either add more projects to the current exhibitor or add another exhibitor. **If you are entering multiple exhibitors under one family, register them all before continuing to payment.** You

cannot add or edit entries when you have “invoices” that are pending office approval.

- ❖ This is the last page you will see. Once you have agreed to the Terms statement and hit submit you are entered pending office approval!

- ❖ 4-Hers and FFA members, entries are due by 5:00 pm July 1st. No late entries will be accepted.