

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 OPEN: May 22 @ 8:00am / REGISTRATION CLOSES: June 26 @ 4:30pm

All Achievement Days documents can be found online @ <https://tinyurl.com/MC4HAchievementDays>

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.

IMPORTANT POLICY CHANGE FOR ALL LIVESTOCK EXHIBITORS:

Are you participating in the Premium Sale? If yes, starting this year are required to enter a min. of one Static Exhibit. This Static Exhibit must be able to fall into one of the classes located in the Achievement Days/ND State Fair Book or a Cloverbud Class.

IMPORTANT REGISTRATION INFO:

CLOVERBUD MEMBERS EXHIBITS: (4-H ages 5-7 as of Sept. 1, 2022)

Static Exhibits – Place under **4-H Static Cloverbud** department on FairEntry. Then select Division & Class #00. Add a detailed description.

Livestock Exhibits – Place under **each appropriate species** located in the Department on FairEntry. Refer to the North Dakota State Fair book for all **Division/Class #'s** located online @ <https://tinyurl.com/ND4HStateFair>

REGULAR MEMBERS EXHIBITS: (4-H ages 8-18 as of Sept. 1, 2022)

Static Exhibits – Place under **4-H Static** department on FairEntry. Choose the appropriate class #.

Livestock Exhibits – Place under **appropriate species** located in the Department on FairEntry. Refer to the North Dakota State Fair book for all **Division/Class #'s** located online @ <https://tinyurl.com/ND4HStateFair>

SHOWMANSHIP DIVISION: (Junior – 4-H ages 5-12 / Senior – 4-H ages 13-18) – No Intermediate at County fair

Do you wish to participate in the SHOWMANSHIP division with your livestock? This is where the youth skills are judged, rather than the livestock they are exhibiting. You must submit register separately for this portion under **EACH** species. Only **ONE** submission per species.

Choose the age division that is appropriate. (See age divisions above for more details)

LIVESTOCK RECORD BOOKS: (Cloverbud – 4-H ages 5-7 / Junior – 4-H ages 5-12 / Senior – 4-H ages 13-18)

Each exhibitor MUST submit one Livestock Record Book PER species. Register this as an exhibit under each Livestock species. These will be interview judged on July 12th. Animals can be grouped onto one book if same species/division.

REGISTERED BREEDS:

Registered breeds MUST HAVE PROPER DOCUMENTATION.

Submit registration documents to the Extension office by June 26. Otherwise your exhibit will be moved to the COMMERCIAL division.

FAIRENTRY QUICK GUIDE

Steps 1-9: Log-In & Account Set-Up

Steps 10-18: Static Exhibit Registration

Steps 19-29: Livestock Exhibit Registration



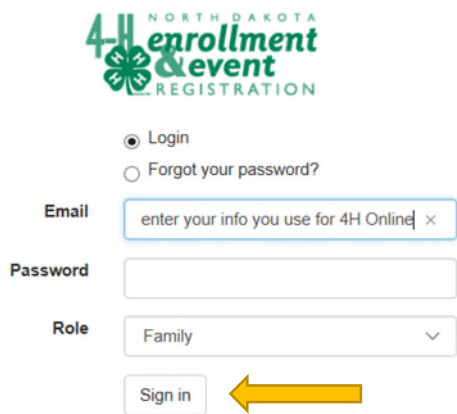
Steps 30-34: Check-Out & Submission Process

Make sure to have you're ND State Fair Book on hand!
Mountrail Co. abides by all rules & policies listed within the ND State Fair Book

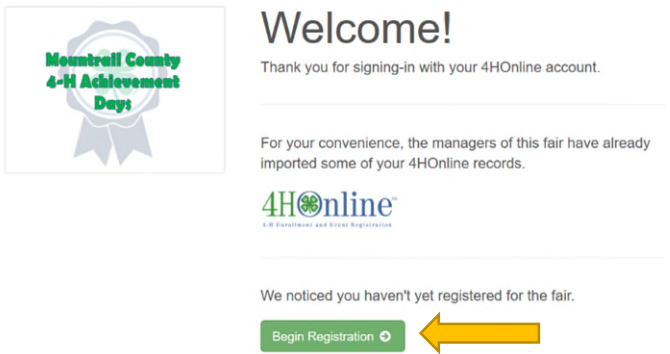
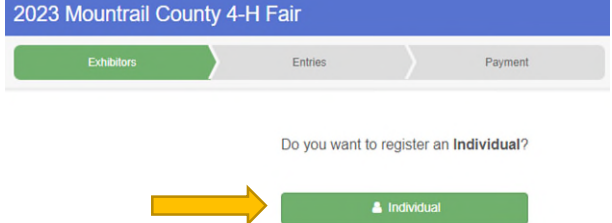
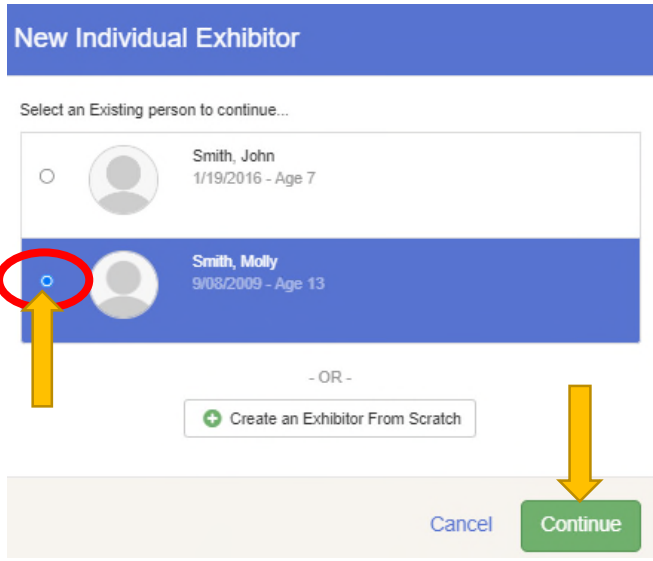
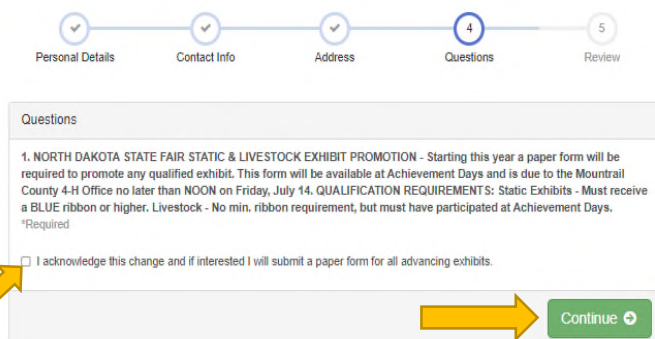
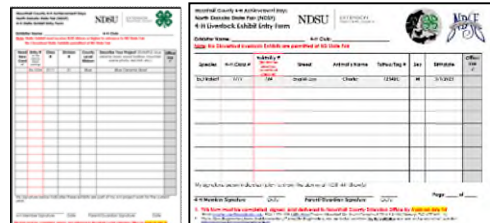
STEPS TO ENTER EXHIBITS ON FAIRENTRY

Please carefully following the **words** AND **photos** to properly register


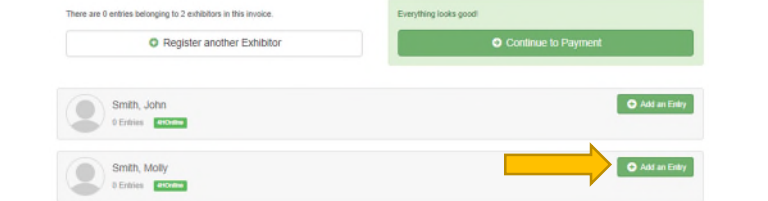
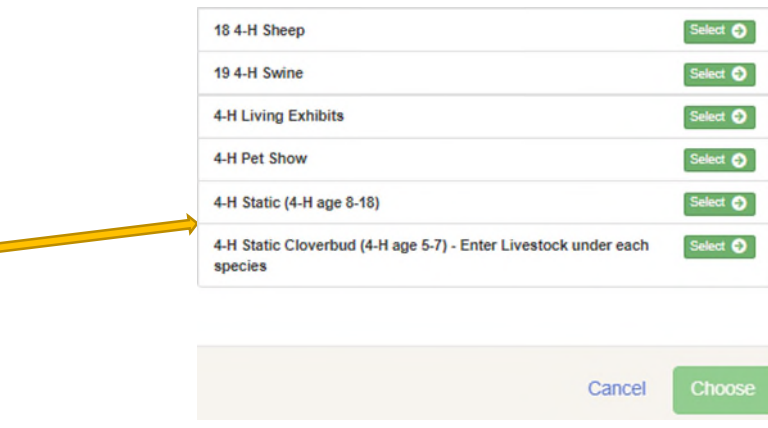
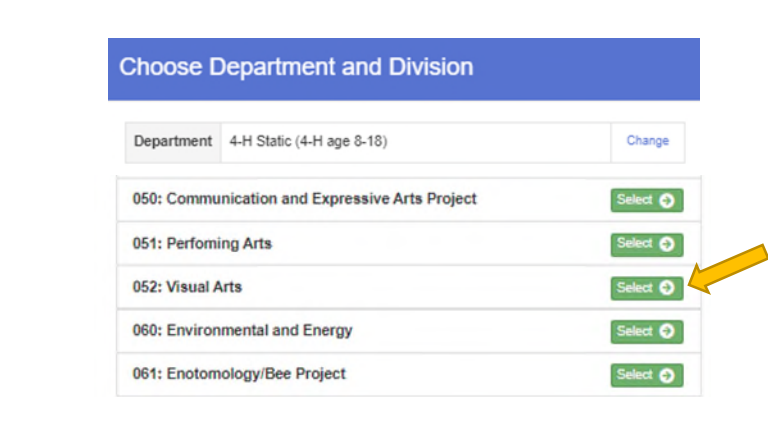
General Log-In & Account Setup (Steps 1-9)

1	<p>Go to the following website: http://mountrail-county-nd.fairentry.com/</p> <p>Read over the 'IMPORTANT EXHIBIT REGISTRATION NOTES' carefully (more located on page).</p> <p>Each item listed is VERY important when it comes to what each exhibitor has to take into consideration while registering.</p>	
2	Click " Sign in with 4HOnline "	<p>Exhibitor and Staff sign-in</p> 
3	<p>Enter your 4HOnline credentials and click "Login".</p> <p><i>* use your family account that you enrolled on 4-H Online with *</i></p> <p>(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 4-H Office.)</p> <p>4-H Office: 701-628-2835 Ext. 1</p>	

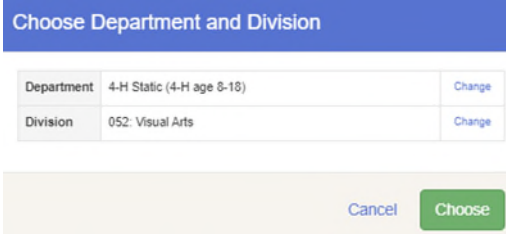

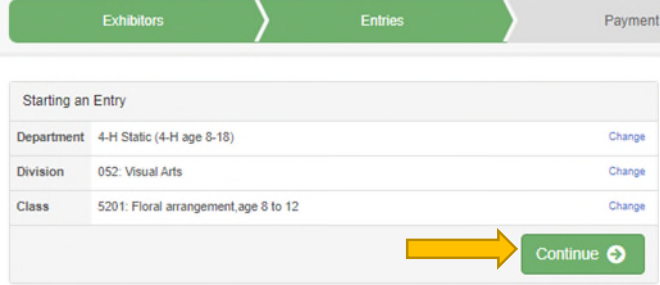
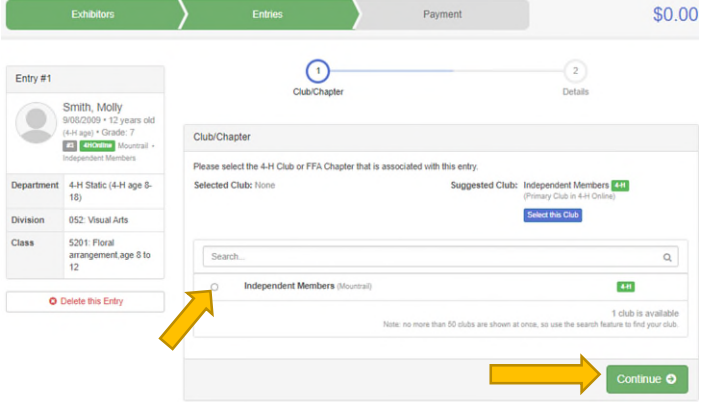
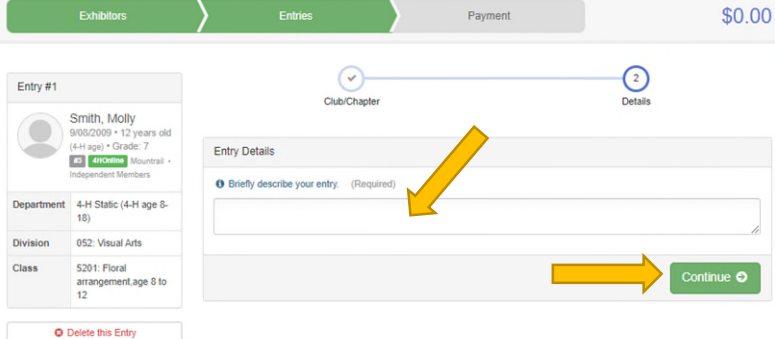
Mountrail County 4-H Achievement Days Registration Instructions - 2023

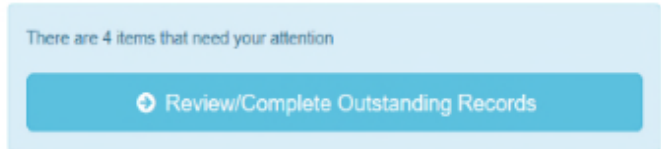
4	<p>Welcome! Page Click "Begin Registration"</p>	
5	<p>Click "Individual"</p>	
6	<p>You will see the list of family members already registered thru 4-H Online. Naturally, when you first start there may not be any.</p> <p>Select which youth you would like to enter entries for. Click "Continue".</p> <p>DO NOT select "Create an Exhibitor from Scratch".</p> <p>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.</p>	
7	<p>At this time, you will be asked a question regarding participating in the ND State Fair.</p> <p>If you wish to advance any of your qualifying static/livestock exhibits, you MUST submit a paper form this year.</p> <p>Select "I acknowledge" and then "Continue"</p> <p>Note: As stated in the question – Hard copies of these forms will be available at Achievement Days and due to the Mountrail County 4-H Office no later than Noon on Friday, July 14.</p>	 <p>Form Examples:</p> 

Mountrail County 4-H Achievement Days Registration Instructions - 2023

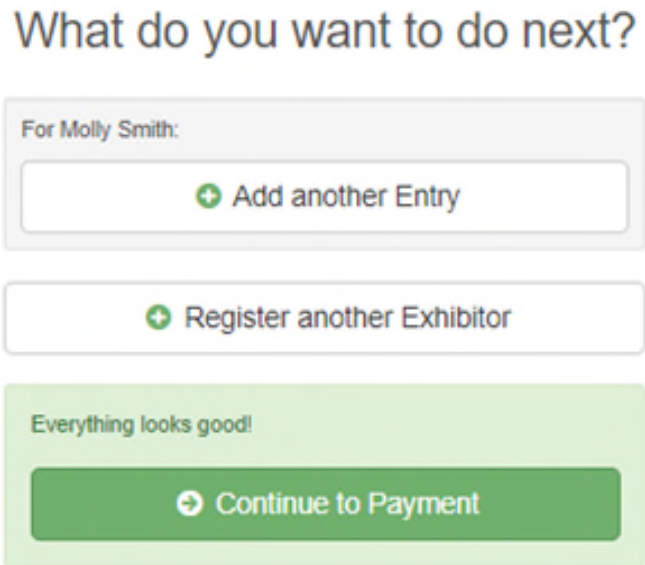
8	<p><u>Double Check Your Info:</u> All contact info is imported from 4-H Online. Please double check your mailing address. This can be edited here if incorrect.</p> <p>When you are finished reviewing, click "Continue to Entries".</p>	
9	<p>Click "Add an Entry" for the corresponding youth that you want to add exhibits for.</p>	
STATIC EXHIBIT REGISTRATION (Steps 10-18)		
10	<p><u>STATIC EXHIBIT REGISTRATION</u> Choose the Department: Click "Select"</p> <p>Choose the Appropriate "4-H Static" or "4-H Static Cloverbud" Age Division. (age is what exhibitor was on 9/1/22)</p>	
11	<p><u>Choose the Division:</u> Click "Select" on the Division you are entering.</p> <p>Achievement Days uses the same Division #'s as the ND State Fair Book</p> <p>https://tinyurl.com/ND4HStateFair</p> <p>This snippet only shows a few of the many Divisions available.</p>	

Mountrail County 4-H Achievement Days Registration Instructions - 2023

13	<p><u>Review Your Selection:</u> Take a moment to review the exhibits you selected.</p> <p>If everything is correct... Select "Continue"</p>	
14	<p><u>Choose the Class:</u> Click "Select".</p> <p>Please note that static exhibits specify 4-H age of exhibitor. 4-H age is the age of the member on September 1, 2022.</p>	
15	<p><u>Review Your Selections:</u> Take a moment to review the exhibit you selected.</p> <p>If everything is correct... Select "Continue"</p>	
16	<p><u>Choose Your Club:</u> Take a moment to select your club.</p> <p>This info is imported from 4-H Online. If you have a member of multiple clubs, they both should be listed.</p> <p>Select "Continue"</p>	
17	<p><u>Exhibit Description:</u> Enter a detailed description that will help the judge identify your exhibit.</p> <p><u>Description Examples:</u> Photograph - "Bridge over river at City Park." Cookies/Bars - "Chocolate Chip Cookies" Drawing - "Dog looking through pickup window"</p> <p>Select "Continue"</p>	

18	<p>Do you have a BLUE "Review/Complete Outstanding Records" button on this page? This means you may have skipped over one of the following...</p> <p>Exhibit Description Questions (only Food & Nutrition)</p> <p>If yes, select you blue Review button and complete those parts.</p> <p>If no, you are good to go for this exhibit!</p>	
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WHAT TO DO NEXT?

	<p>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.</p> <p>If you have another family member to enter, DO NOT continue to payment yet.</p> <p>DETERMINE YOUR NEXT STEP...</p> <p><u>Add a Static Entry:</u> Click "Add another Entry" and complete steps 10-18 again.</p> <p><u>Add a Livestock Entry:</u> Click "Add another Entry" and complete steps 19-29.</p> <p><u>Register another Exhibitor:</u> Click "Register another Exhibitor" and follow Step 5-9 again.</p> <p>Followed by appropriate Static or Livestock registration steps.</p> <p><u>Done Entering Exhibits?</u> Click "Continue to Payment" and see Steps 30 – 34.</p>	
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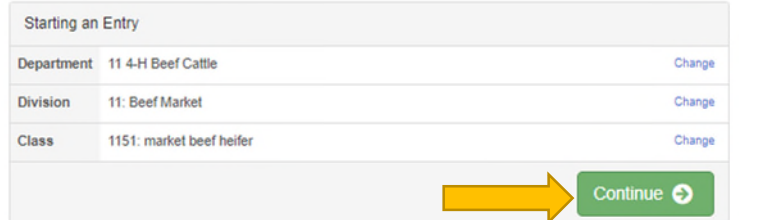
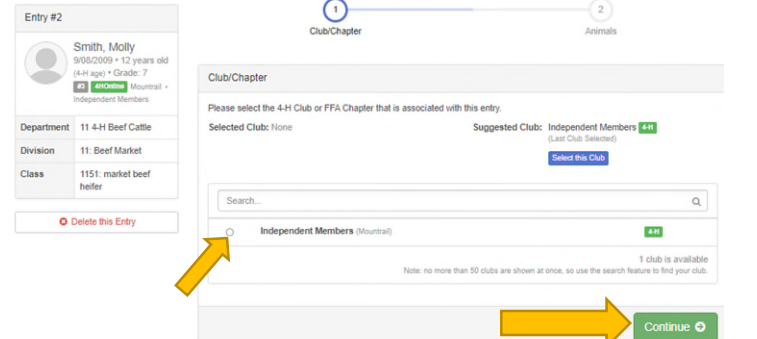
In this example we will be selecting "Add another Entry" and will be adding a Livestock Exhibit

(once selected refer to Step 19)

LIVESTOCK EXHIBIT REGISTRATION (Steps 19-29)

19	<p style="text-align: center;">LIVESTOCK EXHIBIT REGISTRATION</p> <p style="text-align: center;">Choose the Department: Click "Select"</p> <p style="background-color: yellow; padding: 5px; text-align: center;">*Showing livestock? Remember to register for Showmanship and to enter your Livestock Record Books!</p> <p style="background-color: yellow; padding: 5px; text-align: center;">More info in Step #20</p>	<div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;">Choose Department and Division</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>4-H Beef Cattle</td><td style="text-align: right;"> Select</td></tr> <tr><td>4-H Dairy Cattle</td><td style="text-align: right;">Select</td></tr> <tr><td>4-H Goats</td><td style="text-align: right;">Select</td></tr> <tr><td>4-H Horse Show</td><td style="text-align: right;">Select</td></tr> <tr><td>4-H Pets: County Only</td><td style="text-align: right;">Select</td></tr> <tr><td>4-H Poultry</td><td style="text-align: right;">Select</td></tr> <tr><td>4-H Rabbits</td><td style="text-align: right;">Select</td></tr> <tr><td>4-H Sheep</td><td style="text-align: right;">Select</td></tr> </table>	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
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20	<p style="text-align: center;">There are 3 important parts to enter here before you are finished!</p> <p style="text-align: center;"><u>Choose the Animal Division:</u> Click "Select"</p> <p style="text-align: center;"><u>Choose the Showmanship Division:</u> Click "Select"</p> <p>Do you wish to participate in the SHOWMANSHIP division with your livestock? This is where the youth skills are judged, rather than the livestock they are exhibiting.</p> <p>You must submit register separately for this portion under EACH species. Only ONE submission per species.</p> <p>Choose the age division that is appropriate.</p> <p style="text-align: center;"><u>Choose the Livestock Record Book Division:</u> Click "Select"</p> <p>Each exhibitor MUST submit one Livestock Record Book PER species.</p> <p>Register this as an exhibit under each Livestock species. These will be interview judged on July 12th. Animals can be grouped onto one book if same species/division.</p>	<div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;">Choose Department and Division</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Department</td><td style="width: 30%;">11 4-H Beef Cattle</td><td style="width: 10%; text-align: right;">Change</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11: Beef Breeding - British Division</td><td style="text-align: right;">Select</td></tr> <tr><td>11: Beef Breeding - Commercial</td><td style="text-align: right;">Select</td></tr> <tr><td>11: Beef Breeding - European</td><td style="text-align: right;">Select</td></tr> <tr><td>11: Beef Market</td><td style="text-align: right;">Select</td></tr> <tr><td>11: Beef Showmanship</td><td style="text-align: right;">Select</td></tr> <tr><td>11: Livestock Record Book - Beef</td><td style="text-align: right;">Select</td></tr> </table> <div style="text-align: right; margin-top: 10px;"> Choose </div>	Department	11 4-H Beef Cattle	Change	11: Beef Breeding - British Division	Select	11: Beef Breeding - Commercial	Select	11: Beef Breeding - European	Select	11: Beef Market	Select	11: Beef Showmanship	Select	11: Livestock Record Book - Beef	Select	
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21	<p style="text-align: center;"><u>Review Your Selections:</u></p> <p>Take a moment to review the exhibits you selected.</p> <p style="text-align: center;">If everything is correct... Select "Continue"</p>	<div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;">Choose Department and Division</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Department</td><td style="width: 30%;">11 4-H Beef Cattle</td><td style="width: 10%; text-align: right;">Change</td></tr> <tr> <td>Division</td><td>11: Beef Market</td><td style="text-align: right;">Change</td></tr> </table> <div style="text-align: right; margin-top: 10px;"> Choose </div>	Department	11 4-H Beef Cattle	Change	Division	11: Beef Market	Change										
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Mountrail County 4-H Achievement Days Registration Instructions - 2023

22	<p><u>Choose the Class:</u></p> <p>Click "Select".</p> <p>Please pay special attention to the age of your livestock. The class you enter is typically based on their birthdate!</p>	
24	<p><u>Review Your Selections:</u></p> <p>Take a moment to review the exhibits you selected.</p> <p>If everything is correct... Select "Continue"</p>	
25	<p><u>Choose Your Club:</u></p> <p>Take a moment to select your club.</p> <p>This info is imported from 4-H Online. If you have a member of multiple clubs, they both should be listed.</p> <p>Select "Continue"</p>	
26	<p><u>ADD ANIMAL – Step 1 of 3</u></p> <p>Select "Add an Animal"</p> <p>You MUST do this – Please do not skip over this step.</p>	
27	<p><u>Select Animal to Add – Step 2 of 3</u></p> <p>This is where the Animal Info you entered into 4-H Online will now be used.</p> <p>If your animal does not appear as an option you may have...</p> <ol style="list-style-type: none"> 1) Not entered that animal into 4-H Online by May 22 deadline. 2) Registered it under the wrong Animal Type. <p>If your animal does not appear or you need to update your animal info, please reach out to Heather @ 701-628-2835 to try and find a solution.</p>	

28

ADD ANIMAL – Step 3 of 3 **Review your Animal Info**

Look correct? Click “Continue”

If you need to update your animal info, please reach out to Heather @ 701-628-2835 to try and find a solution.

29

Do you have a BLUE “**Review/Complete Outstanding Records**” button on this page? This means you may have skipped over your Animal Info.

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 a Static Entry:

Click “**Add another Entry**” and complete steps 10-18 again.

Add a Livestock Entry:

Click “**Add another Entry**” and complete steps 19-29.

Register another Exhibitor:

Click “**Register another Exhibitor**” and follow Step 5-9 again.

Followed by appropriate Static or Livestock registration steps.

Done Entering Exhibits?

Click “**Continue to Payment**” and see Steps 30 – 34.

What do you want to do next?

For Molly Smith:

+ Add another Entry

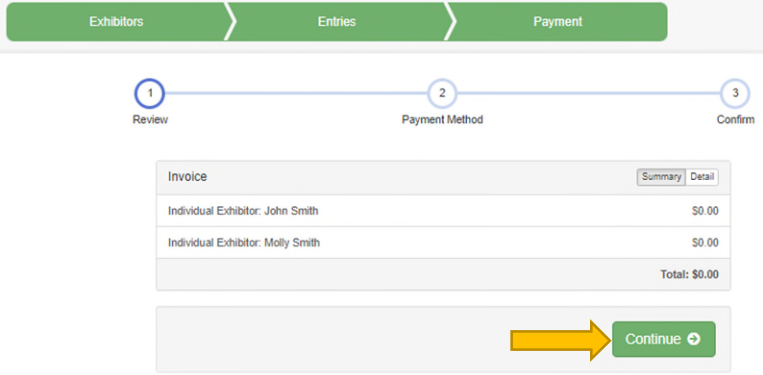
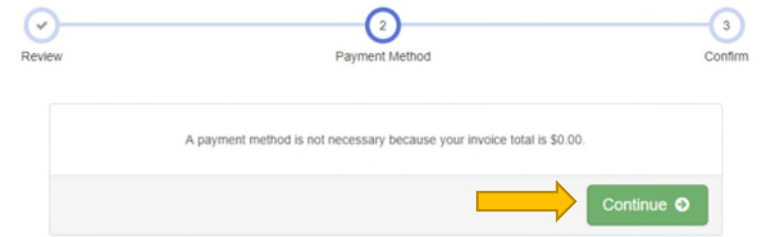
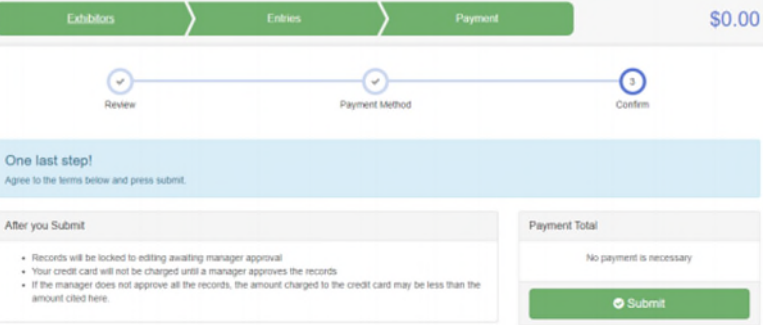
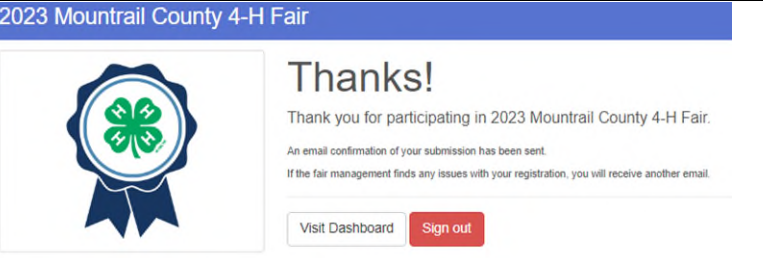
+ Register another Exhibitor

Everything looks good!

+ Continue to Payment

In this example we will presume you are done and will be selecting “Continue to Payment” (once selected refer to Step 30)

General Check-Out & Submission Process (Steps 30-34)

30	<p>If you are finished with registering EVERYONE IN YOUR FAMILY and choose to "Continue to Payment", you can review your exhibitor's payments.</p> <p>At this time there should be a total of zero.</p> <p>Click "Continue"</p>	
31	<p>There will be no payment method that will need to be entered.</p> <p>Click "Continue"</p>	
32	<p>Click "Submit"</p>	
33	<p>Final page view after clicking submit</p> <p>Congratulations! You have survived your introduction to FairEntry!</p>	
34	<p>After submitting your family's registration, your account will be locked upon approval. Once approved, you can add more exhibits until June 26.</p> <p>You will receive a confirmation email showing the exhibits you registered.</p>	