FairEntry Registration Instructions

- Google Chrome or Mozilla Firefox are the recommended browsers
- Register all entries for each exhibitor in the FAMILY before proceeding to the PAYMENT section
- Be sure 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
- **YOU WILL NOT BE ABLE TO ACCESS YOUR ACCOUNT AGAIN UNTIL YOUR PREVIOUS ENTRIES ARE APPROVED BY THE EXTENSION OFFICE. – Contact us for any changes and questions.**

READ ALL THIS INFO PRIOR TO STARTING! Step #1 is on the next page.

REGISTRATION OPENS: May 22 @ 8:00am / **REGISTRATION CLOSES:** June 23 @ 4:30pm

Horse Show documents can be found online @ https://tinyurl.com/MC4-HorseShow

If you need additional assistance with your exhibit registrations please contact our office Monday - Friday 8:00 am - 4:30 pm @ (701) 628-2835, by email @ heather.tomlinson@ndsu.edu, or schedule an in-person training.

HORSE SHOW AGE DIVISIONS

Cloverbuds (ages 5-7), Junior (ages 8-11), Intermediate (ages 12-14), and Senior (ages 15-18).

Make sure you entering your youth in the correct age division for each exhibit. Remember that this age is determine as of September 1, 2022

NORTH DAKOTA STATE FAIR – IMPORTANT - Do you wish to advance to the ND State Fair?

For qualifying classes **WITHIN** Mountrail County - You must complete the ND State Fair Horse entry form and submit to the Mountrail County 4-H office the day of the event. Forms available at event.

For qualifying classes **OUTSIDE** Mountrail County - You must complete the ND State Fair Horse entry form at your qualifying location, acquire a signature from those running the show, and submit the form to the Mountrail County 4-H office the following business day after the event.

Event Follows NDSU 4-H Horse Show Rule & Judging Guide (GBH092)

Located at: https://tinyurl.com/4H-HorseShowRules

** Helmets Required – Some will be available at event **

FAIRENTRY QUICK GUIDE

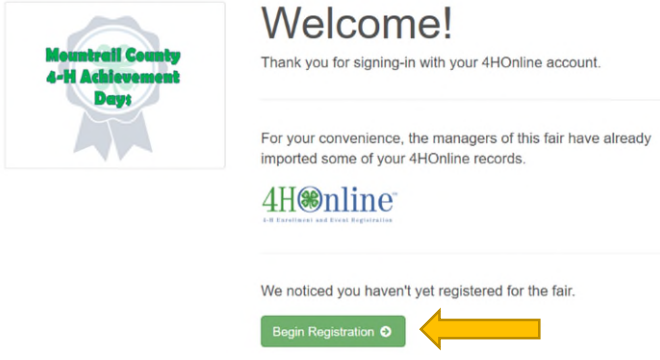| **Steps 1-9:** Log-In & Account Set-Up	**Steps 10-19:** Horse Exhibit Registration
Steps 20-24: Check-Out & Submission Process	
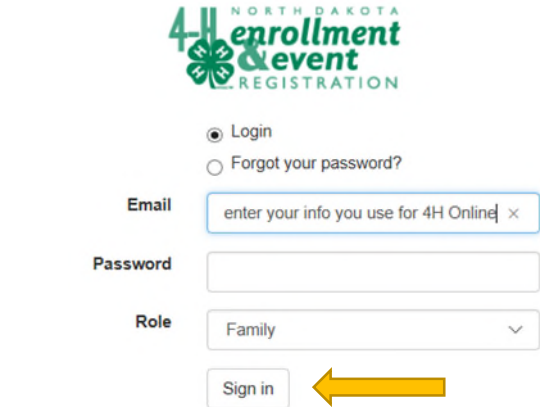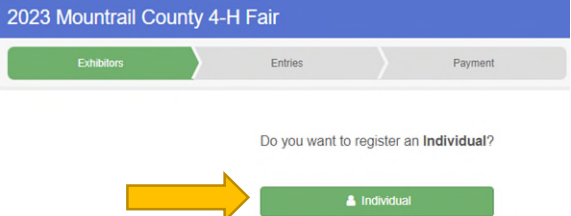
STEPS TO ENTER EXHIBITS ON FAIRENTRY

Please carefully following the words AND photos to properly register

General Log-In & Account Setup (Steps 1-9)

1	**Go to the following website:** http://mountrail-county-nd.fairentry.com/ This is the same website you will use for Achievement Days – so some of the notes on the initial screen will not be valid for the Open Horse Show.	**2023 Mountrail County 4-H Fair** Registration is currently Open Registration dates: 5/9/2023 - 6/26/2023 Exceptions may apply View Details **2023 Achievement Days & Horse Show** **Registration Opens:** May 22 **Registration Closes:** June 26 (June 23 for Horse Show) ** All registrations must be done in FairEntry - No paper forms accepted ** All Achievement Days documents can be found online @ https://tinyurl.com/MC4HAchievementDays All Horse Show documents can be found online @ https://tinyurl.com/MC4-HorseShow If you need additional assistance with your exhibit registrations please contact our office Monday - Friday 8:00 am - 4:30 pm @ (701) 628-2835, by email @ heather.tomlinson@ndsu.edu, or schedule an in person training.
2	Click "**Sign in with 4HOnline**"	Exhibitor and Staff sign-in **4HOnline** Sign in with 4HOnline
3	Enter your 4HOnline credentials and click "**Login**". *use your family account that you enrolled on 4-H Online with* (If you forgot your password, you may click on "I forgot my password to have a new one sent to you. If you are unsure of your email that was used, please contact the Mountrail County Extension Office.)	NORTH DAKOTA 4-H **enrollment & event** REGISTRATION ● Login ○ Forgot your password? **Email** — enter your info you use for 4H Online × **Password** **Role** — Family Sign in
4	Welcome! Page Click "**Begin Registration**"	**Welcome!** Thank you for signing-in with your 4HOnline account. For your convenience, the managers of this fair have already imported some of your 4HOnline records. **4HOnline** We noticed you haven't yet registered for the fair. Begin Registration ⊙
5	Click "**Individual**"	**2023 Mountrail County 4-H Fair** Exhibitors — Entries — Payment Do you want to register an **Individual**? ⛊ Individual

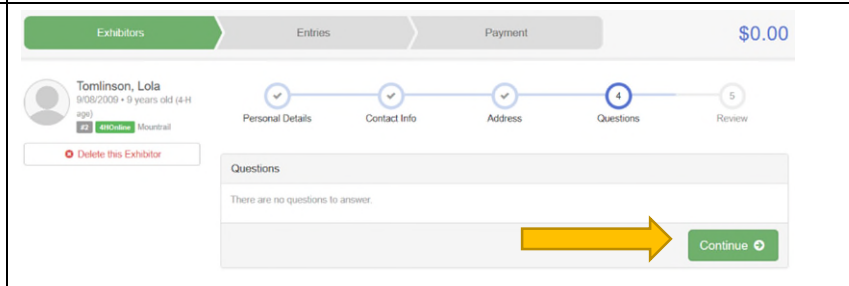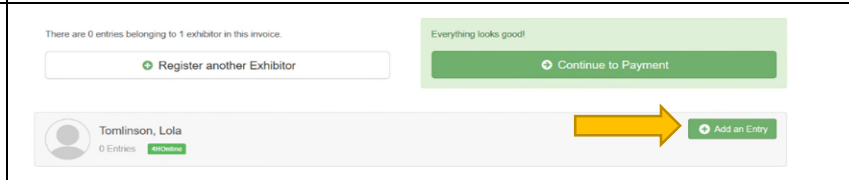|		
6	You will see the list of family members already registered thru 4-H Online. Naturally, when you first start there may not be any. Select which youth you would like to enter entries for. Click "**Continue**". <mark>**DO NOT**</mark> select "Create an Exhibitor from Scratch". If your youth is not listed, please contact our office. It typically means they were not enrolled for the current 4-H year and by the May 1st deadline. Contact us at (701) 628-2835 if your youth is missing.	**New Individual Exhibitor** Select an Existing person to continue... ○ Smith, John 1/19/2016 - Age 7 ○ **Smith, Molly** 9/08/2009 - Age 13 - OR - ⊕ Create an Exhibitor From Scratch Cancel Continue
7	At this time, there are no questions to answer, click "**Continue**".	Exhibitors Entries Payment $0.00 Tomlinson, Lola 9/08/2009 • 9 years old (4-H age) #2 4HOnline Mountrail Personal Details — Contact Info — Address — Questions — Review ❌ Delete this Exhibitor Questions There are no questions to answer. Continue ⊙
8	**Double Check Your Info:**	When you are finished reviewing, click "**Continue to Entries**".
9	Click "**Add an Entry**" for the corresponding youth that you want to add exhibits for.	There are 0 entries belonging to 1 exhibitor in this invoice. Everything looks good! ⊕ Register another Exhibitor ⊕ Continue to Payment Tomlinson, Lola 0 Entries 4HOnline ⊕ Add an Entry
	HORSE EXHIBIT REGISTRATION (Steps 10-19)	
10	**HORSE EXHIBIT REGISTRATION** Click "**Select**" for 4-H Horse Show	**Choose Department and Division** 4-H Beef Cattle Select ⊙ 4-H Dairy Cattle Select ⊙ 4-H Goats Select ⊙ 4-H Horse Show Select ⊙ 4-H Pets: County Only Select ⊙ 4-H Poultry Select ⊙ 4-H Rabbits Select ⊙ 4-H Sheep Select ⊙ 4-H Static Select ⊙ 4-H Swine Select ⊙ Cancel Choose
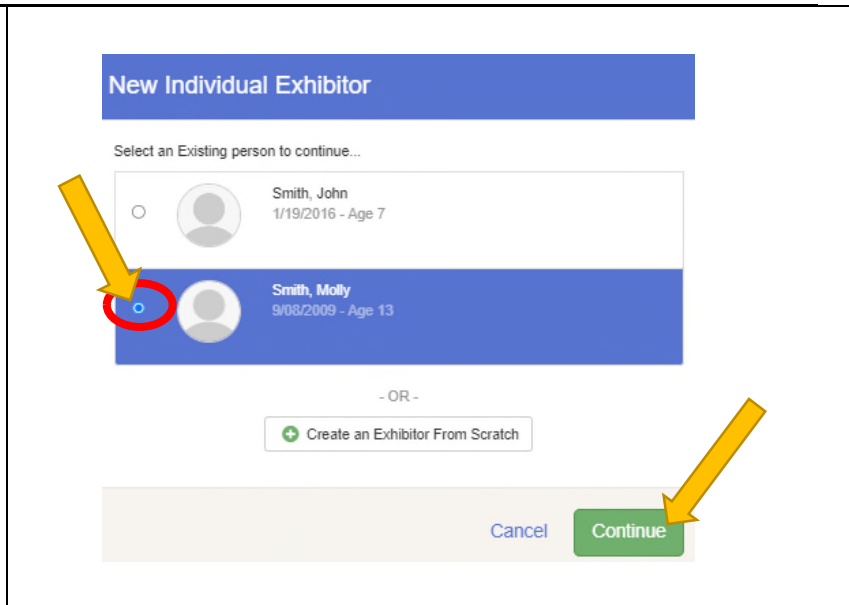
11	**Choose the Division:** Click "**Select**" These are the same Division #'s as the ND State Fair Book located at: **https://tinyurl.com/ND4HStateFair**	**Choose Department and Division** Department 14 4-H Horse Show — Change 14: Horsemanship English/Western Events — Select ➜ 14: Horsemanship: Timed Events — Select ➜ Cancel Choose
12	**Review Your Selection:** Take a moment to review the exhibits you selected. If everything is correct… Select "**Choose**"	**Choose Department and Division** Department 14 4-H Horse Show — Change Division 14: Horsemanship English/Western Events — Change Cancel Choose
13	**Choose the Class:** Click "**Select**" You must submit each class individually due to having to enter info regarding the horse you will be using	Starting an Entry Department 14 4-H Horse Show — Change Division 14: Horsemanship English/Western Events — Change ⓘ Select a Class to continue 1400: showmanship at halter, 5 to 7 — Select ➜ 1401: showmanship at halter, 8 to 11 — Select ➜ 1402: showmanship at halter, 12 to 14 — Select ➜ 1403: showmanship at halter, 15 to 18 — Select ➜ 1410: western horsemanship, 5 to 7 — Select ➜ 1411: western horsemanship, 8 to 11 — Select ➜
14	**Review Your Selections:** Take a moment to review the exhibit you selected. If everything is correct… Select "**Continue**"	Starting an Entry Department 14 4-H Horse Show — Change Division 14: Horsemanship English/Western Events — Change Class 1402: showmanship at halter, 12 to 14 — Change Continue ➜

15	**Choose Your Club:** Take a moment to select your club. This info is imported from 4-H Online. If you have a member of multiple clubs, they both should be listed. Select "**Continue**"	
16	**ADD ANIMAL – Step 1 of 3** Select "**Add an Animal**" **You <u>MUST</u> do this – Please do not skip over this step.**	
17	**ADD ANIMAL – Step 2 of 3** If this is a record that was previously created… Select "**Choose an Existing**" If this is a **new** record… Select "**Enter a New Animal**" *** Most will be new in this process unless you are making changes*	
18	Confirm your animal information and then Select "Continue.	

19	Do you have a BLUE "**Review/Complete Outstanding Records**" button on this page? This means you skipped something. If yes, select you blue Review button and complete those parts. If no, you are good to go for this exhibit!	
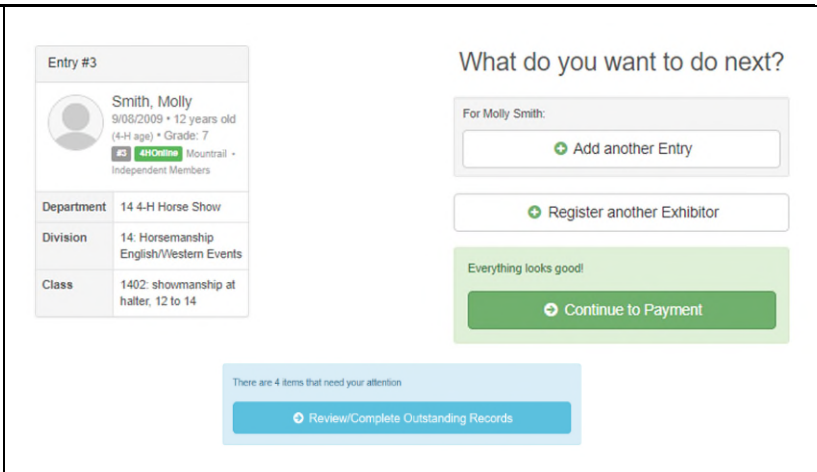
WHAT TO DO NEXT?

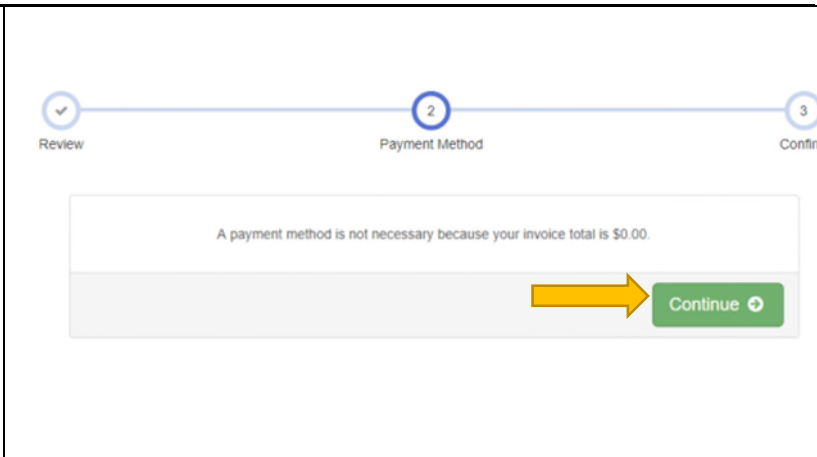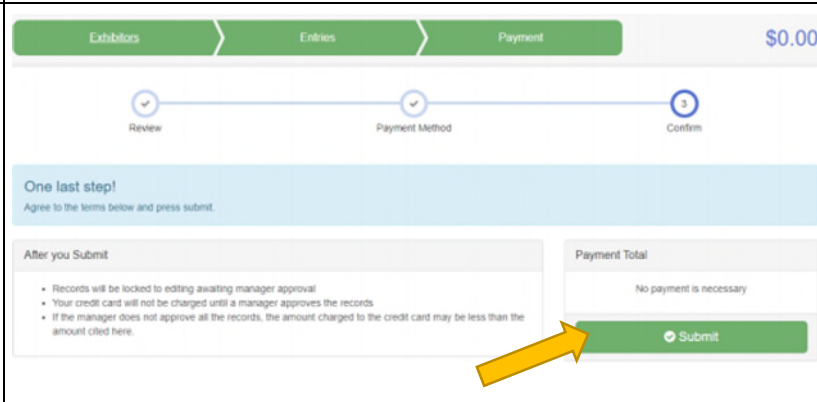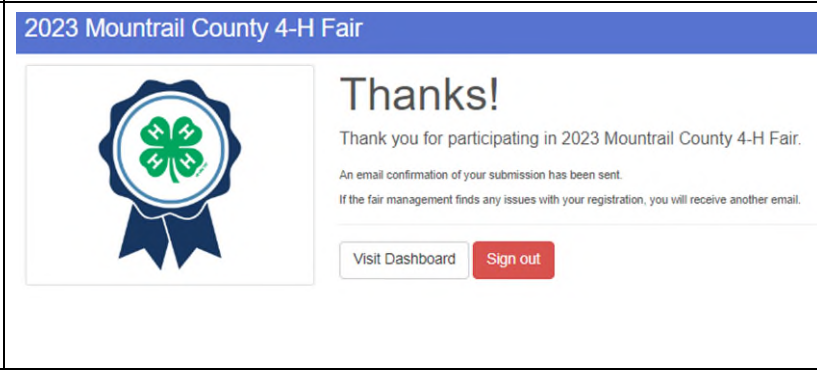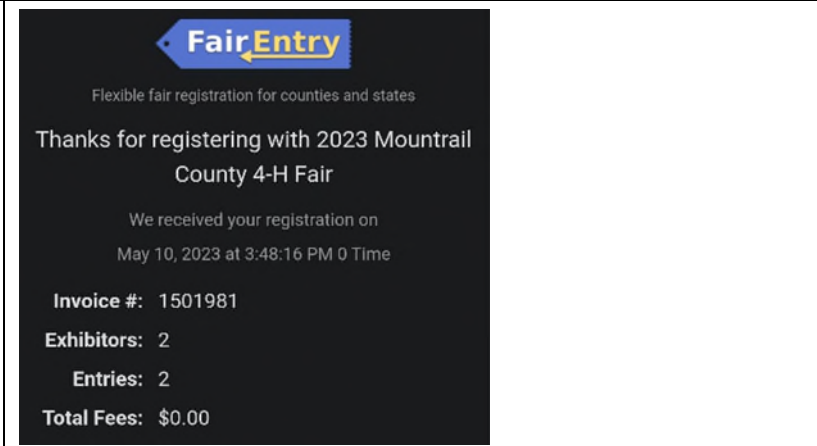|		
	You can choose to add another entry for this same exhibitor, register another exhibitor or continue to payment and submit ALL OF YOUR FAMILIES ENTRIES. **If you have another family member to enter, DO NOT continue to payment yet.** **DETERMINE YOUR NEXT STEP...** **Add another Entry/Class:** Click "**Add another Entry**" and complete steps 10-19 again. **Register another Exhibitor:** Click "**Register another Exhibitor**" and follow Steps 5-9 again. Followed by steps 10-19. **Done Entering Exhibits?** Click **"Continue to Payment**" and see Steps 20-24	
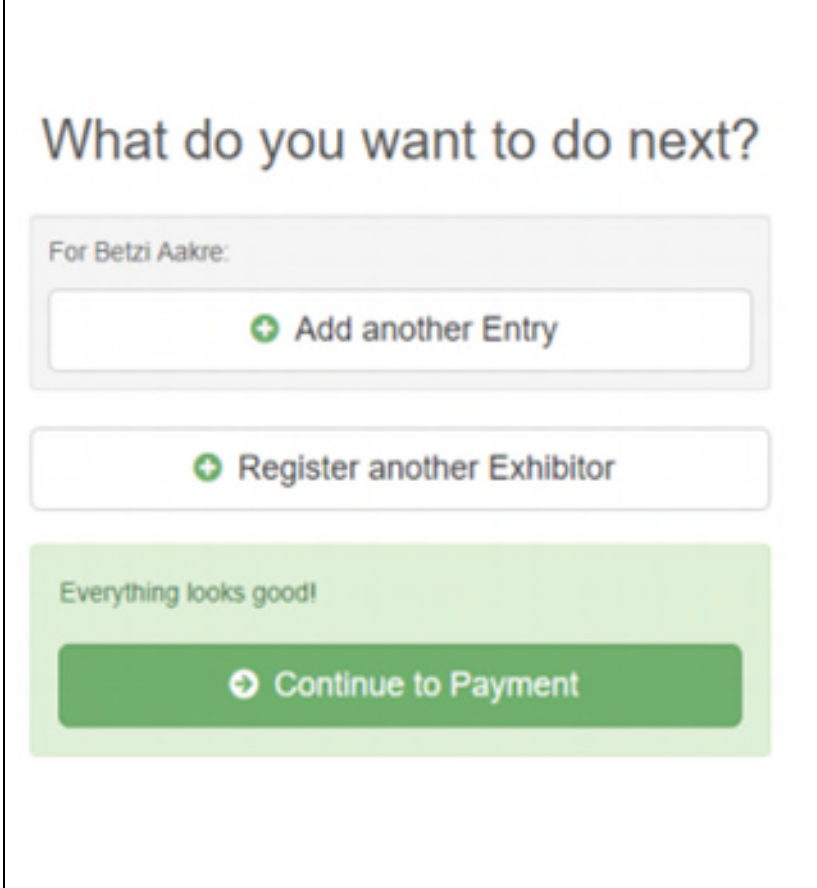
20	If you are finished with registering **EVERYONE IN YOUR FAMILY** and choose to "**Continue to Payment**", you can review your exhibitor's payments. At this time there should be a total of zero. Click "**Continue**"	

21	There will be no payment method that will need to be entered. Click "**Continue**"	
22	**Click "Submit"** **Final page view** **after clicking submit**	
23	After submitting your family's registration, your account will be locked upon approval.	
24	You will receive a confirmation email showing the exhibits you registered. If you need to get back into your account ASAP or if you have any changes that need to be made to your exhibit entries please contact Heather @ (701) 628-2835 or heather.tomlinson@ndsu.edu Your account will be locked until the 4-H office approves your submissions.	

Congratulations! You have survived your introduction to FairEntry! ☺