

## 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. Charge will be always be zero
- Be sure click the **"Submit"** button when you have completed your entries. Entries are not final until they have been submitted. **You will not be able to access your account again until your previous entries are approved by the extension office.** – Contact 701-628-2835 or [heather.tomlinson@ndsu.edu](mailto:heather.tomlinson@ndsu.edu) for any changes and questions.
- After submission you will receive an email confirmation and a list of your entries, and a second email when your entries have been approved.

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

**REGISTRATION OPENS: May 19 @ 8:00am / REGISTRATION CLOSES: June 20 @ 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](mailto: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, you 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 EXHIBITS:** (4-H ages 5-7 as of Sept. 1, 2024)

**Static Exhibits** – Place under **4-H Static Cloverbud** department on FairEntry. 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/MC4HAchievementDays>

#### **REGULAR MEMBERS EXHIBITS:** (4-H ages 8-18 as of Sept. 1, 2024)

**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/MC4HAchievementDays>

### **SHOWMANSHIP DIVISION: \* New Cloverbud Division! \***

**Senior (4-H ages 13-18) / Junior (4-H ages 5-12) / Cloverbud (4-H ages 5-7) – No Intermediate at County fair**

This is where the youth skills are judged, rather than the livestock they are exhibiting. You must register separately for this portion under **EACH** species. Only **ONE** submission per species.

### **LIVESTOCK RECORD BOOKS:**

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 9th. Animals can be grouped onto one book if same species/division.

Record Books are located online @ <https://tinyurl.com/MC4HAchievementDays>

### **REGISTERED BREEDS:** Registered breeds **MUST HAVE PROPER DOCUMENTATION.**

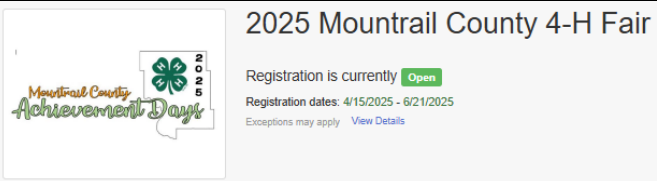

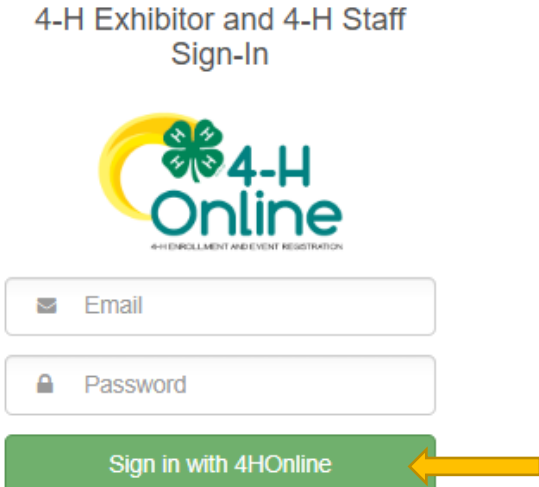
Submit registration documents to the Extension office by July 7. Otherwise your exhibit will be moved to the COMMERCIAL division prior to the event.

## FAIRENTRY QUICK GUIDE


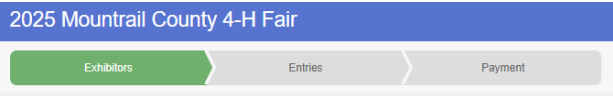
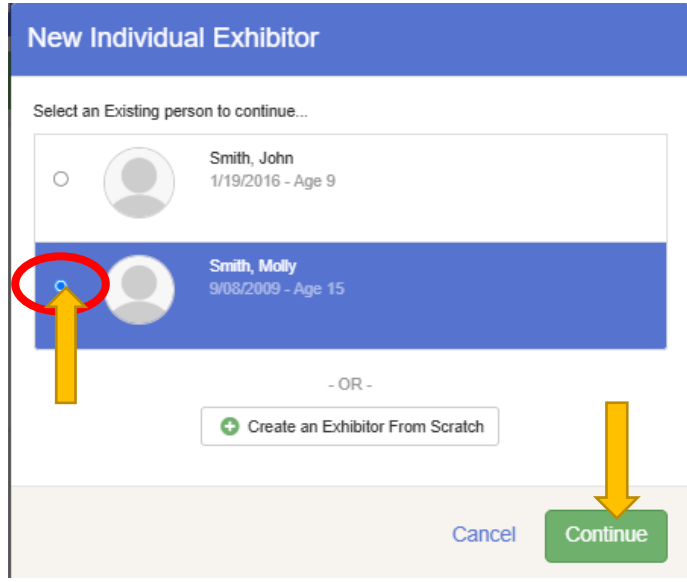
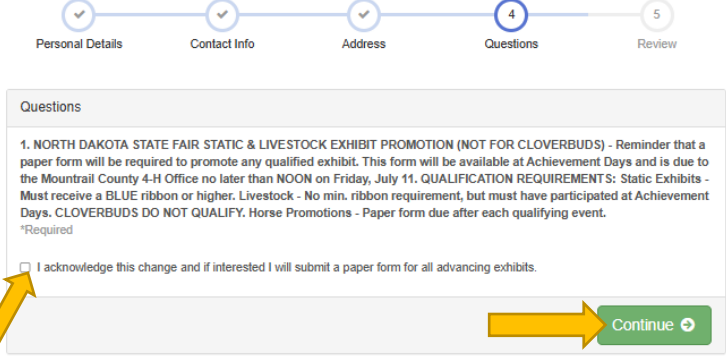
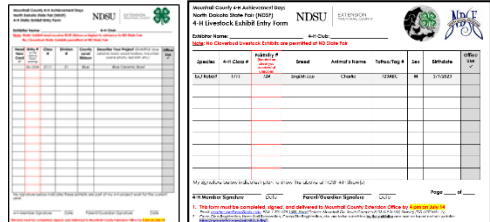
**Steps 1-9: Log-In & Account Set-Up****Steps 10-18: Static Exhibit Registration****Steps 19-29: Livestock Exhibit Registration****Steps 30-34: Check-Out & Submission Process**

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

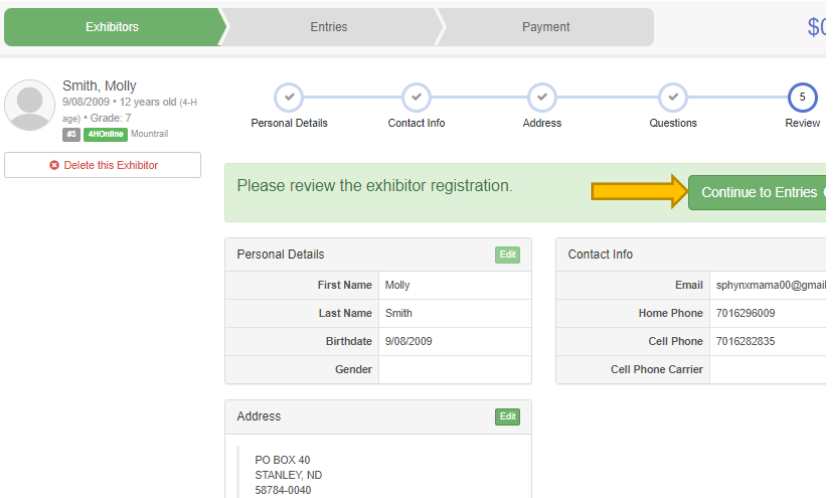
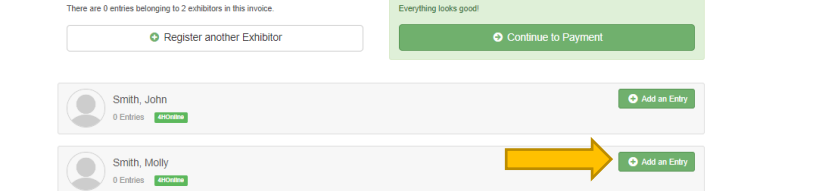
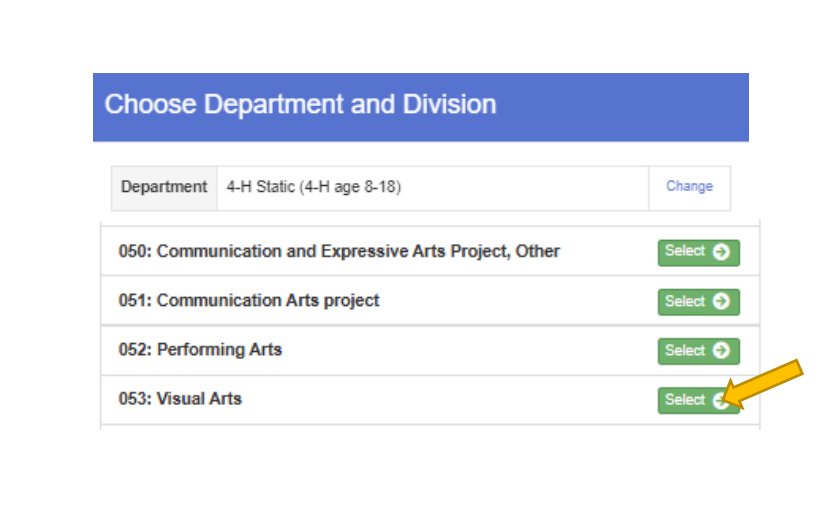
**STEPS TO ENTER EXHIBITS ON FAIRENTRY**Please carefully following the **words** AND **photos** to properly register**General Log-In & Account Setup (Steps 1-9)**

1	<p><b>Go to the following website:</b> <a href="http://mountrail-county-nd.fairentry.com/">http://mountrail-county-nd.fairentry.com/</a></p> <p>Read over the '<b>IMPORTANT EXHIBIT REGISTRATION NOTES</b>' carefully (more located on page).</p> <p>Each item listed is <b>VERY</b> important when it comes to what each exhibitor has to take into consideration while registering.</p>	 <p>2025 Mountrail County 4-H Fair</p> <p>Registration is currently <b>Open</b> Registration dates: 4/15/2025 - 6/21/2025 Exceptions may apply <a href="#">View Details</a></p> <p>2025 Achievement Days &amp; Horse Show</p> <p>Registration Opens: May 19 Registration Closes: June 20</p> <p><b>** All registrations must be done in FairEntry - No paper forms accepted **</b></p> <p>All Achievement Days documents can be found online @ <a href="https://tinyurl.com/MC4HAchievementDays">https://tinyurl.com/MC4HAchievementDays</a></p> <p>All Horse Show documents can be found online @ <a href="https://tinyurl.com/MC4-HorseShow">https://tinyurl.com/MC4-HorseShow</a></p> <p>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 @ <a href="mailto:heather.tomlinson@ndsu.edu">heather.tomlinson@ndsu.edu</a>, or schedule an in person training.</p>
2	Click " <b>Sign in with 4HOnline</b> "	<p>Exhibitor and Staff sign-in</p> 
3	<p>Enter your 4HOnline credentials and click "<b>Login</b>".</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>	<p>4-H Exhibitor and 4-H Staff Sign-In</p> 

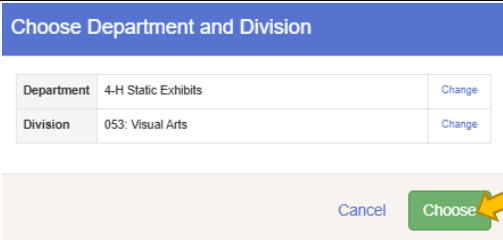
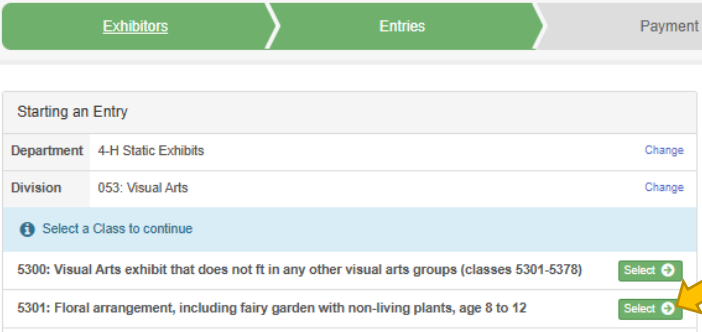
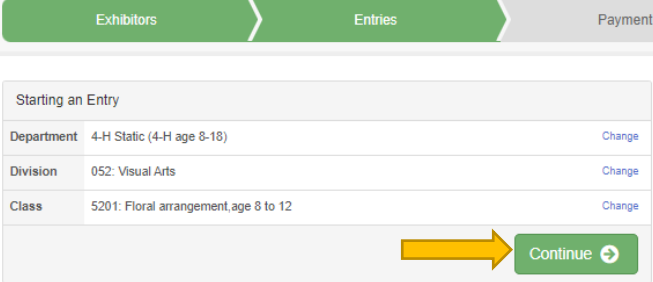
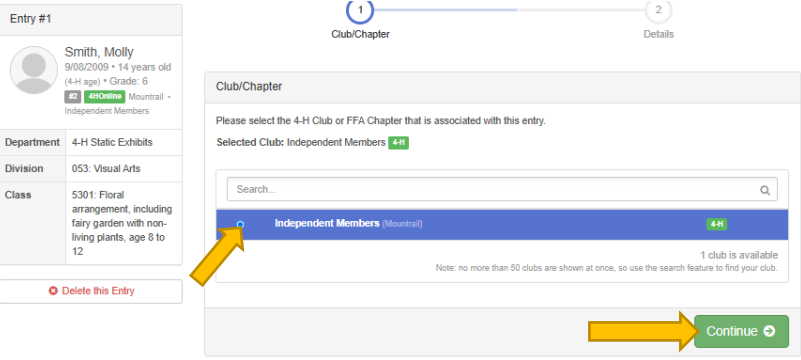
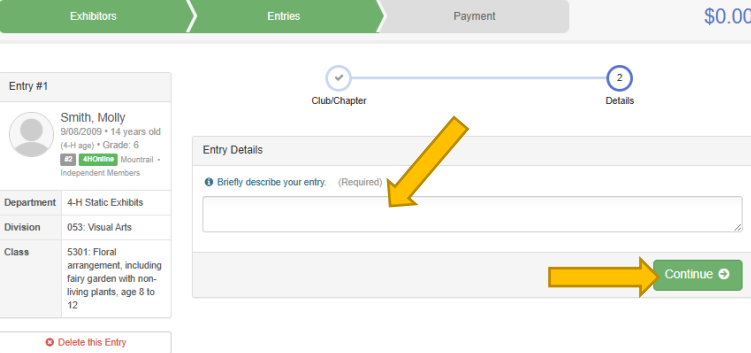
## Mountrail County 4-H Achievement Days Registration Instructions - 2025

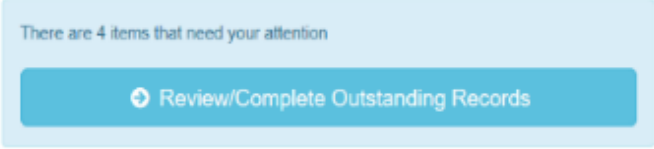
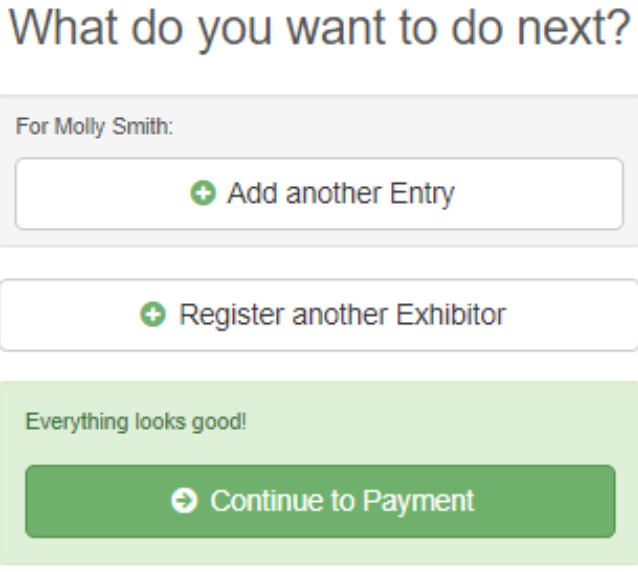
4	<p>Welcome! Page Click <b>"Begin Registration"</b></p>	 <p><b>Welcome!</b> Thank you for signing-in with your 4-H Online account.</p> <p>For your convenience, the managers of this fair have already imported some of your 4-H Online records.</p> <p><b>4Honline</b> 4-H Enrollment and Event Registration</p> <p>We noticed you haven't yet registered for the fair.</p> <p>Go To Dashboard   <b>Begin Registration</b> →</p>
5	<p>Click <b>"Individual"</b></p>	 <p>2025 Mountrail County 4-H Fair</p> <p>Exhibitors   Entries   Payment</p> <p>Do you want to register an <b>Individual</b>?</p> <p><b>Individual</b> →</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 <b>"Continue"</b>.</p> <p><b>DO NOT</b> 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 1<sup>st</sup> deadline. Contact us at (701) 628-2835 if your youth is missing.</p>	 <p><b>New Individual Exhibitor</b></p> <p>Select an Existing person to continue...</p> <p><input type="radio"/> Smith, John 1/19/2016 - Age 9</p> <p><input checked="" type="radio"/> Smith, Molly 9/08/2009 - Age 15</p> <p>- OR -</p> <p><input type="button" value="+ Create an Exhibitor From Scratch"/></p> <p>Cancel   <b>Continue</b> →</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 <b>MUST</b> submit a paper form.</p> <p>Select <b>"I acknowledge"</b> and then <b>"Continue"</b></p> <p><b>Note:</b> 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 11.</p>	 <p>Personal Details   Contact Info   Address   <b>Questions</b>   Review</p> <p><b>Questions</b></p> <p>1. NORTH DAKOTA STATE FAIR STATIC &amp; LIVESTOCK EXHIBIT PROMOTION (NOT FOR CLOVERBUDS) - Reminder that a paper form will be required to promote any qualified exhibit. This form will be available at Achievement Days and is due to the Mountrail County 4-H Office no later than NOON on Friday, July 11. <b>QUALIFICATION REQUIREMENTS:</b> Static Exhibits - Must receive a BLUE ribbon or higher. Livestock - No min. ribbon requirement, but must have participated at Achievement Days. CLOVERBUDS DO NOT QUALIFY. Horse Promotions - Paper form due after each qualifying event.</p> <p>*Required</p> <p><input type="checkbox"/> I acknowledge this change and if interested I will submit a paper form for all advancing exhibits.</p> <p><b>Continue</b> →</p> <p><b>Form Examples:</b></p> 

## Mountrail County 4-H Achievement Days Registration Instructions - 2025

8	<p><b><u>Double Check Your Info:</u></b></p> <p>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 <b>"Continue to Entries"</b>.</p>	
9	<p>Click <b>"Add an Entry"</b> for the corresponding youth that you want to add exhibits for.</p>	
<b>STATIC EXHIBIT REGISTRATION (Steps 10-18)</b>		
10	<p><b><u>STATIC EXHIBIT REGISTRATION</u></b></p> <p><b>Choose the Department:</b></p> <p>Click <b>"Select"</b></p> <p>Choose the Appropriate <b>"4-H Static"</b> or <b>"4-H Static Cloverbud"</b> Age Division.</p> <p>(age is what exhibitor was on 9/1/24)</p>	
11	<p><b><u>Choose the Division:</u></b></p> <p>Click <b>"Select"</b> on the Division you are entering.</p> <p>Achievement Days uses the same Division #'s as the ND State Fair Book</p> <p><a href="https://tinyurl.com/MC4HAchievementDays">https://tinyurl.com/MC4HAchievementDays</a></p> <p>This snippet only shows a few of the many Divisions available. Some may have changed in 2024.</p>	

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13	<p><b><u>Review Your Selection:</u></b> Take a moment to review the exhibits you selected.</p> <p>If everything is correct... Select <b>"Continue"</b></p>	
14	<p><b><u>Choose the Class:</u></b> Click <b>"Select"</b>.</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, 2024.</p>	
15	<p><b><u>Review Your Selections:</u></b> Take a moment to review the exhibit you selected.</p> <p>If everything is correct... Select <b>"Continue"</b></p>	
16	<p><b><u>Choose Your Club:</u></b> 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 <b>"Continue"</b></p>	
17	<p><b><u>Exhibit Description:</u></b> Enter a detailed description that will help the judge identify your exhibit.</p> <p><b><u>Description Examples:</u></b> Photograph - "Bridge over river at City Park." Cookies/Bars - "Chocolate Chip Cookies" Drawing - "Dog looking through pickup window"</p> <p>Select <b>"Continue"</b></p>	

18	<p>Do you have a BLUE <b>"Review/Complete Outstanding Records"</b> button on this page? This means you may have skipped over one of the following...</p> <p>Exhibit Description Questions (only Food &amp; 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>	
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><b>If you have another family member to enter, DO NOT continue to payment yet.</b></p> <p><b>DETERMINE YOUR NEXT STEP...</b></p> <p><b><u>Add a Static Entry:</u></b> Click <b>"Add another Entry"</b> and complete steps 10-18 again.</p> <p><b><u>Add a Livestock Entry:</u></b> Click <b>"Add another Entry"</b> and complete steps 19-29.</p> <p><b><u>Register another Exhibitor:</u></b> Click <b>"Register another Exhibitor"</b> and follow Step 5-9 again.</p> <p>Followed by appropriate Static or Livestock registration steps.</p> <p><b><u>Done Entering Exhibits?</u></b> Click <b>"Continue to Payment"</b> and see Steps 30 – 34.</p>	

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

**LIVESTOCK EXHIBIT  
REGISTRATION**  
**Choose the Department:**  
Click “Select”

**\*Showing livestock? Remember to  
register for Showmanship and to enter  
your Livestock Record Books!**

**More info in Step #20**

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

20

**There are 3 important parts to  
enter here before you are  
finished!**

**Choose the Animal Division:**  
Click “Select”

**Choose the Showmanship  
Division:**  
Click “Select”

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.

**Choose the Livestock  
Record Book Division:**  
Click “Select”

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 9th. Animals can be  
grouped onto one book if same  
species/division.

Choose Department and Division


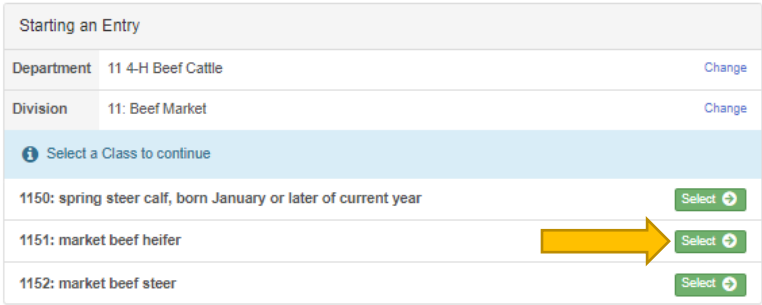
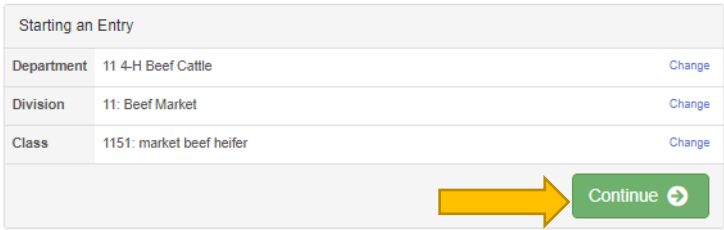
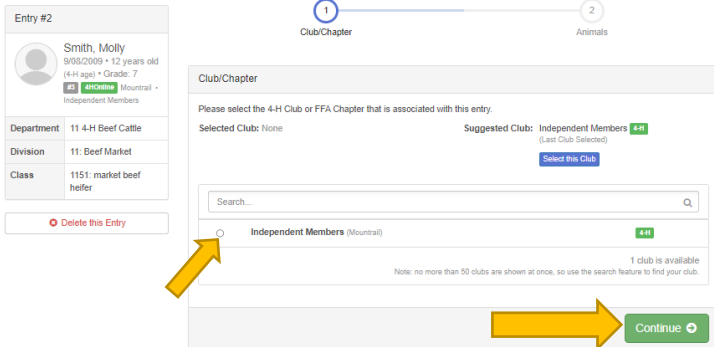
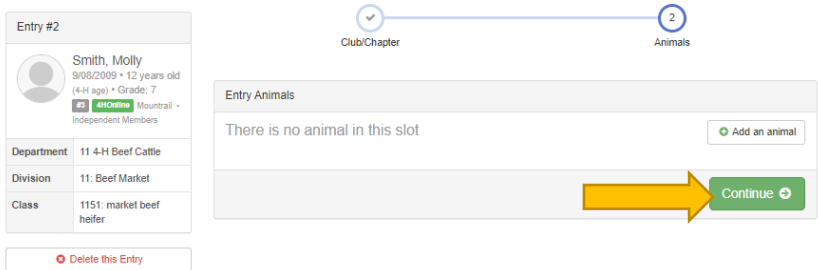
Department	11 4-H Beef Cattle	Change
11: Beef Breeding - British Division	Select	
11: Beef Breeding - Commercial	Select	
11: Beef Breeding - European	Select	
11: Beef Market	Select	
11: Beef Showmanship	Select	
11: Livestock Record Book - Beef	Select	

Cancel

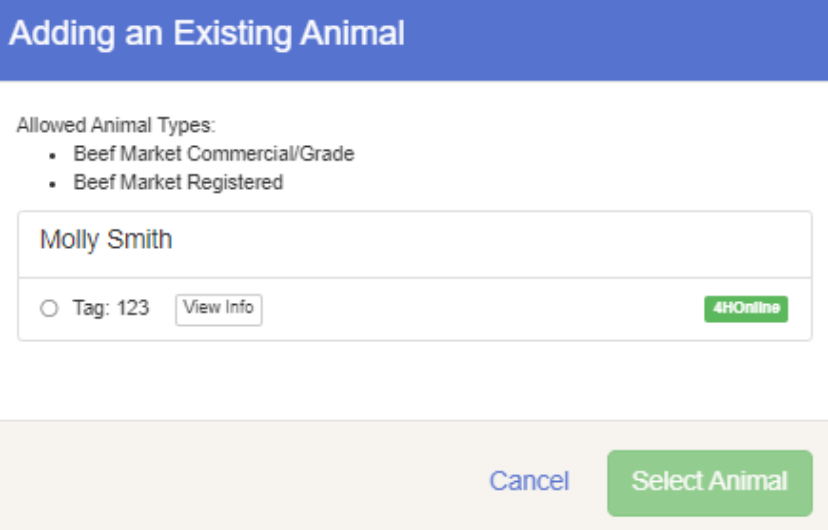
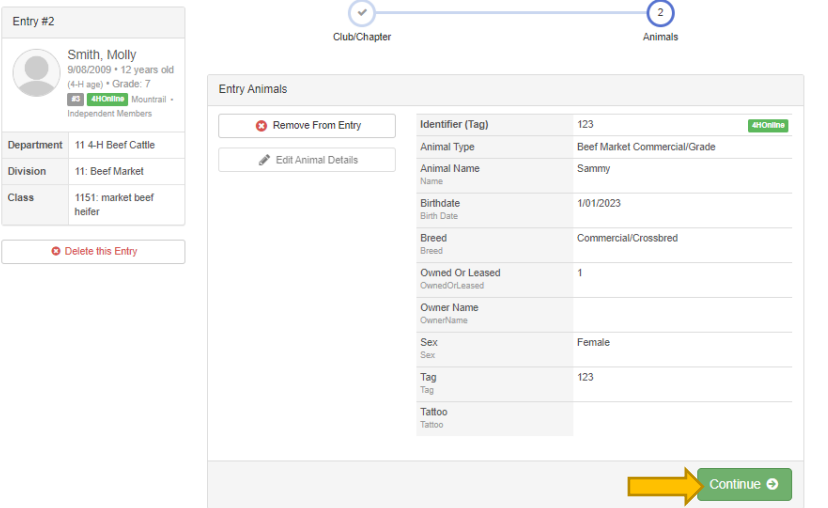
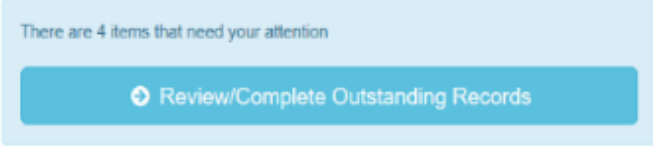
Choose



# Mountrail County 4-H Achievement Days Registration Instructions - 2025

21	<p><b><u>Review Your Selections:</u></b></p> <p>Take a moment to review the exhibits you selected.</p> <p>If everything is correct... Select <b>"Continue"</b></p>	
22	<p><b><u>Choose the Class:</u></b></p> <p>Click <b>"Select"</b>.</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><b><u>Review Your Selections:</u></b></p> <p>Take a moment to review the exhibits you selected.</p> <p>If everything is correct... Select <b>"Continue"</b></p>	
25	<p><b><u>Choose Your Club:</u></b></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 <b>"Continue"</b></p>	
26	<p><b><u>ADD ANIMAL – Step 1 of 3</u></b></p> <p>Select <b>"Add an Animal"</b></p> <p><b>You MUST do this – Please do not skip over this step.</b></p>	
27		



	<p><b>Select Animal to Add</b> <b>Step 2 of 3</b> <b>This is where the Animal Info you entered into 4-H Online will now be used.</b></p> <p>If your animal does not appear as an option you may have...</p> <ol style="list-style-type: none"> <li>1) Not entered that animal into 4-H Online by May 1 deadline.</li> <li>2) Registered it under the wrong Animal Type.</li> </ol> <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	<p><b><u>ADD ANIMAL – Step 3 of 3</u></b> <b>Review your Animal Info</b></p> <p><b>Look correct? Click “Continue”</b></p> <p>If you need to update your animal info, please reach out to Heather @ 701-628-2835 to try and find a solution.</p>	
29	<p>Do you have a BLUE <b>“Review/Complete Outstanding Records”</b> button on this page? This means you may have skipped over your Animal Info.</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>	 <p><b>** You MUST have an Animal entered for livestock class entry **</b></p>

## 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

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"**

Exhibitors > Entries > Payment

1  
Review

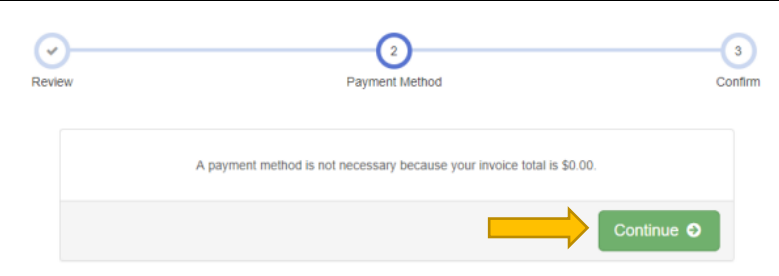
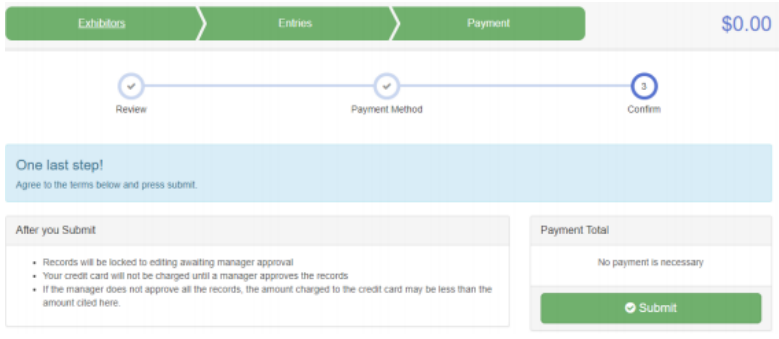
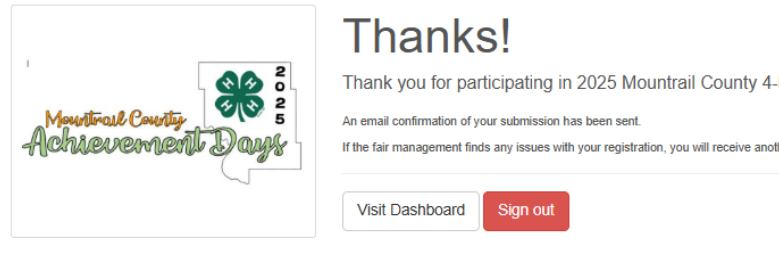
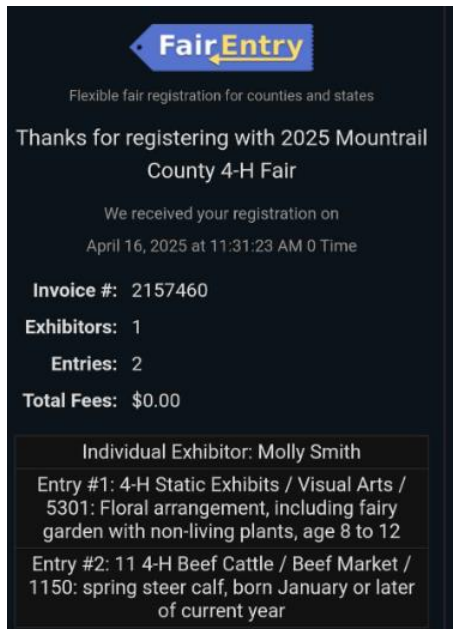
2  
Payment Method

3  
Confirm

Invoice		Summary	Detail
Individual Exhibitor: John Smith		\$0.00	
Individual Exhibitor: Molly Smith		\$0.00	
		Total: \$0.00	

➔ Continue

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31	<p>There will be no payment method that will need to be entered.</p> <p>Click <b>"Continue"</b></p>	
32	<p><b>Click "Submit"</b></p>	
33	<p><b>Final page view after clicking submit</b></p> <p><b>Congratulations! You have survived your introduction to FairEntry!</b></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 20.</p> <p>You will receive a confirmation email showing the exhibits you registered.</p>	 <p>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</p>