

# 2023 Portage County Jr. Fair Class Entries

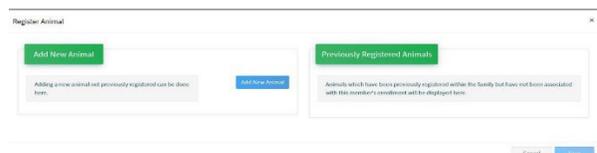
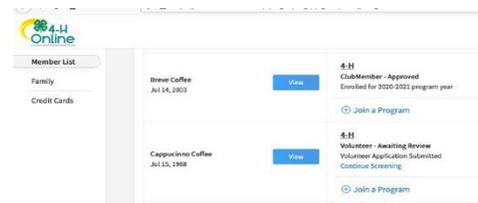
## Important Instructions

- This is a **TWO STEP PROCESS** for all animals in the Junior Fair.
  - **Step one** make Animal ID's in the 4-H online system by July 1<sup>st</sup> for Large Livestock and July 31<sup>st</sup> for Small Animals.
  - **Step two** is making a fair entry. All Jr. Fair Entries should be done by 11:59 pm August 1, 2023 for reports to be sent to your advisors. Actual deadline is Tuesday August 8<sup>th</sup> at 8:00pm. All Jr. Fair entries must be made through the website: [PCRandolphJrFair.fairentry.com](https://pcrandolphjrfair.fairentry.com)
- Recommended browsers: Google Chrome, Mozilla Firefox, or Safari. Internet Explorer and Microsoft Edge likely will not work.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- **Once you have submitted your entries, check your email inbox for a submission email with a list of your entries. You will receive a second email once the Jr Fair entries have been accepted and viewed by an administrator.**

## STEP 1- Creating Animal ID's

\*\*There are resources for each species/animal type available at: <https://portage.osu.edu/program-areas/4-h-youth-development/junior-fair>. These resources will give a key to what is required and needed before you start this process of creating an Animal ID.\*\*

1. Log in to your family account on the 4-H enrollment website v2.4honline.com.
2. Click to View the Member's record for whom you would like to add an animal.
3. Click Animals in the navigation pane on left side.
4. Click the blue Add An Animal button
5. Click Add New Animal to start adding a new animal.
6. Select the appropriate animal type from the drop-down menu.
7. Enter the required Tag, Tattoo, or Animal Name.

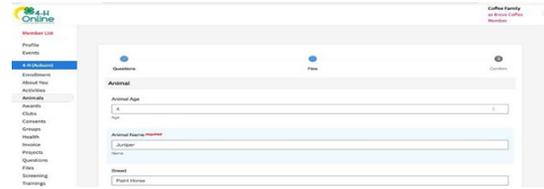


8. Click Continue.

9. Complete each of the required fields and optional fields as directed on the Animal ID help forms available at <https://portage.osu.edu/program-areas/4-h-youth-development/junior-fair>.

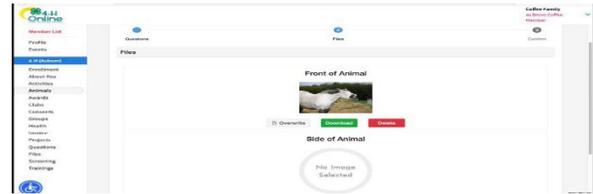
\*\* Please note that fields will vary by animal type.

10. Click the Next button at the bottom of the form.



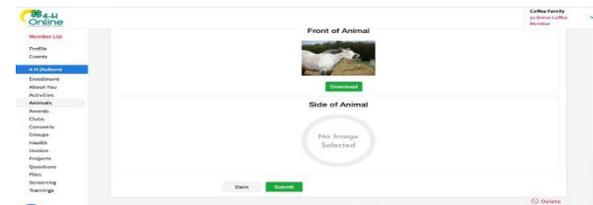
11. Upload any required or optional files for this animal.

12. Click the Next button



13. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections.

14. Once the entered information is correct and reviewed, click the Submit button.



15. Click on the Animals tab from your account at anytime to view the status for all of the animals for a member in the family.



16. Start back at step 4 for each animal you are eligible to exhibit at the fair. This means if you tagged in 3 hogs all 3 hogs must be listed in 4HOnline. If you have 6 fancy birds all 6 bird must be entered with ID and photos.

**\*\*The animals listed in 4-H online are the ones eligible to come to the fair BUT ALL FAIR rules of number exhibited must be followed when you make a FairEntry in STEP 2 below. This means exhibitors may enter 15 fancy birds into the 4HOnline system but may only make Fair Entries for the 10 animals allowed in Small Animals. Market livestock exhibitors may add in 3 hogs, 4 steers, and 2 lambs in 4HOnline because they were weighed in. The Market Livestock 2-1-1 rule is still in effect. Exhibitors will make a choice to enter both their primary project animals and then each exhibitor's two secondary single animals. Example: 2 hogs, 1 steer, and 1 lamb.**

17. In the 4HOnline system the animals MUST be approved before you can match them to your entry (which is a requirement!) This means you cannot complete animal ID and fair entries on the same day! An administrator must go into the system and approve each Animal ID before you can make your fair entry. Each Wednesday we plan to approve all animal ID's completed within the 4-H System.

# STEP 2- Starting Entries

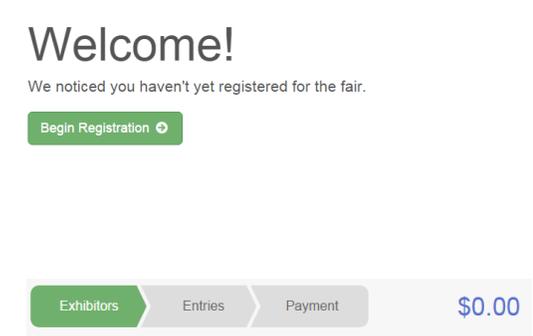
1. Go to PCRandolphJrFair.fairentry.com .
2. Click the green 4HOnline login button.



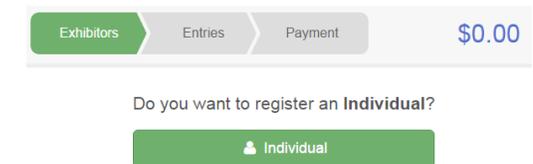
3. Enter your 4HOnline Email Address and password make sure the role is "Family"
4. Click the login button



5. Click "Begin Registration"



6. Click the "Individual" button.

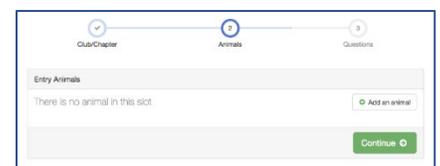
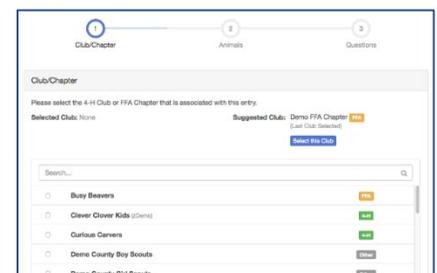
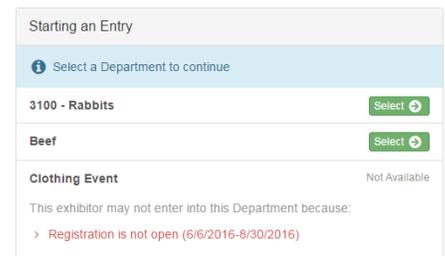
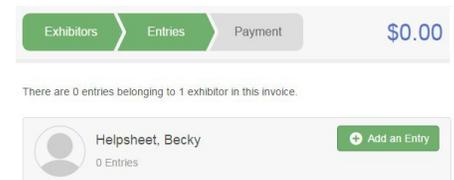


7. A Social Security Number is used for 1099 purposes and will be requested for all exhibitors. Social Security Numbers are fully encrypted and only the last 4 digits will be visible after the number has been saved.
8. If your committee asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions and click Continue.
9. If your committee requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files and click Continue.

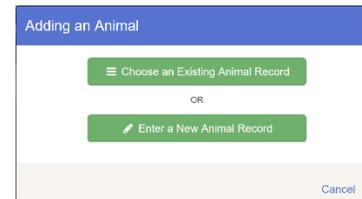
# Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 breeding rabbits, two entries into 2 different classes must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out (since we do not charge fees, you will have to check out, but nothing will be charged).

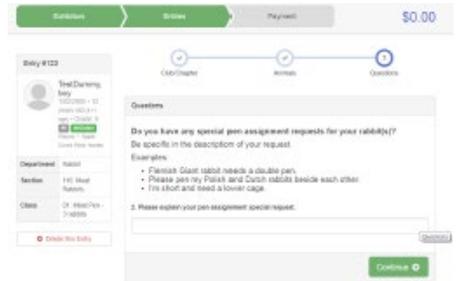
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).
2. Click “Select” beside the first department you wish to enter. Any departments that are not available for entry will be noted as “Not Available” with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, division, or class.
4. After you have selected the class, click the green Continue button.
5. Select the appropriate class.
6. Click Continue
7. Select a Club or Chapter for this entry.
8. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description.
9. If this is an animal class entry, you are required to specify the animal that will be exhibited in this class. Click “Add an animal”.
10. ***Please note*** that you are required to choose the animal you believe you will take to the fair. ***BUT*** if you added an animal to your animal ID in the 4HOnline system that is eligible for the fair you will be permitted to change animals at check-in of the fair.



11. Choose “Existing animal record” to attached the correct animal to your entry. Click on the correct animal’s radio button and then “continue”.



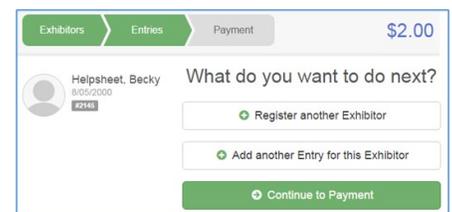
12. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



13. The Review screen allows you to double check this entry for accuracy and make any changes necessary. When the information is correct, click Continue and that class entry is ready to be submitted.

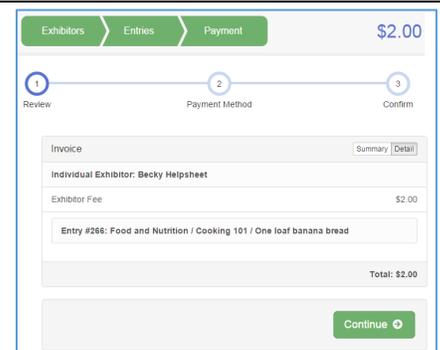
14. When each class entry is complete, you have 3 choices for what to do next:

- *If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family.*
- *If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor.*
- *If all entries for all exhibitors in the family have been completed, click Continue to Payment to finalize and submit your entries.*

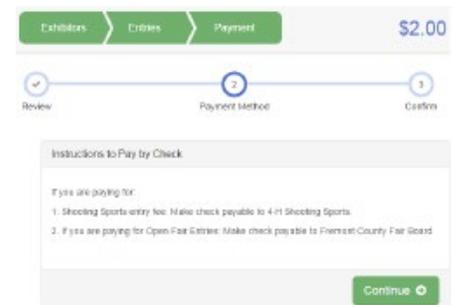


## Finalizing Entries

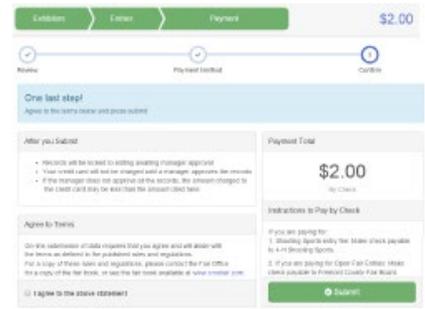
1. Review your entries for completeness and accuracy. Notice the Summary and Detail buttons at the top of the list on the right. If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.



2. Read the conditions on payment screen. NOTE: You will owe no money (no fees are charged) however, you must click Continue to the last “Confirm” step to submit your entries.



3. Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. After you click Submit, no changes are possible to these entries. Contact the Fair Office to make changes if needed.



4. Once you click submit – check your e-mail for a confirmation message listing your entries. If you don’t receive an e-mail confirmation OR if you notice any errors or anything that is incomplete or needs changed or fixed in any way – email Jr. Fair Coordinator Katrina Wise at [kwise@randolphfair.com](mailto:kwise@randolphfair.com) or 330.325.7476 to make the changes.

**It is recommended that all your entries are completed and submitted by August 1 so each committee can get reports to double check entries!**

**All Jr. Fair Entries are due in FairEntry.com by 8 pm on August 8th.**