

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 20 @ 8:00am / REGISTRATION CLOSES: June 17 @ 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, 2023

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



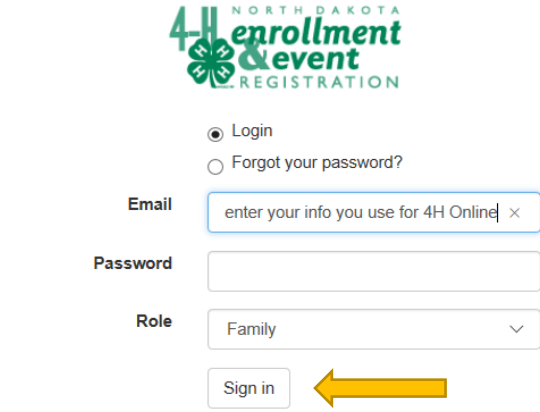
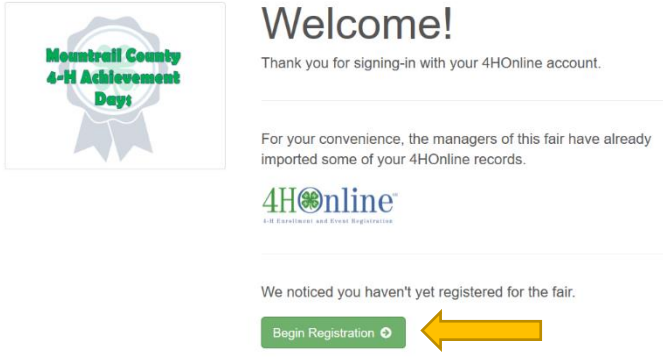
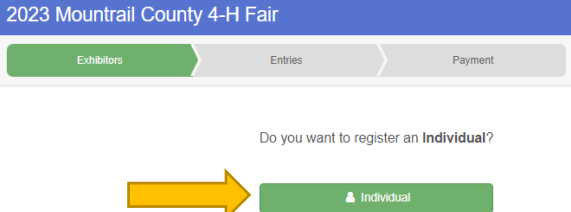
Steps 10-19: Horse Exhibit Registration

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	<p>(All info valid for 2024 year)</p> <p>Go to the following website: http://mountrail-county-nd.fairentry.com/</p> <p>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.</p>	
2	<p>Click "Sign in with 4HOnline"</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 Extension Office.)</p>	
4	<p>Welcome! Page Click "Begin Registration"</p>	
5	<p>Click "Individual"</p>	

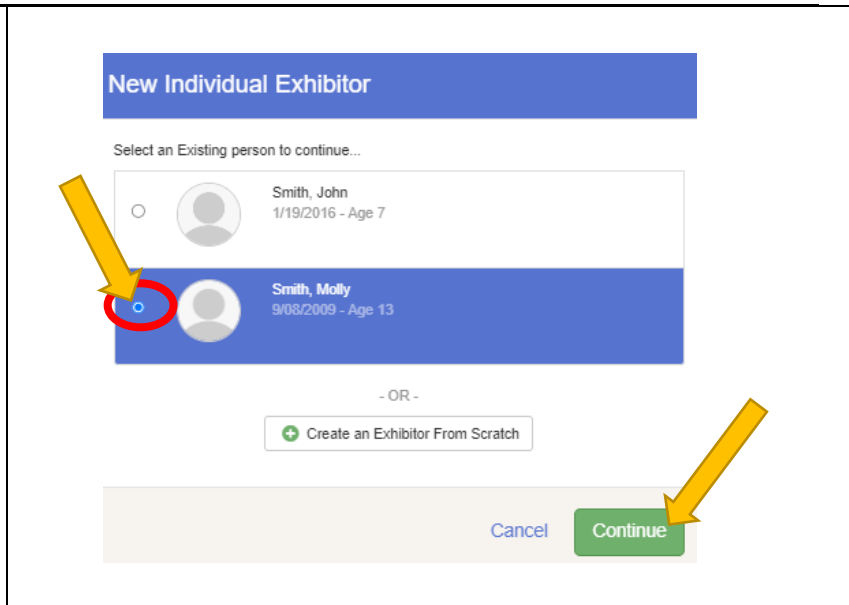
Mountrail County 4-H Horse Show Registration Instructions - 2024

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.

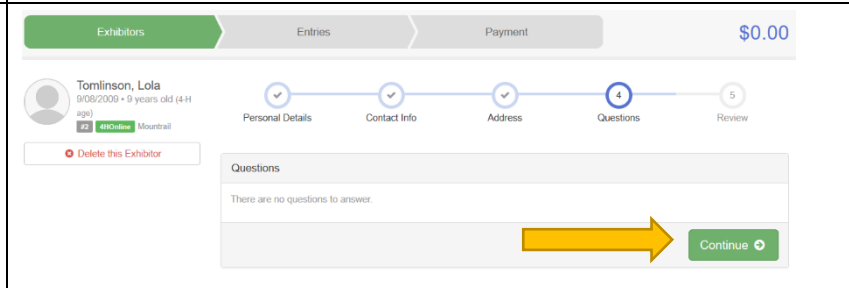
Select which youth you would like to enter entries for. Click **"Continue"**.

DO NOT 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.



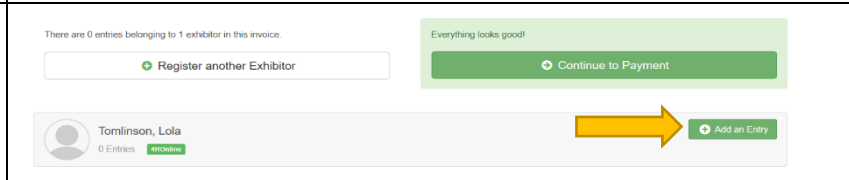
7 At this time, there are no questions to answer, click **"Continue"**.



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.



HORSE EXHIBIT REGISTRATION (Steps 10-19)

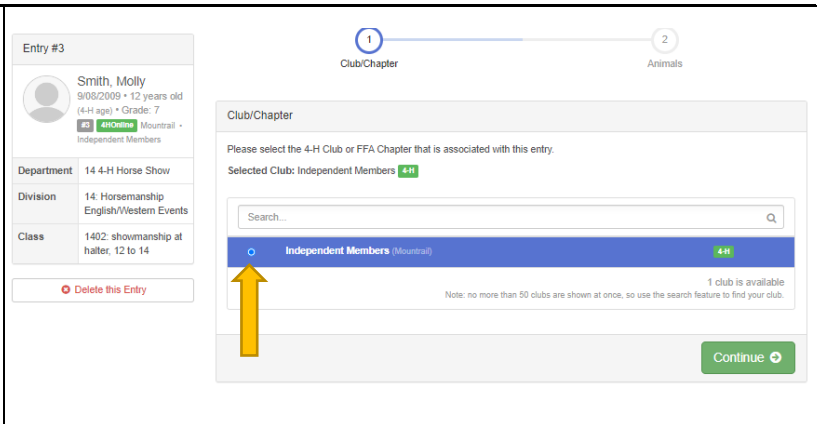
10 **HORSE EXHIBIT REGISTRATION**

Click **"Select"** for 4-H Horse Show

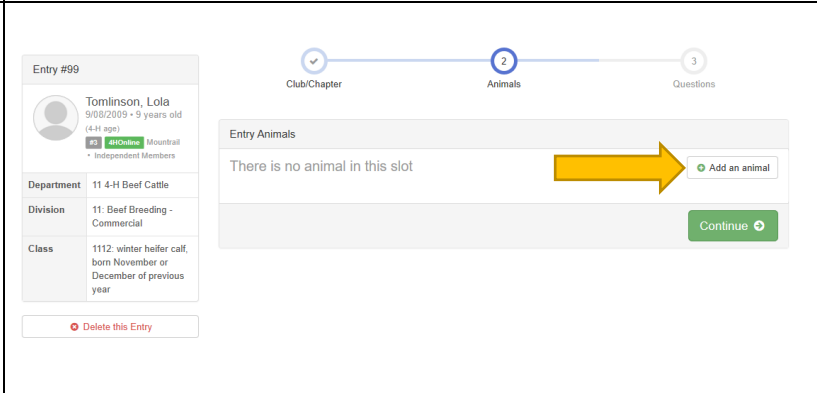


<p>11</p>	<p><u>Choose the Division:</u></p> <p>Click "Select"</p> <p>These are the same Division #'s as the ND State Fair Book located at:</p> <p><u>https://tinyurl.com/MC4-HorseShow</u></p>	
<p>12</p>	<p><u>Review Your Selection:</u></p> <p>Take a moment to review the exhibits you selected.</p> <p>If everything is correct... Select "Choose"</p>	
<p>13</p>	<p><u>Choose the Class:</u></p> <p>Click "Select"</p> <p>You must submit each class individually due to having to enter info regarding the horse you will be using</p>	
<p>14</p>	<p><u>Review Your Selections:</u></p> <p>Take a moment to review the exhibit you selected.</p> <p>If everything is correct... Select "Continue"</p>	

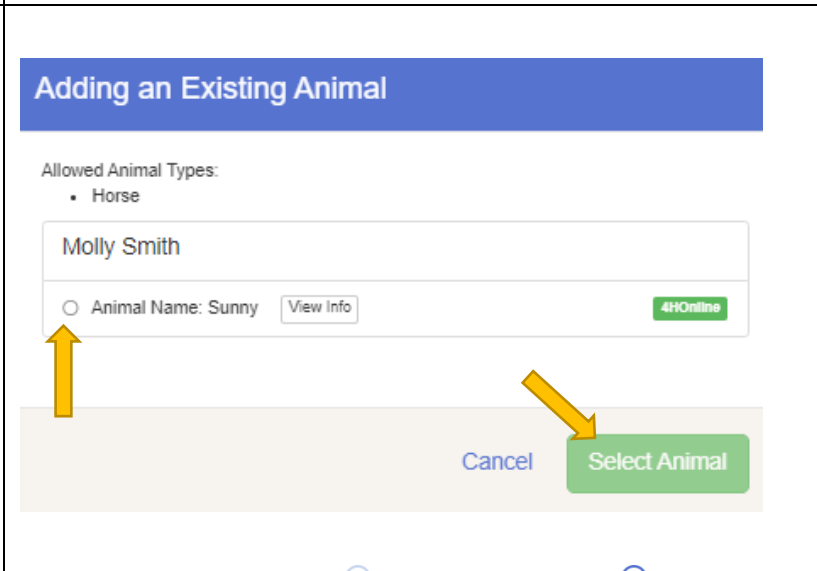
15 **Choose Your Club:**
 Take a moment to select your club.
 This info is imported from 4-H Online. If you have a member of multiple clubs, they both should be listed.
 Select **“Continue”**



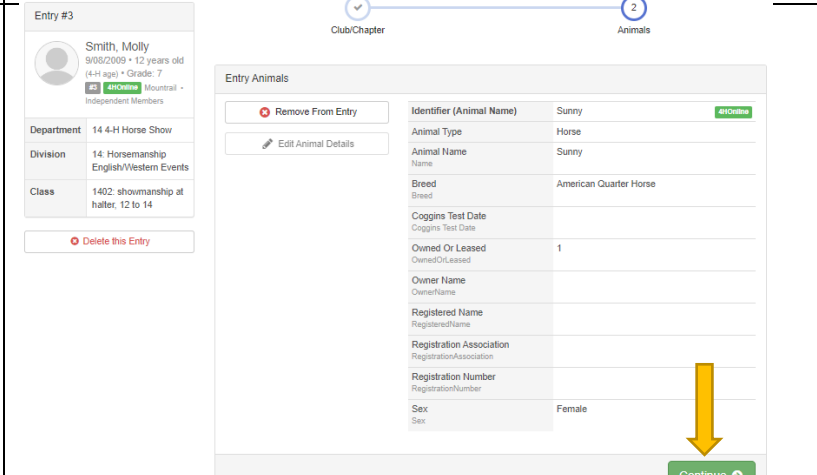
16 **ADD ANIMAL – Step 1 of 3**
 Select **“Add an Animal”**
You MUST do this – Please do not skip over this step.



17 **Select Animal to Add – Step 2 of 3**
This is where the Animal Info you entered into 4-H Online will now be used.
 If your animal does not appear as an option you may have...
 1) Not entered that animal into 4-H Online by May 22 deadline.
 2) Registered it under the wrong Animal Type.
 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.



18 **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.

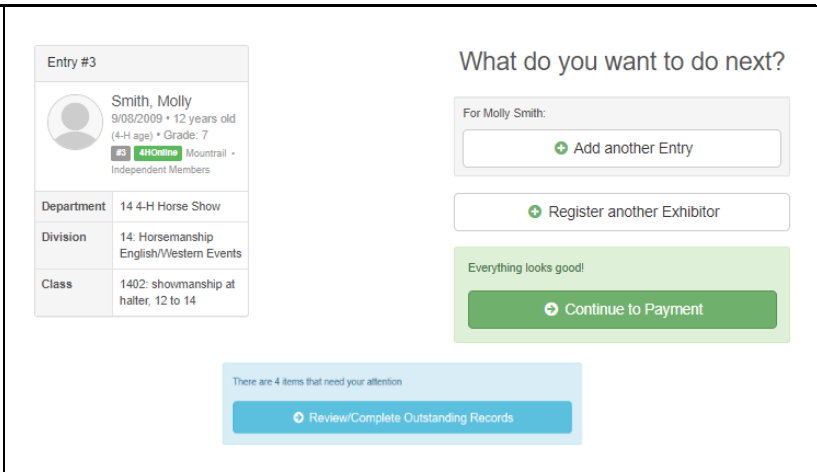


19

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.

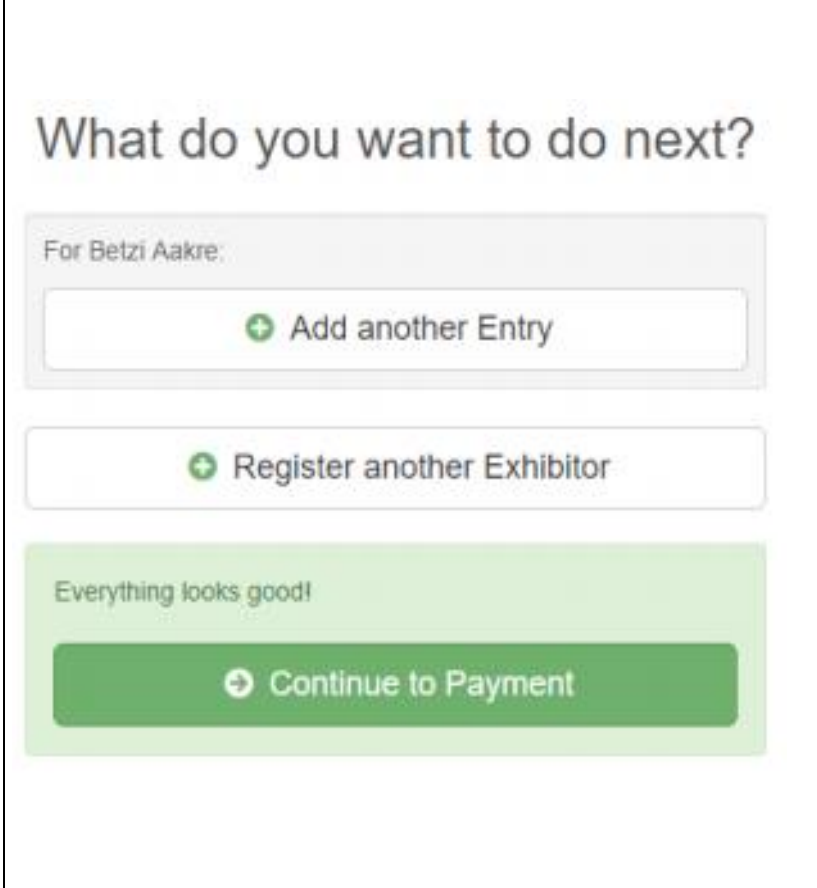
If you have another family member to enter, DO NOT continue to payment yet.

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

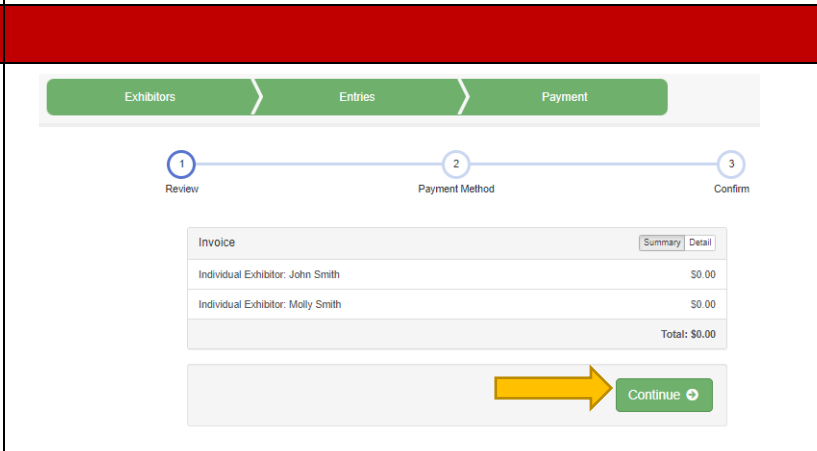


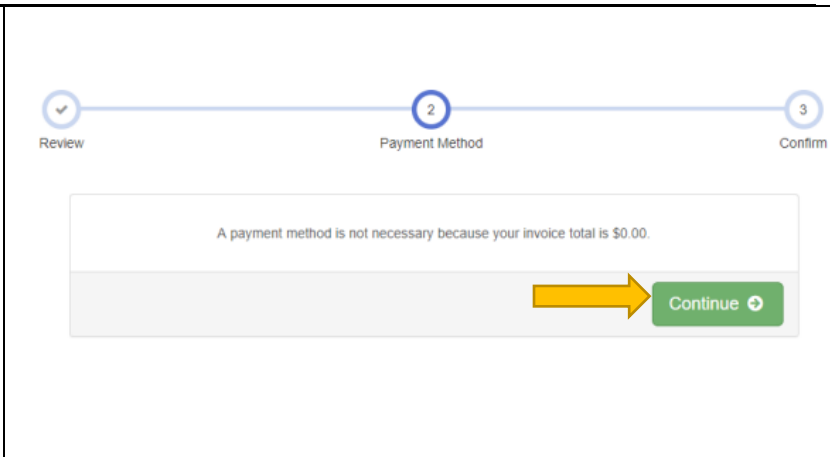
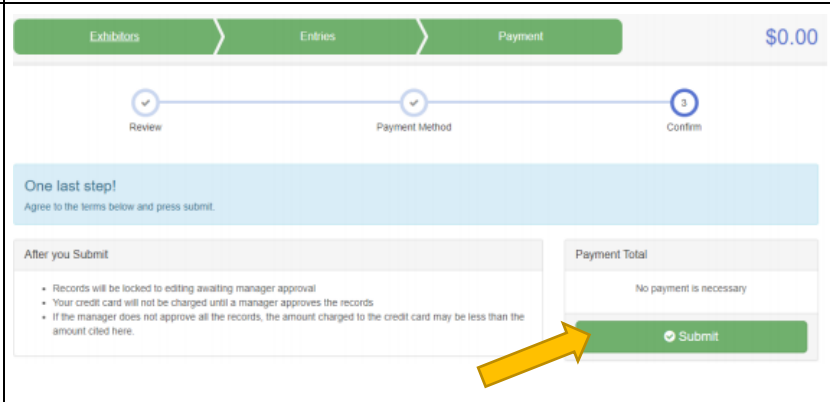
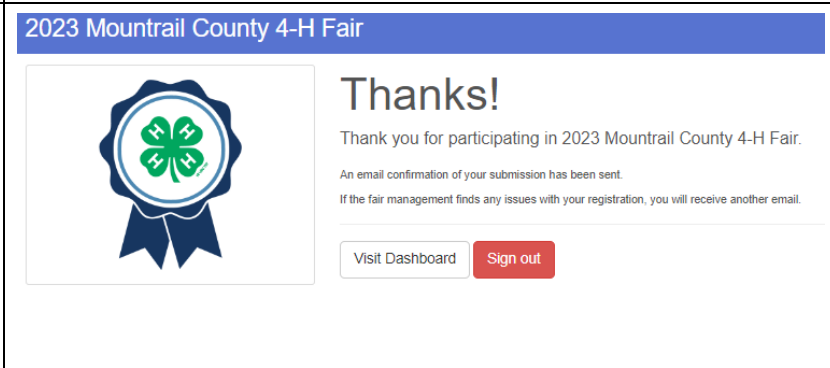
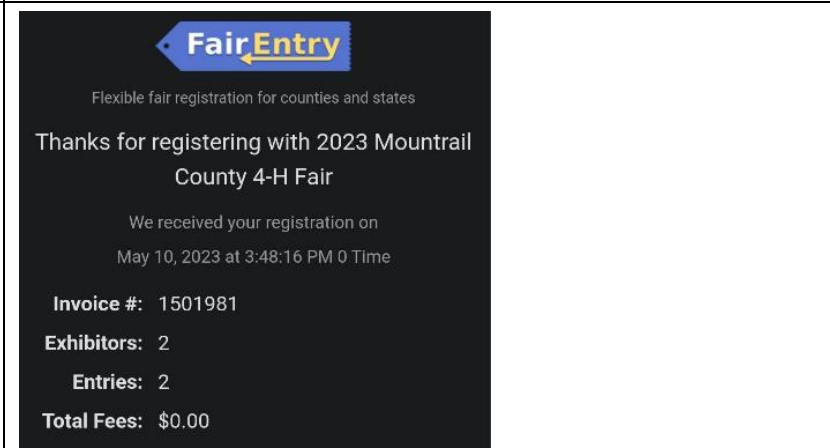
20

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”**



<p>21</p>	<p>There will be no payment method that will need to be entered.</p> <p>Click "Continue"</p>	
<p>22</p>	<p>Click "Submit"</p> <p>Final page view</p> <p>after clicking submit</p>	
<p>23</p>	<p>After submitting your family's registration, your account will be locked upon approval.</p>	
<p>24</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> <p>Your account will be locked until the 4-H office approves your submissions.</p>	

Congratulations! You have survived your introduction to FairEntry! 🤖