

2024 Guernsey County Junior Fair Livestock Entry Instructions

Overview

- All 4-H and FFA youth **must** complete livestock entries in order to exhibit in the Guernsey County Junior Fair. **THIS IS NOT FOR OPEN CLASS ENTRIES.** This is a separate entry from the 4-H/FFA project enrollment due April 1 or any pre-fair tag requests made earlier this year. **This entry must be completed to enter your 4-H /FFA project animal in a class and reserve stall space for them.**
- Livestock entries must be submitted online in FairEntry (<http://guernseycountyjuniorfair.fairentry.com>) **before AUGUST 1st at 11:59 p.m., NO EXCEPTIONS.** You can use a computer or mobile device, but a computer is recommended. If you use a mobile device, use in landscape mode.
- Fair Entry will open July 17 for all entries.
- **Create ALL entries for ALL family members before proceeding to the payment section.** Please note: no payment is required, but you must complete the payment section of the entry process and **be sure to click the “Submit” button** to submit your entries. Double check that entries are correct before submitting your entries.
- **If you have questions, ask!** If you have questions, contact Michelle Fehr at the Extension Office at 740-489-5300 or via email at fehr.19@osu.edu. Questions will be answered during **regular business hours (M-F, 8:00 a.m.- 4:30 p.m.)**. If you are working on entries outside business hours, email your questions to fehr.19@osu.edu and they will be responded to in the order received.
- **DO NOT WAIT UNTIL THE LAST DAY TO START!**
- If you find an error on an entry, **email the correction needed to fehr.19@osu.edu by AUGUST 1st.**

General Tips

- **Each ANIMAL to be exhibited requires a separate entry**, with the following exceptions:
 - **Beef** - Exhibitors entering Beef Breeding Cow/Calf Pair or Beef Group classes will add multiple animals to the same entry.
 - **Dairy** - Exhibitors entering Special Classes will add multiple animals to the same entry.
 - **Equine** - Exhibitors will select all classes to be entered under one horse in the same entry. Exhibitors will select all of the classes for the animal on the right-hand side under “Lot”. Then, on the left-hand side, select the “Club” and “Add Animal” that correspond with the selected classes. Be sure “Enter a single animal” is selected. Repeat this process if entering an additional horse.
 - **Poultry** - Exhibitors only need to complete one entry per market pen, even for birds that exhibit in pens of 2 or 3. Exhibitors will enter “1” for all market pen tag #. Tag numbers will be updated at fair by staff after animals are identified during Poultry Check-in. If you have more than one pen, you will need to complete an entry for each pen.
 - **Rabbit** - Exhibitors only need to complete one entry per market pen of three. Exhibitors will enter “1” for all market pen tattoo #. Tattoo numbers will be updated by staff after animals are identified during Rabbit Tattooing in August. If you have more than one pen, you will need to complete an entry for each pen.
- **Each back-up animal requires a separate entry, except for horses.** If exhibitors have a back-up animal that may be selected to come to the fair, it must have an entry completed for it. An animal will not be eligible for exhibition if it is not entered by the August 1 deadline. **Youth are still limited to exhibit the number of animals permitted to show per class.**
 - **Breeding Animals** - Many class rules limit the number of entries per class by an exhibitor at fair. Exhibitors may enter an extra animal if they are uncertain which will be brought to fair to show.
 - **Market Animals** - For example, you can only exhibit two market goats, but you complete 3 market goat entries (*2 animals to exhibit + 1 back-up animal = 3 animals entries completed*).
 - **Equine** - **DO NOT COMPLETE AN ENTRY FOR YOUR BACK-UP HORSE.** Use of a back-up animal requires an approval process.
 - **Feeder Calves, Market Goats, and Swine** - Exhibitors within the same household who pre-registered all animals to the household are permitted to enter each animal under each exhibitor. (*For example, your household tagged five market hogs for two exhibitors. Each exhibitor can enter each of the five hogs. The specific hog(s) each exhibitor is showing will be designated before they cross the scale at fair weigh-in.*)
- **Bred & Owned class requires a separate entry.** If exhibitors want their market animal in a Bred & Owned class, they must enter their animal in that class in addition to a separate entry for the market class entry. Entries will be verified with designations made at pre-fair weigh-in, tagging, or tag pick-up earlier this year.
- Youth must enter themselves in their respective **Showmanship class** based on their age as of 1/1/24.

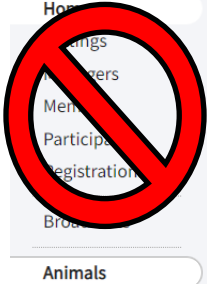
Common Mistakes to Avoid

DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE ENTRIES. IF YOU HAVE ISSUES OR YOUR ENTRIES ARE INCORRECT, YOU JEOPARDIZE THE OPPORTUNITY TO EXHIBIT AT THE FAIR.



4-H Members

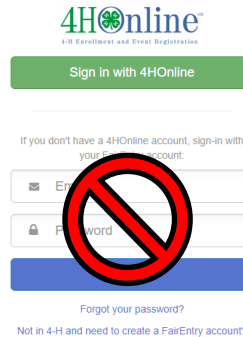
- **DO NOT** submit entries in the Animal Tab of 4-H Online.
- Fair Entry is a separate website that uses your 4HOnline log in information.
- 4-H Online Animal Tab Entries **WILL NOT** be accepted.



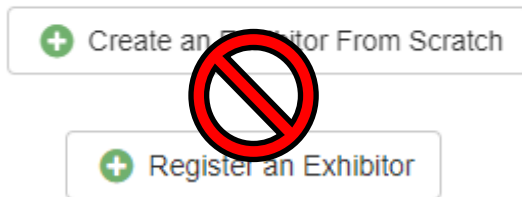
Exhibitor and Staff sign-in

4-H Members

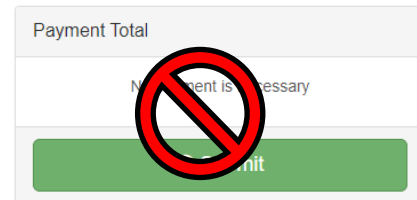
- **DO NOT** create a new Fair Entry account with a different e-mail than your 4HOnline e-mail. This will cause issues during the entry process because the system will not be able to match you with the projects you are enrolled in.



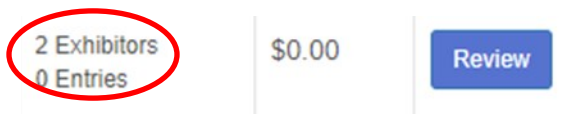
- **DO NOT** "Create an Exhibitor from Scratch" or "Register an Exhibitor" if the youth is enrolled in 4-H. All members of the family who are enrolled in 4-H should show up when you log in! **DO NOT** create a second profile for the same youth.



- **DO NOT** submit your family's invoice until entries have been added for all of your family members.



- **DO NOT** submit an invoice with no entries for the exhibitors in your family.



- **DO NOT** forget to enter back-up animals! Individual back ups need to be entered for the animal to be eligible for exhibition at the fair.
- This means exhibitors are permitted to complete an entry for more animals than they are permitted to exhibit. Animals must be entered to be eligible for exhibition. For example, you can only exhibit two market lambs, but you complete 3 market lamb entries (*2 animals to exhibit + 1 back-up animal = 3 animals entries completed*).
- **Exception:** Household back-ups (*Feeder Calves, Market Goats, Swine exhibitors*) need to be entered by each exhibitor sharing the back-up! Household back-up example on page 1.

- **DO NOT** create exhibitor profiles for Cloverbuds. They do not exhibit livestock at the fair.

- **DO NOT** enter your FFA projects through your 4-H Online account unless you select your respective FFA chapter name.

Before beginning the fair entry process, gather information you may need to enter for your animal. Information will vary by animal, but may include:

- Animal Date of Birth
- Animal Name
- Animal Sex
- Breed of Animal
- Guernsey County Fair Tag Number
- Microchip Number
- Official Registration Number or Tattoo
- Scrapie ID Tag (include Premise & Individual ID)

Visit

<http://guernseycountyjuniorfair.fairentry.com>

Recommended browsers:

Google Chrome or Mozilla Firefox.



2024 Guernsey County Junior Fair
Sep 9, 2024 - Sep 15, 2024

Sign in using these instructions:

4-H Members:

- Click on the green button “*Sign in with 4HOnline*”.
- You will complete entries with your 4HOnline login information (the same email/password you use to enroll in 4-H). **DO NOT CREATE A NEW ACCOUNT IN FAIR ENTRY WITH A DIFFERENT E-MAIL ADDRESS.**
- If you need to reset your password, you will need to do so in 4HOnline, not Fair Entry. It may take some time for you to receive the password reset e-mail.

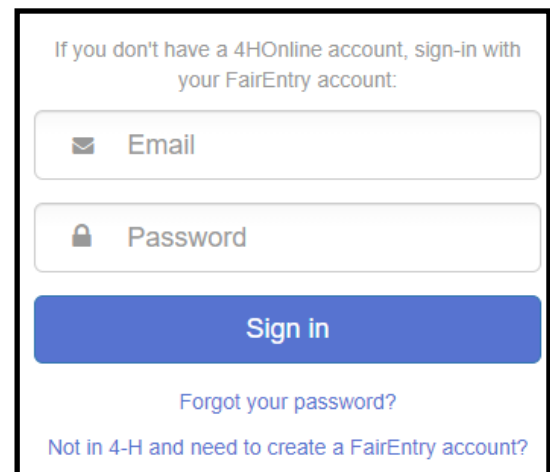
- **4-H Members**



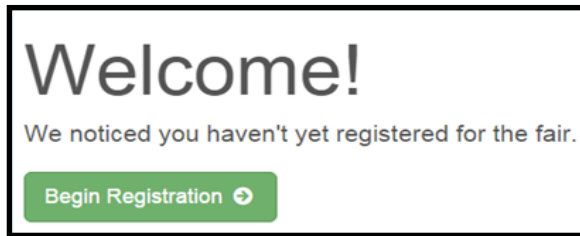
FFA Members:

- **FFA members also in 4-H:** Sign in using 4HOnline. Select your FFA chapter name when entering projects you have enrolled in through FFA.
- **FFA members who are not in 4-H, but have siblings in 4-H:** Sign in using 4HOnline - Click “Register an Exhibitor” for the FFA member and select your FFA chapter name.
- **FFA members who are NOT 4-H members:** FFA members not enrolled in 4-H will create a new FairEntry account. Click the FFA tab to select your chapter.

- **FFA members who are NOT 4-H members ONLY**

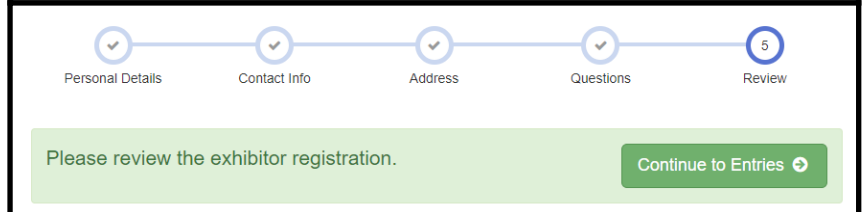
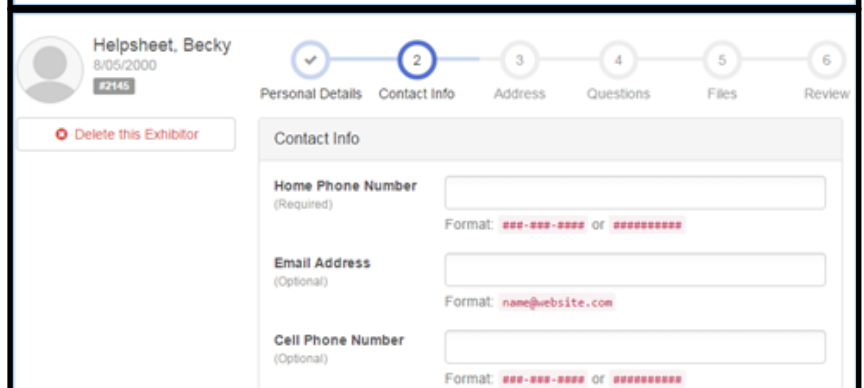
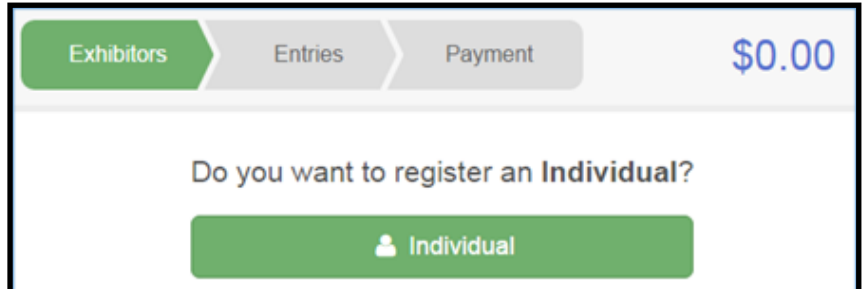


Click **“Begin Registration.”**



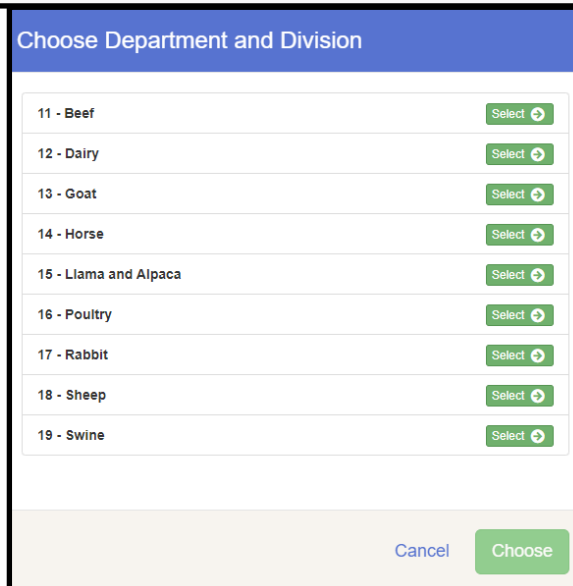
Enter/Review Exhibitor Information.

- Be sure to enter all required information for each exhibitor. If you are in 4-H, some information will populate from your 4HOnline profile. Click **“Individual”**, select the exhibitor name, click **“Continue”**.
- **IF YOU ARE TAKING A MARKET ANIMAL, DOUBLE CHECK YOUR ADDRESS - THIS IS WHERE YOUR SALE CHECK WILL BE SENT.**
- Review the exhibitor information. If any information is incorrect, click the green **“Edit”** button in the appropriate group to change it. When all information is correct, click **“Continue to Entries”**.
- **DO NOT CLICK “CONTINUE TO PAYMENT” AND SUBMIT YOUR INVOICE AT THIS POINT. YOU MUST HAVE ENTRIES.**



Create Entries.

- Review General Tips on the first page of this document.
- Click **“Add an Entry”** beside the correct exhibitor name.
- Click **“Select”** beside the department for the first entry. Click **“Choose”**.
- **“Select”** the Class and Lot. Click **“Continue”**. 4-H youth who are not enrolled in the correct 4-H project for a division will be notified and cannot enter the class. FFA entries will be checked for correct project after submission. Click **“Continue.”**
- **Be sure the animal date of birth matches the lot you select, when appropriate.**



- Select correct club/chapter for the entry. 4-H members will select their club listed in 4-H Online. “Click *Continue*.”
- You must specify which animal will be exhibited in this class; you will click “*Add an animal*”.
- Choose “Enter a New Animal Record” to add animal information.
- Fill in all of the fields with information about the animal. **BE SURE TO CORRECTLY ENTER BREED, DATE OF BIRTH, TAG INFORMATION, ETC.** Click “*Create and Add Animal*” when finished. If the animal information was entered incorrectly, you can click “*Remove From Entry*” or “*Edit Animal Details*”. Once information is accurate, click “*Continue*”.
- Some species may see additional information related to their species appear to read.
- Any questions related to an entry in this department may also appear. Read the questions carefully. Click “*Continue*” after answering those questions.

Progress bar: 1 Club/Chapter, 2 Animals, 3 Questions

Entry Animals

There is no animal in this slot

+ Add an animal

Continue →

Adding an Animal

☰ Choose an Existing Animal Record

OR

✎ Enter a New Animal Record

Cancel

Progress bar: 1 Club/Chapter, 2 Animals, 3 Questions

Entry Animals

+ Remove From Entry

✎ Edit Animal Details

Identifier (Tag)	44848
Animal Type	Goats, Meat (Weigh-in)
DNA Collected DNA (A/Sar-Ber)	
Retinal Image	
State Fair Retinal Images (State Fair)	
Tag	44848
<small>Animal ID: 4-H (6.e.06-123) or USDA</small>	

When a class entry is complete, you have three choices for next steps:

1. If this exhibitor has more entries to make, you can “**Add another Entry**” for this exhibitor.
2. If all entries have been completed for one exhibitor, you can “**Register another Exhibitor**” in the family. **DO NOT CONTINUE TO PAYMENT IF ALL EXHIBITORS DO NOT HAVE ENTRIES.**
3. If all entries for all exhibitors in the family are complete, **Continue to Payment** to finalize and submit your entries. **THERE ARE NO REQUIRED PAYMENTS.**

What do you want to do next?

For Chris Clover:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

→ Continue to Payment

Final Steps!

- 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.
- Once **ALL entries have been entered for exhibitors in your family**, click “Continue” to submit the invoice. It will read “A payment method is not necessary because your invoice total is \$0.00.” Click “Continue”.
- You must read and **Agree to Terms** in the lower right hand corner and click “Submit”. **You must click “Submit” to submit your entries for exhibition.**
- Families will receive an email from Fair Entry when entries are submitted.
- **Forward this e-mail to your 4-H Club Volunteer/FFA Chapter Advisor** so they know what livestock entries you have submitted.
- You can log back in at any time to review your submissions.
- Families may be contacted after August 1 if clarification is needed or questions arise about an entry after it is reviewed.
- If you need to submit additional entries after reviewing your confirmation email, log in to Fair Entry and select “Begin to work on a new invoice.” Additional entries can be submitted through the August 1st at 11:59 pm deadline.

Exhibitors **Entries** Payment \$2.00

1 2 3
Review Payment Method Confirm

Invoice Summary Detail

Individual Exhibitor: Becky Helpsheet

Exhibitor Fee \$2.00

Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread

Total: \$2.00

Continue →

Your Current Invoice

You do not have a current invoice.

Begin work on a new invoice