**FairEntry Family Check List**

The 'Need to Knows' before you pre-enter! All pre-entries are due by July 1, 2022!

1. **Ready**
   - Grab Your Things!

2. **Set**
   - Check Entry Limits!

3. **Go**
   - Pre-Enter For the Fair Fiesta!

- Project Specific Documents - See FairEntry Guide 2022
- 2022 Wabaunsee County Fair Book
- Livestock EID Tag/Tattoo Numbers
- FairEntry Guide 2022

- Poultry Exhibitors - Max Entry Numbers have been set per class. Please contact the office if you need an alternative make-up of nine (9) entries allotted.
- Open Class Livestock limited to 2 head per species per exhibitor
- Project entry limits detailed out per section in the 2022 Wabaunsee County Fair Book

- Log in to FairEntry using your 4HOnline2.0 login information

- Follow Step-by-Step in the FairEntry Guide 2022

- Contact Stephanie Maike if you have questions!
  - Monday - Friday: 8:30 a.m. - 1:00 p.m. & 1:30 - 5:00 p.m.
  - Phone: 785-765-3821
  - Email: snmaike@ksu.edu

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**K-State Research and Extension**

**Wabaunsee County**

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer.
Are you ready to start pre-entering your 4-H exhibits into FairEntry? Look over your FairEntry Family Check List and this FairEntry Guide 2022 for local, project specific tips before getting started to make your entries a breeze! Contact Stephanie Maike (snmaike@ksu.edu or 785-765-3821) if you have questions!

Large Heartbeat
**NEW 2022**: All purebred breeding stock are required to have registration certificates or transfer papers and tattoos at pre-entry. If you cannot upload into fair entry, please email to Stephanie (snmaike@ksu.edu) by July 1.

- **AOB =** All registered breeds not listed; if you do not have registration papers please select commercial or crossbred respectively.
- **Large Animal Showmanship is multi-entry and allows you to enter in all species’ showmanship classes at once.**

**Beef:** Limits 3 Market & 3 Breeding plus 1 Bucket Calf in 4-H Division. Only 2 animals in Open Class.

- eID Tag Number (5 digits)
- Tattoo Number – Breeding Only
- Birthdate – Breeding Only
- Registration Papers

**Goat:** Limits 3 Dairy, 3 Market & 3 Breeding Meat Goats in 4-H Division. 2 Dairy & 2 Meat animals in Open Class. Market Breeding Goats is the breeding class to show meat does. Goat Agility is an Open Class event, please pre-enter through the Open Class Large Heartbeat Division.

- eID or County Only Tag Number
- Scrapie or Premises ID Tag Number
- Tattoo Number – Breeding Only
- Birthdate – Breeding Only
- Registration Papers

**Horse:** Multi-entry by horse/exhibitor pair – complete Animal Entry and select all classes horse/exhibitor pair will compete in.

- Horse ID Certificate(s)
  **must be on file in the Extension Office (by May 1 of current 4-H year) to compete in the 4-H Division.**

**Sheep:** Limits 3 Market & 3 Breeding in 4-H Division. Only 2 animals in Open Class. Shepherds Lead is an Open Class event, please pre-enter through the Open Class Large Heartbeat Division.

- eID or County Only Tag Number
- Scrapie or Premises ID Tag Number
- Tattoo Number – Breeding Only
- Birthdate – Breeding Only
- Registration Papers

**Swine:** Limits 3 swine total (2 Market & 1 Breeding Gilt or 1 Market & 2 Breeding Gilts) in 4-H Division. Only 2 animals in Open Class.

- eID or County Only Tag Number (5 digits)
- Ear Notches – Breeding Only
- Birthdate – Breeding Only
- Registration Papers
Small Heartbeat

- Showmanship classes must be entered per project area, multi-entry not available for all small livestock.

Dog Care & Training:

- State 4-H Dog Show Immunization Record – Does not have to be uploaded into FairEntry but must be given to Jenny Howe, Superintendent, by day of Dog Show, Monday, July 18, 2022.

Pets: Limits up to 3 live pet entries, plus 1 poster in 4-H Division and 3 entries in Open Class.

- Current Rabies Vaccination Record – Mandatory for all Cats, Dogs & Ferrets entered as Pets

Poultry: Limits up to 9 entries in 4-H and 9 entries in Open Class.

- P-T test – local testing will be held July 7, 6:00 – 8:00 p.m.
- Breed & Variety
- Categories – you must enter in each category you wish to show in
  - Poultry – Bantam
  - Poultry – Other
    - Crossbred
    - Educational Poster
    - Meat Type Chickens – Pen of 3
    - Other Poultry
    - Pigeons
    - Poultry Costume Contest
    - Poultry Skillathon
  - Poultry – Standard
    - Large Fowl
    - Dual-Purpose
    - Production
  - Poultry – Turkeys
  - Poultry – Waterfowl
    - Ducks
    - Geese

Rabbits: Limits up to 9 entries in 4-H and 9 entries in Open Class.

- Multi-entry per animal = Gender/Age class & Fur class
- Breed & Variety
- Tattoo Number
Static
Check the 2022 Wabaunsee County Fair Book for project specific limits and rules. Only projects with specific document uploads or pre-entry requirements will be listed below. If you have issues uploading documents, please email them to Stephanie Maike (snmaike@ksu.edu).

Cloverbuds: Limits up to 4 items.
4-H Cloverbuds is an educational, youth development opportunity specifically for 5-and-6-year-old youth. This is a non-competitive Show and Tell type experience.
- Entries may be any item made in the past year
- We strongly encourage open class entries if you want to participate in Foods & Nutrition and Plant Science.
- Animal entries MUST be shown as open class, as livestock is considered a competitive event.

Fashion Revue (Buymanship & Constructed): Limits 2 constructed and 1 purchased garment in the 4-H Division. 2 entries in Open Class. Only 1 garment may be modeled in the Public Fashion Revue.
- Buymanship Revue Form
- Constructed Garments Revue Form
- Cost per Wear – Intermediates & Seniors Only

Foods & Nutrition: Limits up to 6 non-perishable items, 2 food preservation items & 1 educational exhibit in 4-H. 6 non-perishable items, 2 food preservation items, 1 cookie jar & 1 bread sculpture in Open Class. Classes and descriptions can be edited at check-in. Please pre-enter to the best of your knowledge.
- Description = Item/Recipe Name
- Sub-Class = 4-H Age Division (as of January 1, 2022)
  - Junior = 7 – 9
  - Intermediate = 10 – 13
  - Senior = 14 – 18

Photography: Limits up to 6 entries in 4-H and 6 entries in Open Class. Classes and descriptions can be edited at check-in. Please pre-enter to the best of your knowledge.
- Description = Item/Recipe Name
- Sub-Class = 4-H Age Division (as of January 1, 2022)
  - Junior = 7 – 9
  - Intermediate = 10 – 13
  - Senior = 14 – 18

Plant Science – Field Crops: Limits up to 6 entries in 4-H and 6 entries in Open Class. Classes and descriptions can be edited at check-in. Please pre-enter to the best of your knowledge.
- Description = Crop Variety
- Categories
  - Corn
  - Field Beans
  - Miscellaneous Crops
    - Barley
    - Miscellaneous Crop Seed
    - Oats
  - Educational Exhibit
  - Grasses
  - Sorghum
  - Sunflower
  - Wheat
Plant Science – Horticulture: Limits up to 6 produce & 6 floral entries in 4-H and 12 entries in Open Class. Classes and descriptions can be edited at check-in. Please pre-enter to the best of your knowledge.

- Description = Item Name (i.e. bell peppers, marigold, zinnia, cherry tomatoes)
- Categories
  - Educational Exhibit
  - Floral
    - Annual Garden Flower
    - Perennial Garden Flower
    - Flower Arrangement
    - Houseplants
    - Miscellaneous Floral
  - Produce
    - Small Vegetable Plate
    - Medium Vegetable Plate
    - Large Vegetable Plate
    - Fresh Culinary Herbs
    - Small Fruits
    - Tree Fruits
    - Grapes

Shooting Sports: Limits up to 8 total entries, but only 1 per class in 4-H.

- Categories
  - Competition Shooting (i.e. targets)
    - Air Pistol
    - Air Rifle
    - Archery
    - BB Gun
    - Shotgun
  - Educational Exhibit
    - Display
    - Notebook
    - Poster

STEM: Imperative to check the 2022 Wabaunsee County Fair Book for project specific rules and regulations. Some will impact whether the exhibit may move on to the State Fair. If you are unsure or have specific questions, please contact the Extension Office ASAP.

- Description = Item Name

Visual Arts: Limits up to 6 entries in 4-H and 6 entries in Open Class. Classes and descriptions can be edited at check-in. Please pre-enter to the best of your knowledge.

- Description = Item Name
- Sub-Class = 4-H Age Division (as of January 1, 2022)
  - Junior = 7 – 9
  - Intermediate = 10 – 13
  - Senior = 14 – 18

Wood Science: Limits up to 2 entries in 4-H and 2 entries in Open Class. Classes and descriptions can be edited at check-in. Please pre-enter to the best of your knowledge.

- Description = Item Name
- Sub-Class = 4-H Age Division (as of January 1, 2022)
  - Junior = 7 – 9
  - Intermediate = 10 – 13
  - Senior = 14 – 18
## 4-H Exhibitor Group (Family) Entry

### Important Reminders

- **Online entries will be required for all exhibitors.** The deadline for online entries is July 1, 2022. This deadline will be strictly enforced since the system will close entries at 11:59 p.m. CT on this date. Late entries will not be allowed.
- **Register all entries for each exhibitor in the family before proceeding to the Payment section.**
- **Be sure to 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 by the Extension Office.**

### 1. To access our Fair use our direct link
http://wabcofair.fairentry.com/

### 2. Sign in with your 4HOnline family account.
Select to “Sign in with 4HOnline” and enter your login information.

**IMPORTANT:** Do NOT create a new FairEntry account. 4-H families will enter ALL entries (4-H and Open Class) via their 4HOnline family account.

**NOTE:** If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

### 3. Click “Begin Registration”
<table>
<thead>
<tr>
<th>Exhibitor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Begin registering - Do you want to register an Individual – YES.</strong></td>
</tr>
<tr>
<td>Our fair is configured to accept only individual entries (some fairs are configured to accept team entries).</td>
</tr>
</tbody>
</table>

| **1. FairEntry links to your family 4HOnline account. All active members listed in 4HOnline will be displayed. **Choose one 4-H member to begin the entry process. This process must be completed for each 4-H member. |

| **2. The exhibitor’s information will be displayed on the next “2” screens. **Click Continue on the first screen “section 4” to proceed to section 5. |

| **3. Section 5 is a review of information in 4HOnline. Click Continue to Entries to begin entering.** |
| NOTE: If information here is incorrect – let the Extension Office know so we can update it. Updating information here will not update it in 4HOnline. |
Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the exhibitor you want to add entries for (if more than one has been created).

2. Click Select beside the first department you wish to enter.

   NOTE: Both 4-H and Open Class are listed on this screen for ALL project areas (departments). Make sure you are entering in the correct department, 4-H or Open Class.

3. After you select a department, you will see a list of divisions to select from, and then a list of available classes.

   Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, division, or class.

   After you have selected the class, click the green Continue button.

   NOTE: If after selecting a Class you receive this error message –
   a. A class has been entered for a project the 4-H member is not enrolled in, OR
   b. The incorrect age group has been selected for the 4-H member.
Single Entry Process
Continuing on from steps 1-3 of Creating Entries. Used for ALL entries (excluding Horse & Dog).

1. **Static Classes**: follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

   Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

2. **Animal Classes**: you will be required to specify which animal will be exhibited in this class; select the **“Add an animal”** option to enter the required information.

3. Choose **“Enter a New Animal Record”** from the pop-up window.

4. Select the **Animal Type** from the drop down box and complete all of the fields with information about the animal you intend to exhibit.

5. Click **Create and Add Animal** when finished. On the next screen you will have the option to either **Remove From Entry** (creating a new animal) or **Edit Animal Details** if info was entered incorrectly. When it’s correct, click **Continue**.

6. When each class entry is complete, you have three choices for what to do next:
   a. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
   b. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
   c. **Continue to Payment** if entries have been completed for all participants.
7. Once all entries for all exhibitors in the exhibitor group have been completed, *Continue to Payment* to finalize and submit your entries.

8. Review your entries for completeness and accuracy. If there are errors, click on the green Entries section at the top of the page to return to the entries screen. Click *Continue* or *Continue to Payment* when all information is correct.

9. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.

   You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved by the office.

   NOTE: there is NO charge for entries. You will NOT be charged at checkout when you submit your entries.

One last step!
Agree to the terms below and press submit.

<table>
<thead>
<tr>
<th>After you Submit</th>
<th>Payment Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Records will be locked to editing awaiting manager approval</td>
<td>No payment is necessary</td>
</tr>
<tr>
<td>• Your credit card will not be charged until a manager approves the records</td>
<td></td>
</tr>
<tr>
<td>• If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.</td>
<td></td>
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</tbody>
</table>

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**Multiple Entry Process – DOG & HORSE ONLY**

Continuing on from steps 1-3 of Creating Entries. Used for Horse & Dog entries ONLY.

Multiple Entries have been enabled for HORSE, LARGE HEARTBEAT SHOWMANSHIP, DOG & RABBIT projects ONLY. When selecting those projects you will see this entry screen. If there are not checkboxes next to each class, then the area you are entering uses the single-entry process (see above).

1. First, enter the animal information for each animal being entered.
   a. Click Add Animal to enter the Animal’s details.
   b. Select Add animal from scratch from the pop-up window.
   c. Complete the requested information for each animal. Save when complete.

2. Select which animal you will be entering and check the box next to each class this animal will enter.

3. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries. Repeat if entering multiple animals.