

Exhibitor Group (Family) Entry

Important Reminders

- Pre-registered entries may be entered from September 22nd until noon on September 29th. Be sure to complete your entries (including the final "Submit" step) prior to the cut-off date. Entries that are not made by the cut-off date may be made in person on Sunday, October 1st from 1pm until 4pm at the Community Building at the Palladium.
- Register all entries for each exhibitor in the family before proceeding to the Payment section. THE COOSA VALLEY FAIR DOES NOT CHARGE TO PLACE AN ENTRY IN THE FAIR. YOUR INVOICE AMOUNT WILL BE \$0.00.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries.
- You will receive a second email when your entries have been approved by your fair.

- You may access the registration system by going to <https://coosavalleyfair.fairentry.com>.

- Some fairs that use FairEntry are integrated with 4-H Online, but the Coosa Valley Fair is not. Ignore the reference to 4-H Online.

4-H Exhibitor and 4-H Staff
Sign-In



Sign in with 4HOnline

- This will be your first year to register with FairEntry, so you will need to create an account. Select Create a New Account at the bottom of the screen and follow the instructions to create your account.

FairEntry Exhibitor, Staff Sign-In

If you don't have a 4HOnline account, sign-in with your FairEntry account:



Email

Password

Sign In with FairEntry

[Forgot your password?](#)

[Not in 4-H Online and need to create a FairEntry exhibitor account?](#)

- Click "Begin Registration"

Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#)

Step One – Entering Exhibitor Information

- The Coosa Valley Fair is configured to only accept individual entries. Click on Individual to begin the registration process.

Exhibitors Entries Payment **\$0.00**

Do you want to register an Individual?

[Individual](#)

- Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair.

New Individual Exhibitor

First Name (Required)

Last Name (Required)

Date of Birth (Required)

Gender (Required)

The form is incomplete [Cancel](#) [Continue](#)

3. (If you entered/spelled something incorrectly on the previous screen, you have the option to *Delete this Exhibitor on this screen.*) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

4. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly. The mailing address is required, but the message that it will be used to mail premium checks is incorrect. Premium checks will be picked up on the Sunday following the close of the fair.

5. If your fair asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions, and click Continue.

6. 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.

Step Two - Creating Entries for Exhibitors

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 photographs, two entries into the photography class must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

Exhibitors Entries Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Helpsheet, Becky 0 Entries Add an Entry

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 Choose button.

Choose Department and Division

Department	Horse	Change
Division	312: Horse Showmanship	Change

Cancel Choose

1. Select the appropriate class.
2. Click Continue

3. Follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

4. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.

Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

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. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

The screenshot displays the 'Payment' step of the submission process. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment', with 'Payment' being the active tab. To the right of these tabs, the amount '\$2.00' is displayed. Below the tabs is a progress bar with three numbered steps: 1 (Review), 2 (Payment Method), and 3 (Confirm). Step 1 is currently active. The main content area shows an 'Invoice' section with a 'Summary' button and a 'Detail' button. The invoice details include: 'Individual Exhibitor: Becky Helpsheet', 'Exhibitor Fee: \$2.00', and a list of entries: 'Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread'. At the bottom right of the invoice section, it says 'Total: \$2.00'. A green 'Continue' button with a right arrow is located at the bottom right of the form.