Fair Entry Registration

- Go to fairentry.com
  - Click "Find your Fair"
  - In the search keyword bar enter "Livingston" and state to "MO" hit search
  - Click on Livingston County Fair
  - Under the "FairEntry Exhibitor/Staff Sign In" box
    - If you are a returning exhibitor enter your login information
      - Follow "Forgot your password" if you don't know your password.
    - If you are a NEW exhibitor for 2022 click the "Not in 4-H Online and need to create a FairEntry exhibitor account?" and set up a new account using your email address and a password.
    - Return to the "FairEntry Exhibitor/Staff Sign In" box and enter your email and password.
- Once logged in click Begin Registration
  - "Do you want to register an Individual?" Click Individual.
    - Returning Exhibitors click your name
    - New Exhibitors will click Create an Exhibitor from scratch.
      - Follow the screens. Will need:
        - 1st Name
        - 2nd Name
        - Birthdate
        - Grade- click continue
        - Phone
        - Email-click continue
        - Address-click continue
        - Parent's Names- **PLEASE enter parents' names as you want them listed in the Auction Program and any news coverage.** Click continue
        - Review-Click continue to Entries
  - Entries-Click Add an Entry
    - Livestock
      - Choose Department
      - Choose Division
      - Select the Class-click continue
      - Select your 4H Club or FFA Chapter-click continue
      - Entry Animals screen- CLICK ADD AN ANIMAL
        - Click Enter a New Animal Record
        - Follow screens with identifying information about your animal. Each species can require different information about your animal.
        - On the final screen click "Create and Add Animal"
        - Review this screen
          - If correct click Continue
          - If not correct click Edit Animal Details and change what needs changed. When you are back to this screen and information is correct click Continue.

- o On this screen will be 4 options:
  - Add another entry-if you have more livestock or projects to enter
  - Register another Exhibitor-if you need to register additional exhibitors
  - Blue Box with Review/Complete Outstanding Records-IF this box is present you will have to click it and finish the entry before completing your registration.
  - Continue to payment-*If and when all entries are entered for all exhibitors*. There is no cost for entries, but you will continue to payment to complete registration.
    - Review-Click continue
    - Payment Method-Click continue
    - Confirm-Select Submit
- Building Projects-
  - FFA members- Select Department- FFA Building Projects
  - 4H members-Select Department- 4H Building Projects
  - Select Division and click Choose
  - Select Class and click Continue
  - Select your club or chapter and click continue
  - Entry Details-Briefly describe the project you will be exhibiting-click continue
  - On this screen will be 4 options:
    - Add another entry-if you have more livestock or projects to enter
    - Register another Exhibitor-if you need to register additional exhibitors
    - Blue Box with Review/Complete Outstanding Records-IF this box is present you will have to click it and finish the entry before completing your registration.
    - Continue to payment-If all entries are completed. There is no cost for entries, but you will continue to payment to complete registration.
      - Review-Click continue
      - Payment Method-Click continue
      - Confirm-Select Submit
- Anytime you are working in fair entry if you need to see what you have entered or want to review before you submit click the "Entries" tab on top of the screen and it will list out the projects you have entered. You can edit from this screen. If everything is entered you can also continue to payment from this screen.
- If you have more than one exhibitor and you need to switch to view their entries click on the "Exhibitor" tab and it will take you to your list of exhibitors.
- If you don't complete your registration and need to log back in you will follow the first few steps and log back in. On the screen it will list your exhibitors. Click Edit on the exhibitor you need to add entries for and follow prompts from above.