

Exhibitor Group (Family) Entry

Important Reminders

- Pre-registered entries may be entered from September 12th until 5pm on September 26th. **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, September 28th, 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. If you do not receive a confirmation email your entries were not submitted. If this happens, return to your entry and enter "Submit".
- You will receive a second email when your entries have been approved by the 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



1. If you have registered for a Fair with FairEntry before, enter your login information.
2. If you have not registered with FairEntry before, select **Create a New Account**. Follow the instructions to create your account.
3. If you do not remember the email address you used to register last year, email us at entries@coosavalleyfair.com and we will get back to you as quickly as possible with your email address, which you may use to have FairEntry reset your password.

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?](#)

4. Click **“Begin Registration”**

Welcome!

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

Begin Registration

Step One – Entering Exhibitor Information

1. 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

2. Enter the exhibitor information into the required fields. Some information, such as Grade and School, are optional but requested for students. **If a field is optional and it does not apply to you, leave it blank.** When you are asked for your birthdate, either click on the calendar to find your birthdate, or input it in the format mm/dd/yyyy. It is important to put the slashes in.

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. For students entered in Fine Arts as a group by their teacher, this can be the school 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. Any additional questions will be asked in 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.

The screenshot shows a registration review interface for an exhibitor named 'Helpsheet, Becky' with ID '82162'. At the top, a progress bar indicates the current step is 'Review', with previous steps 'Personal Details', 'Contact Info', 'Address', 'Questions', and 'Files' completed. A 'Delete this Exhibitor' button is visible on the left. The main message says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. Below are two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The 'Personal Details' section contains: First Name: Becky, Last Name: Helpsheet, Date of Birth: 8/05/2000, Gender: Female. The 'Contact Info' section contains: Email, Home Phone: 555-123-4444, Cell Phone, and Cell Phone Carrier.



Step Two - Creating Entries for Exhibitors

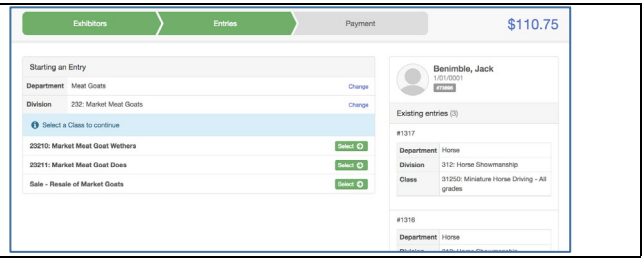
Each exhibitor can have multiple entries. One entry must be made for each item, class, etc. For example, if an exhibitor is bringing 2 pieces of art, two entries into the proper class must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (remember that fees are not charged for entries, but you must go through the check-out step).

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

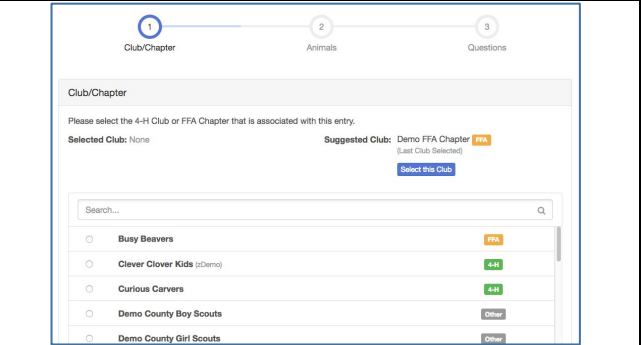
2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice 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 Choose button.



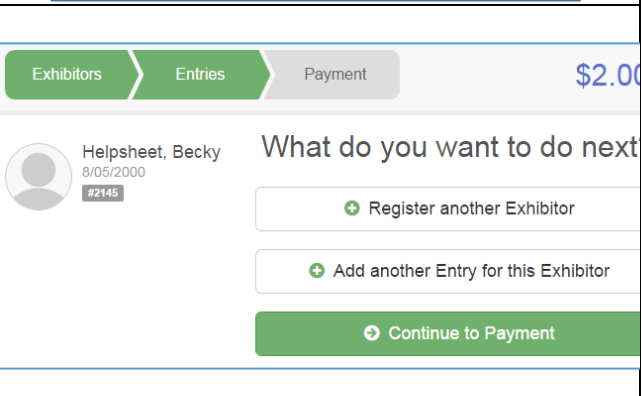
1. Select the appropriate class.
2. Click Continue



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. If you do not Submit your entries and receive an email confirmation you are not registered!**

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.**

Exhibitors > Entries > Payment \$2.00

1 Review 2 Payment Method 3 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](#)

