How to Enter Using Fair Entry

1. Watch this video to learn some basic tips: https://vimeo.com/209918998
2. Go to the entry website: https://fairentry.com/Fair/SignIn/19865
3. Sign in with the account you created last year or make a new account
   a. TIP - if you are entering multiple family/herd unit members, the account you use at this step should be used to enter *all* of these people.

   b.
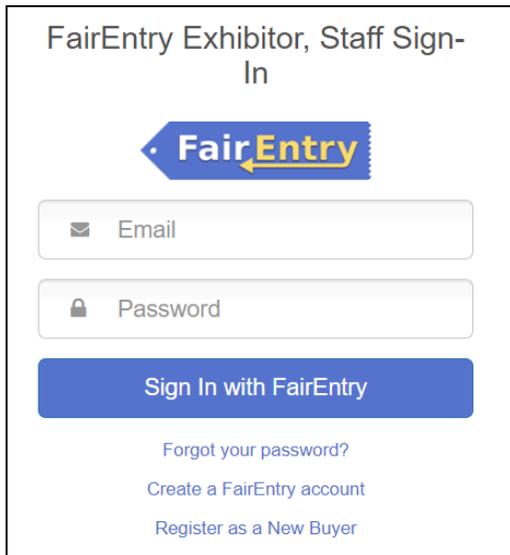
      FairEntry Exhibitor, Staff Sign-In

      FairEntry

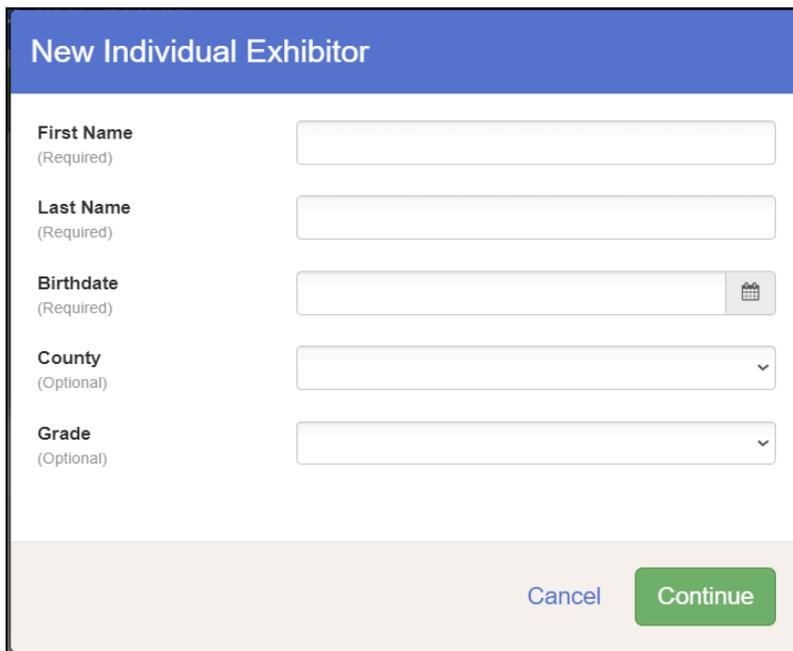   ✉ Email

      🔒 Password

      Sign In with FairEntry

      Forgot your password?

      Create a FairEntry account

      Register as a New Buyer

4. Click "Begin Registration"
5. Click "Individual"
6. Enter the information for your first individual

   a.

      New Individual Exhibitor

      First Name (Required)

      Last Name (Required)

      Birthdate (Required)

      County (Optional)

      Grade (Optional)

      Cancel   Continue

   b. We apologize that a birthdate is required for all exhibitors. That's a setting in the system we can't override.

      c. TIP - The information entered in this section should match the owner information on the registration paper.

          i.   First Name: John   Last Name: Doe

          ii.   First Name: John and Jane   Last Name: Doe

         iii.   First Name: John Doe, and Jane   Last Name: Smith

7. Click "Continue"

8. Enter contact information for this exhibitor

      a. TIP - it is <u>critical</u> that the phone number you enter for this exhibitor is the number that will be answered by the individual *during* the show. If this exhibitor won't be in attendance, especially during check-in, please enter the cell phone number of the exhibitor's representative.

9. Click "Continue"

10. Enter the address information for this exhibitor

11. Click "Continue"

12. Answer all questions for this exhibitor

      a. TIP - Stalling Request - please list any and all other exhibitors that you would like to be tied with. According to Rule 28 of the Premium Book:

          i.   Exhibitors are required to submit stalling requests with online entries no later than Sept. 4. Every effort will be made to locate two or more exhibitors in adjoining stall spaces provided a request is made via on-line registration program by Sept. 4. Requests made after Sept. 4 will not be honored.

         ii.   If adjustments need to be made to previously submitted stalling requests, email ewcashell@gmail.com. Phone calls and texts will not be honored.

      b. TIP - Herd Unit - Please ensure that you list *all* members of your Exhibitor Herd Unit, according to Rule 26 of the Premium Book.

      c. TIP - Check Payable To and Address - This information is essential if you want your premium check to go to a different individual than the information you entered in Steps 6-10.

13. Click "Continue"

14. Scroll to the top of the page and click "Continue to Entries"

      a.

<div style="border:2px solid #4a7c2f; padding:10px;">
<div style="background-color:#dff0d0; padding:20px; display:flex; justify-content:space-between; align-items:center;">
Please review the exhibitor registration.   **Continue to Entries ⊙**
</div>
</div>

15. Click "Add an Entry"

16. Pick a Department

Choose Department and Division

1 Premier National Junior Show	Select →
2 Open All-American Dairy Show	Select →
3 Youth Showmanship - Sunday, September 15, 2024	Select →
4 Invitational Youth Dairy Cattle Judging Contest	Select →
5 Junior Dairy Management Contest	Select →
6 Sunday Night Chicken BBQ Dinner	Select →

Cancel   Choose

a.

17. When selecting either the Premier National Junior Show or Open All-American Dairy Show departments

a. Pick a breed

i.

b. Pick a class

i.

c. Add an animal by clicking the "Add an Animal" button

Entry Animals

There is no animal in this slot   ⊕ Add an animal

Continue ➡

i.

d. Pick "Choose an Existing Animal Record" if you've entered this animal previously (i.e. entered in the junior show and now you're entering in the open show). Pick "Enter a New Animal Record" if this is the first time you're entering the animal.

Adding an Animal

☰ Choose an Existing Animal Record

OR

✏ Enter a New Animal Record

Cancel

i.

e. Fill in all required animal information
   i. TIP - Please enter information exactly as it appears on the registration paper.
   ii. TIP - If this animal qualifies as Bred and Owned, please check the "Home Raised" box.
      1. We apologize that the terminology of this box isn't more clear. That's a default setting of the program that we can't override.

Adding a New Animal

Animal Type	Dairy Cattle ▾

Animal Name *
Enter the animal's barn name. This is the animal identifier for exhibitor use only

Registered Name *
Registered name must match registration certificate

Birthdate *

Breed *

Registration Number *

RFID Number *

Sire Name *

Dam Name *

Owner Name *

Owned Or Leased *
- ○ Owned
- ○ Leased

Breeder Name *

Home Raised
Check the box if the animal is bred and owned.
☐

Cancel   **Create and Add Animal**

    iii.

    iv.   Click "Create and Add Animal"

f.   Review the animal information you entered

  i.

  ii. If edits need made, click "Edit Animal Details"

  iii. If everything looks good, click "Continue"

 g. More entries to do?

  i.

  ii. Click "Add another Entry" if you have more animals or contests to enter for the *same* exhibitor

  iii. Click "Register another Exhibitor" if you need to add another person and their entries to your Herd Unit

  iv. Click "Continue to Payment" if all entries for all exhibitors in your Herd Unit are complete

18. **When selecting Open All-American Dairy Show - GROUP CLASSES**

   a. Pick a breed

   Choose Department and Division

Department	1 Premier National Junior Show	Change
100: PNJS Ayrshire		Select →
200: PNJS Brown Swiss		Select →
300: PNJS Guernsey		Select →
400: PNJS Holstein		Select →
500: PNJS Jersey		Select →
600: PNJS Milking Shorthorn		Select →
700: PNJS Red & White		Select →

   Cancel   Choose

   i.

   b. Pick a class

Department	1 Premier National Junior Show	Change
Division	400: PNJS Holstein	Change

   ℹ Select a Class to continue

 | | |
   |---|---|
   | 401: Spring Heifer Calf - Born on or after 3/1/24 and at least 4 months old on show date | Select → |
   | 402: Winter Heifer Calf - Born 12/1/23 to 2/29/24 | Select → |
   | 403: Fall Heifer Calf - Born 9/1/23 to 11/30/23 | Select → |
   | 404: Summer Yearling Heifer - Born 6/1/23 to 8/31/23 | Select → |
   | 405: Spring Yearling Heifer - Born 3/1/23 to 5/31/23 | Select → |
   | 406: Winter Yearling Heifer - Born 12/1/22 to 2/28/23 | Select → |
   | 407: Fall Yearling Heifer (not in milk) - Born 9/1/22 to 11/30/22 | Select → |
   | 412: Milking Yearling Heifer - Born on or after 9/1/22 | Select → |

   i.

c. Click "Add an Animal"

    i.
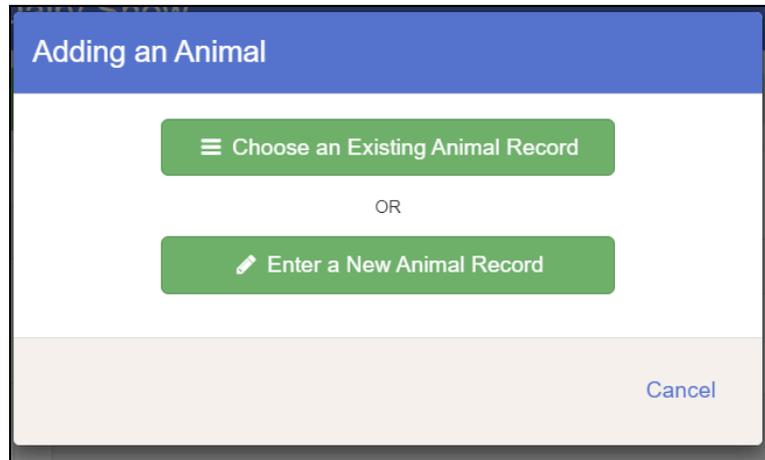
d. Click "Enter a New Animal Record"

    i.

e. Select "Group Class Entry" from the drop-down
    i.   Enter the class name as the Animal Name
        1. Junior Best Three
    ii. Enter the exhibitor name as the Owner Name
        1. If exhibiting as an Exhibitor Herd Unit per Rule 26 in the Premium Book
            a. My Jersey Farm
        2. If exhibiting as an individual exhibitor
            a. John Doe

f. Click "Create and Add Animal"

Adding a New Animal

Animal Type

Group Class Entry

Animal Name *
Enter the group class name

Owner Name *
Enter Exhibitor's Name

Dam Name
Required for Produce, and Dam and Daughter

Cancel   Create and Add Animal

      i.

  g. Review the animal information you entered

      i.   If edits need made, click "Edit Animal Details"

      ii.   If everything looks good, click "Continue"

  h. More entries to do?

      i.   Click "Add another Entry" if you have more animals or contests to enter for the *same* exhibitor

      ii.   Click "Register another Exhibitor" if you need to add another person and their entries to your Herd Unit

      iii.   Click "Continue to Payment" if all entries for all exhibitors in your Herd Unit are complete

19. **When selecting Youth Showmanship**

a.

Choose Department and Division

1 Premier National Junior Show	Select ➡
2 Open All-American Dairy Show	Select ➡
3 Youth Showmanship - Sunday, September 15, 2024	Select ➡
4 Invitational Youth Dairy Cattle Judging Contest	Select ➡
5 Junior Dairy Management Contest	Select ➡
6 Sunday Night Chicken BBQ Dinner	Select ➡

Cancel   Choose

b. Pick which age division the youth qualifies for

i.

Starting an Entry

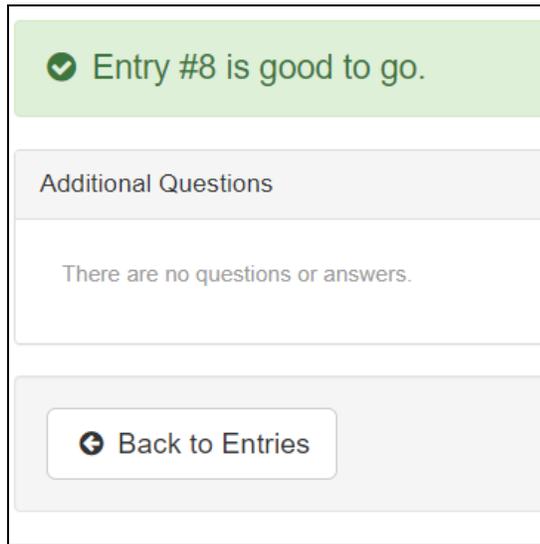|		
Department	3 Youth Showmanship - Sunday, September 15, 2024	Change
Division	1: Youth Showmanship	Change
ℹ️ Select a Class to continue		
1: Junior 8-11 - As of 9/15/2024		Select ➡
2: Intermediate, Age 12-15 - Age as of show day 9/15/2024		Select ➡
3: Senior, Age 16-21 - Age as of show day 9/15/2024		Select ➡

c. Click "Continue"

i.

Starting an Entry

Department	3 Youth Showmanship - Sunday, September 15, 2024	Change
Division	1: Youth Showmanship	Change
Class	2: Intermediate, Age 12-15 - Age as of show day 9/15/2024	Change
		Continue ➡

d. Click "Back to Entries"

i.

e. More entries to do?

    i. Click "Add another Entry" if you have more animals or contests to enter for the same exhibitor

    ii. Click "Register another Exhibitor" if you need to add another person and their entries to your Herd Unit

    iii. Click "Continue to Payment" if all entries for all exhibitors in your Herd Unit are complete

20. **When selecting Invitational Youth Dairy Cattle Judging Contest or Junior Dairy Management Contest**

Choose Department and Division

1 Premier National Junior Show	Select ➡
2 Open All-American Dairy Show	Select ➡
3 Youth Showmanship - Sunday, September 15, 2024	Select ➡
4 Invitational Youth Dairy Cattle Judging Contest	Select ➡
5 Junior Dairy Management Contest	Select ➡
6 Sunday Night Chicken BBQ Dinner	Select ➡

Cancel   Choose

a.

b. Pick the class the exhibitor qualifies for

Starting an Entry

Department	4 Invitational Youth Dairy Cattle Judging Contest	Change
Division	1: Cattle Judging	Change

ℹ Select a Class to continue

1: 4-H	Select ➡
2: FFA	Select ➡
3: Two Year Junior College	Select ➡
4: Collegiate	Select ➡
5: Collegiate B	Select ➡

i.

c. Click "Continue"

Starting an Entry		
Department	4 Invitational Youth Dairy Cattle Judging Contest	Change
Division	1: Cattle Judging	Change
Class	2: FFA	Change
		Continue →

    i.

d. Click "Back to Entries"

✔ Entry #8 is good to go.

Additional Questions

There are no questions or answers.

← Back to Entries

    i.

e. More entries to do?

    i. Click "Add another Entry" if you have more animals or contests to enter for the same exhibitor

    ii. Click "Register another Exhibitor" if you need to add another person and their entries to your Herd Unit

    iii. Click "Continue to Payment" if all entries for all exhibitors in your Herd Unit are complete

21. **When selecting Sunday Night Chicken BBQ Dinner**

a.

b. Check the "Kauffman's Chicken BBQ" box

    i. Use the drop-down menu to select your quantity

        1. TIP - if you need more than 10, simply go through these steps a second, third, etc. time.

    ii. Click "Continue"

    iii.

c. Click "Create Entries"

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 5 entries will be created with the following information:

Department	6 Sunday Night Chicken BBQ Dinner
Division	1: Pre-sale Tickets
Club	No Club (Open Entry)
Animal(s)	No Animals

Entry Classes

1. 1: Kauffman's Chicken BBQ
2. 1: Kauffman's Chicken BBQ
3. 1: Kauffman's Chicken BBQ
4. 1: Kauffman's Chicken BBQ
5. 1: Kauffman's Chicken BBQ

Cancel   Create Entries

      i.

  d. More entries to do?

      i.   Click "Add another Entry" if you have more animals or contests to enter for the same exhibitor

      ii.   Click "Register another Exhibitor" if you need to add another person and their entries to your Herd Unit

      iii. Click "Continue to Payment" if all entries for all exhibitors in your Herd Unit are complete

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22. **When clicking "Register another Exhibitor"**

  a. You will be guided through the same steps as Steps 5-16 above

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23. **When selecting "Continue to Payment"**
    a. You will be show a summary page with all your exhibitor(s) and entrie(s)
    b. Please review carefully and edit as needed
    c. Click Continue
    d. Click "Add a Credit Card"

    i.
Your Credit Cards	+ Add a Credit Card

    e. Follow the prompts to complete your payment