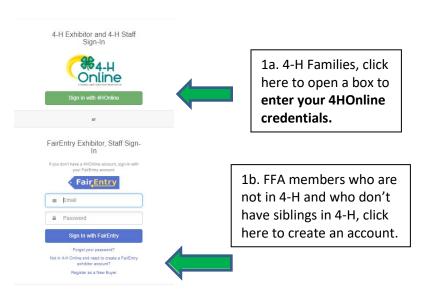
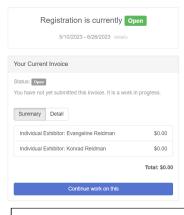
Entries for the Union County Junior Fair will be completed online using the Fair Entry platform.

- 4-H families: log in with 4-H Online credentials
- Members in both 4-H and FFA: 4-H Online family profile
- FFA siblings not in 4-H: add to the 4-H family
- FFA members, no 4-H siblings: create an account or use the Fair Entry account created in prior years.

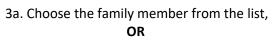
DO NOT "SUBMIT" YOUR ENTRIES UNTIL ALL FAMILY MEMBERS AND PROJECTS HAVE BEEN ENTERED!

Using Google Chrome or Mozilla Firefox, log in to http://UnionCountyFairOhio.fairentry.com
Do NOT USE INTERNET EXPLORER.

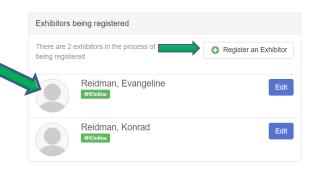




2. Click "Continue work on this" and a listing of Family Members will open.

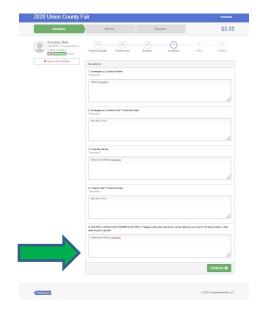


3b. add an FFA member to your family.



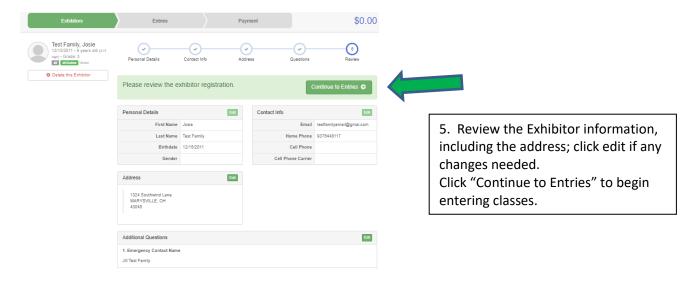
4. Provide parent and emergency contact information.

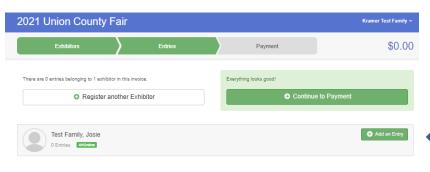
If a market livestock exhibitor, include parents' name(s) to be listed in sale program.



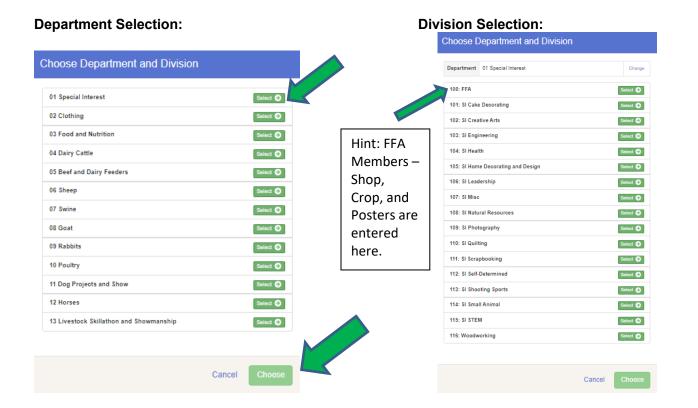




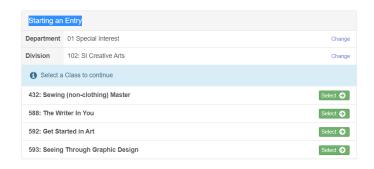


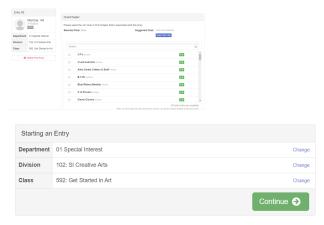


6. Click on "Add an Entry" next to the exhibitor's name to open the list of Departments. Department information can be found in the Jr. Fair Supplement.

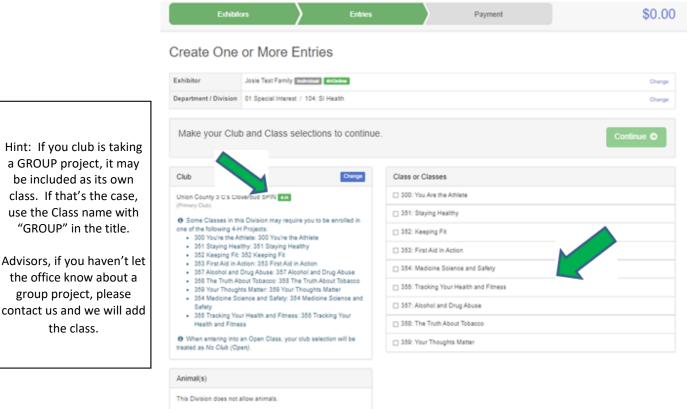


7. For each project you will be taking to the fair "select" your Department, and then your Division. Confirm your Department and Division on the next screen. If you've made an error, selecting "Change" will allow you to edit your selections. Click on "Choose" after making your initial Department and Division selection. Select your class and then click on "Continue."

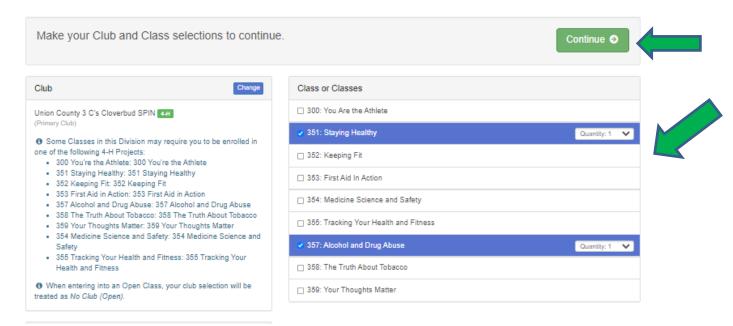




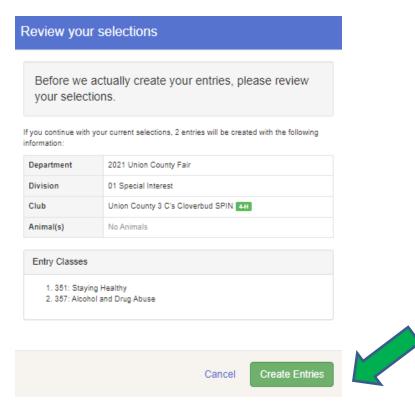
- 8. Select the club or FFA chapter that you are enrolled in for this project. If you are enrolled in more than one club, be sure the club name is correct for the project you are taking.
- 9. Click Continue at the bottom of the box to complete your entry. For Special Interest and Food and Nutrition Departments, you will be able to enter all of the classes within that division at the same time.

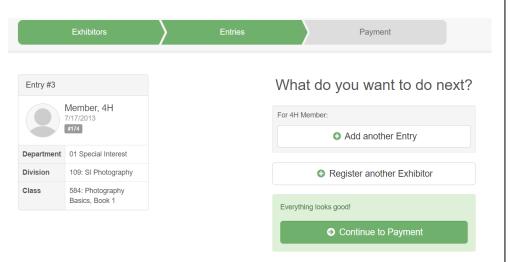


10. Select your classes and click "Continue". A screen will open showing all of your selections within that department.



11. Review your selections and click "Create Entries".





This screen shows the last entry made. At this point you can:

- a. Add additional entries in this department or another department. Click on "Add an Entry" and Repeat steps 7-9 until all projects entered.
- b. Register another exhibitor. Repeat steps 3-6 for each exhibitor followed by steps 7-9 for each entry.
- c. Select Exhibitors in the top left to return to your existing exhibitor list. Repeat steps 7-9 until all projects entered.

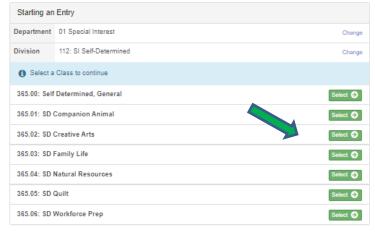
Special Project Notes:

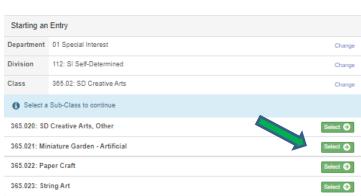
Clothing Projects



Exhibitors will be able to create only one entry at a time. Each entry must include a description of the item(s) the member will be taking to judging.

Self-Determined Projects



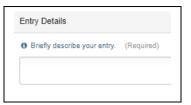


Self-Determined projects fall into broad categories. Choose the class that most closely matches the topic of your Self-Determined project.

This will open a Sub-Class selection. Choose the Idea Starter you are using, or the "Other" selection.

A Project description is required.





Livestock Exhibitors:

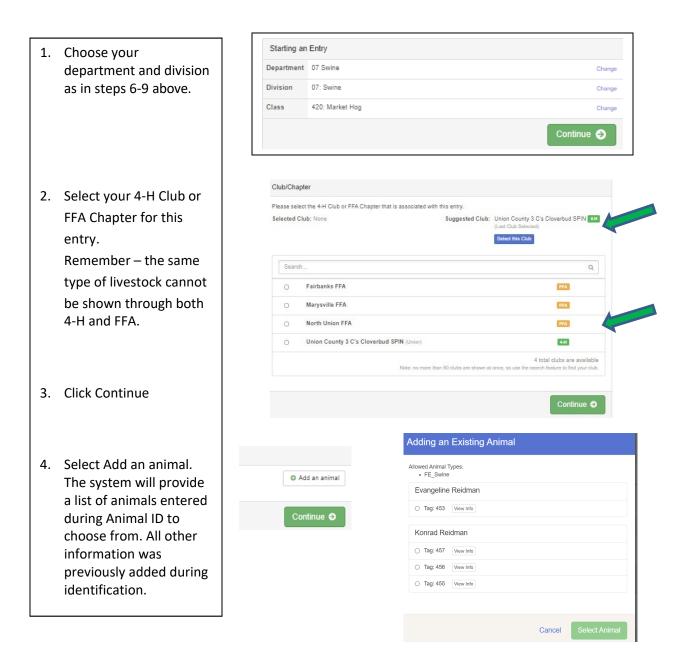
You will be including animal information with each of your livestock entries. The information requested will vary by specie. For large market animals, most information was entered as part of the online animal identification process (tag-in).

For other animals that do not complete tag-in, an animal name will work as the Identifier.

For pens of market birds and rabbits, feel free to simply use an animal name or "A, B, C, D" to identify each of the animals in the pen. Use a unique name for each bird or rabbit.

If you have tagged/identified more animals than can be shown and are not certain which animals you will be bringing, make your best guess as of now. This information can be edited by calling the office or at fair check-in.

Family Tag-In: Make your best guess now for which member will be showing each animal. This can be adjusted at check-in or by calling the office prior to the fair.

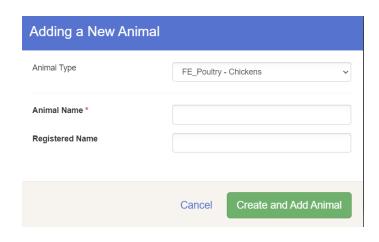


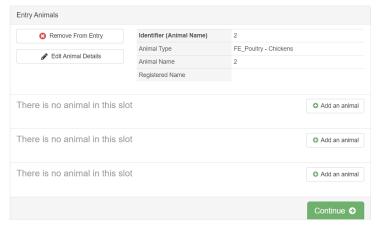




Pens of Rabbits and Poultry will require "names" for each animal in the pen. Use a unique name for each animal.

Click "continue" for a summary of animal information.

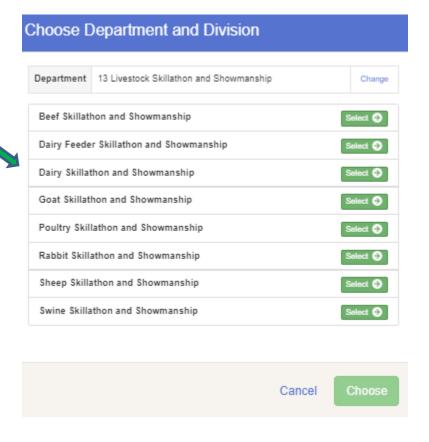




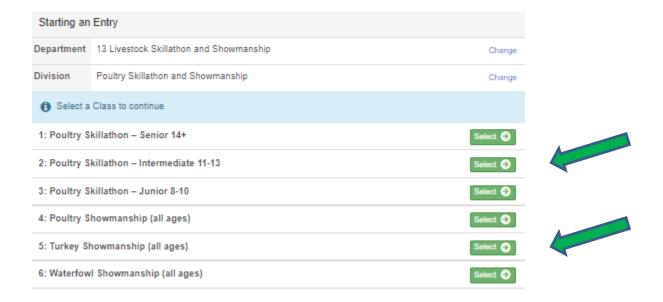
County Born And Bred Exhibitors: Animals eligible for County Born and Bred will each have 2 entries. After entering your market animal entry, complete a second entry into the County Born and Bred class the same way, selecting the appropriate animal from the drop down.

Livestock Showmanship and Skillathon:

For each specie that you are showing, please create an entry for Skillathon (by age) and Showmanship.



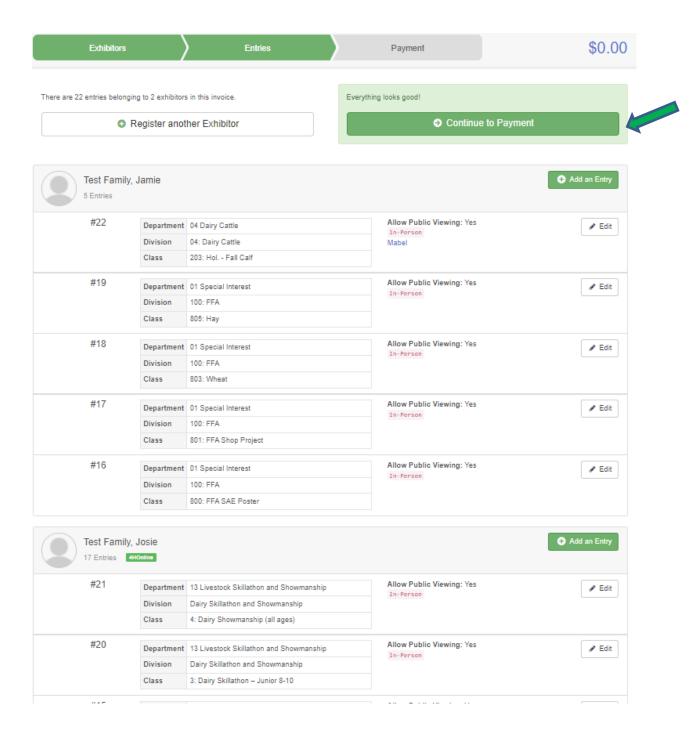
Select Department 13: Livestock Skillathon and Showmanship "Select" the specie(s) you are showing. "Select" the Skillathon class for your age group. Please select the class that reflects your age as of January 1. "Select" the showmanship class. Repeat for **each** specie you are showing. Remember: Exhibitors must complete the Skillathon to earn their premium.

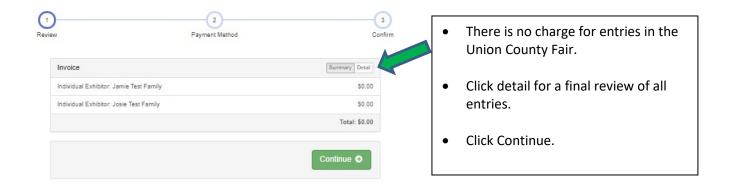


FINALIZING ENTRIES

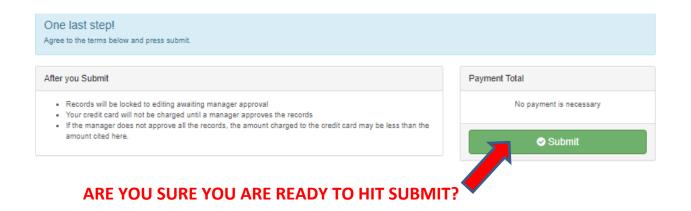
After completing your entries, you will come to a screen like this. If you have entered multiple family members, they will all appear here. Review the entries for each member.

- All projects entered? If not, choose "Add an entry" next to the Exhibitor.
- Entries for all family members complete? If not, choose "Register another Exhibitor"
- ALL entries for ALL family members included? If yes, click "Continue to Payment"





IF <u>ALL ENTRIES</u> AND <u>ALL FAMILY MEMBERS</u> ARE COMPLETE, CLICK SUBMIT. ONCE YOU HIT SUBMIT, YOU WILL NOT BE ABLE TO ADD OR EDIT ENTRIES, REGISTER ANOTHER EXHIBITOR, OR ADD FAMILY MEMBERS UNTIL THE OFFICE REVIEWS THE ENTRIES.



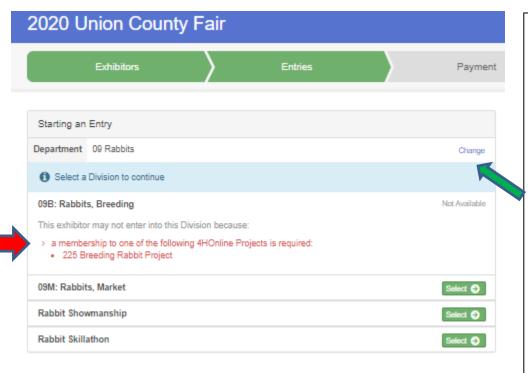
After submitting, you will see the final screen and will receive an email confirmation of submission. Entries will be approved by the staff and you will receive a final confirmation email of all accepted entries, or entries that need resubmitted.



If you have questions, please contact the office at 937-644-8117, email Kay at Kramer.578@osu.edu.

Common Questions and Concerns

Project enrollment error:



IF YOU RECEIVE THIS ERROR MESSAGE – PLEASE CALL THE OFFICE.

If you see this message, it means you are attempting to create an entry for a project you are not enrolled in. If you simply clicked the wrong button, using "Change" will allow you to go back and choose the appropriate division.

If that is not the situation, perhaps you enrolled in a Market Project and are attempting to enter a breeding animal. Please contact us for assistance if that is the situation.

Review/Complete Outstanding Records:



Complete the missing information – in this example, a description of a Self-Determined project.

