

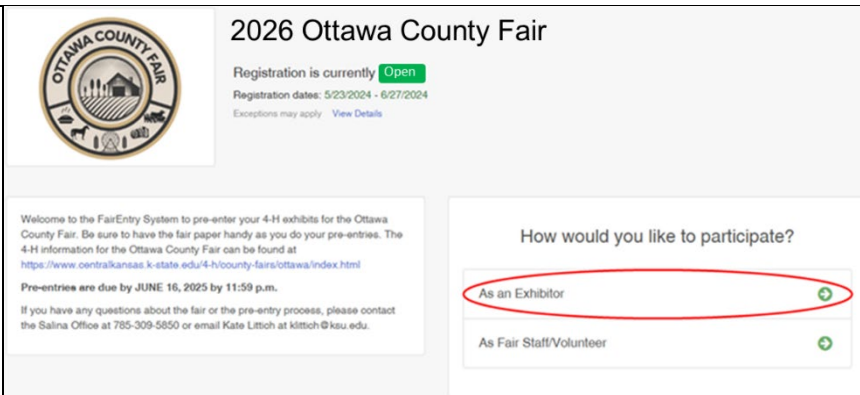
## 2026 Ottawa County Fair Pre-Entry Process

### Important Reminders

- Pre-Entries are due June 15 by 11:59 p.m. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- 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. Pre-Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- **IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE SALINA OFFICE AT 785-309-5850.**

1. Link to complete Ottawa County Fair pre-entries is:  
<http://ottawacounty.fairentry.com>

Click on “As an Exhibitor”.

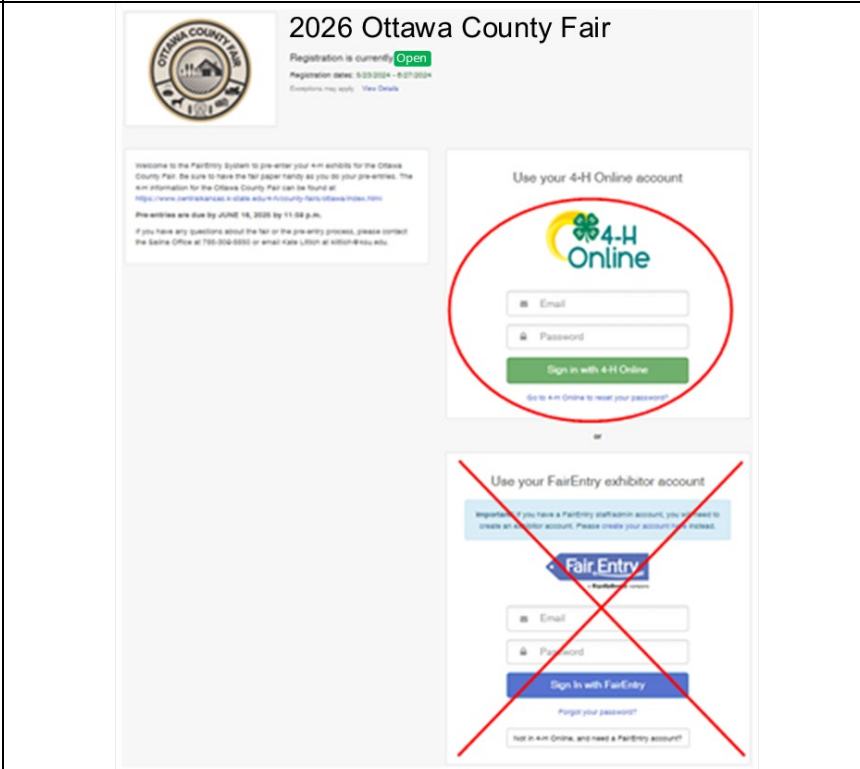


**2026 Ottawa County Fair**  
 Registration is currently **Open**  
 Registration dates: 5/23/2024 - 6/27/2024  
 Exceptions may apply [View Details](#)

Welcome to the FairEntry System to pre-enter your 4-H exhibits for the Ottawa County Fair. Be sure to have the fair paper handy as you do your pre-entries. The 4-H information for the Ottawa County Fair can be found at <https://www.centrikanasas.k-state.edu/4-h/county-fairs/ottawa/index.html>  
 Pre-entries are due by **JUNE 16, 2025** by 11:59 p.m.  
 If you have any questions about the fair or the pre-entry process, please contact the Salina Office at 785-309-5850 or email Kate Littich at [klittich@ksu.edu](mailto:klittich@ksu.edu).

How would you like to participate?  
 As an Exhibitor  
 As Fair Staff/Volunteer


2. You will sign in with 4-H Online.  
 DO NOT sign in with FairEntry Exhibitor, Staff Sign-In.



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Use your 4-H Online account

  
  
  
  
[Go to 4-H Online to reset your password?](#)

or

~~Use your FairEntry exhibitor account~~

~~Important: If you have a FairEntry exhibitor account, you will need to create an exhibitor account. Please create your account if needed.~~

~~  
  
  
  
[Forgot your password?](#)  
[Not in 4-H Online, and need a FairEntry account?](#)~~



3. Click on "Sign in with 4-H Online".

DO NOT sign in with FairEntry Exhibitor, Staff Sign-In.

4-H Exhibitor and 4-H Staff Sign-In



Sign in with 4HOnline

4. Sign in using your 4-H Online email and password.



Login

Forgot your password?

Email

Password

Sign in



5. Click on "Begin Registration".

If one member has already been registered, you will not see this screen. Go to Step #5.

6. Click on "Register an Exhibitor".

If all members have been registered and you want to enter more pre-entries, go to Step #7.

7. Click on "Individual".



8. Choose a 4-H member and click “Continue” to begin entering their pre-entries.

**IT IS VERY IMPORTANT THAT YOU ARE ON THE CORRECT CHILD WHEN MAKING ENTRIES.**

You can always delete entries if you entered someone in the wrong division.

Deleting entries must be done before you select SUBMIT.

New Individual Exhibitor

Select an Existing Person to Continue...

- Clover, Edward  
10/05/2010 - Age 13
- Clover, Chris  
8/15/2012 - Age 11

- OR -

~~+ Create an Exhibitor From Scratch~~

Cancel Continue

9. Click on “Register an Exhibitor”.

Exhibitors Entries

Exhibitors being registered

There is one exhibitor in the process of being registered

**+ Register an Exhibitor**

Clover, Edward  
4HOnline Edit



10. This question about livestock insurance must be answered.

Enter the total number of units for beef, bucket calf, sheep, meat goat and swine per family. Each animal taken to the fair is 1 unit. A cow/calf pair is 2 units.

For example: Edward 2  
Chris 2  
Cloey 3

The total will be 7. This number only needs to be entered once.

Do not enter total for only one child.

The total amount to be paid will automatically calculate and will be paid at the end of the entry process via Stripe.

If you are not bringing livestock to the fair or would like to opt out of insurance, input 0.

**NOTE:** If you want to sign up for livestock insurance, you must do so prior to clicking on "Submit". You will not be able to go back in and add it otherwise.

Click on "Continue".

Progress bar: Personal Details, Contact Info, Address, Questions (4), Review (5)

Questions

1. Livestock insurance is offered to all livestock exhibitors to cover animals brought to the Ottawa County Fair. How many TOTAL livestock units (beef, bucket calf, sheep, meat goat, swine) will you bring to the fair? If you don't have livestock or would like to opt out of insurance, please input 0. NOTE: Cow/calf pairs count as 2 units.

\*Required

1	Units
Unit Price	\$7.58
Total Price	\$7.58

Continue

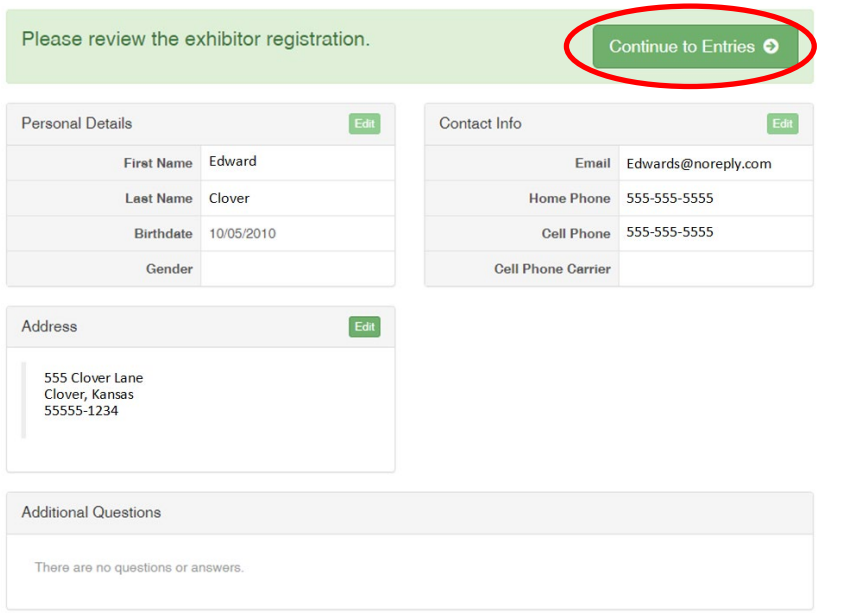
1. Livestock insurance is offered to all livestock exhibitors to cover animals brought to the Ottawa County Fair. How many TOTAL livestock units (beef, bucket calf, sheep, meat goat, swine) will you bring to the fair? If you don't have livestock or would like to opt out of insurance, please input 0. NOTE: Cow/calf pairs count as 2 units.

Cost - \$7.58 per unit



11. After you answer the livestock insurance question, you will be asked to review the exhibitor registration.

If everything is okay, click on "Continue to Entries".



Please review the exhibitor registration. Continue to Entries ↗

Personal Details <span>Edit</span>		Contact Info <span>Edit</span>	
First Name	Edward	Email	Edwards@noreply.com
Last Name	Clover	Home Phone	555-555-5555
Birthdate	10/05/2010	Cell Phone	555-555-5555
Gender		Cell Phone Carrier	

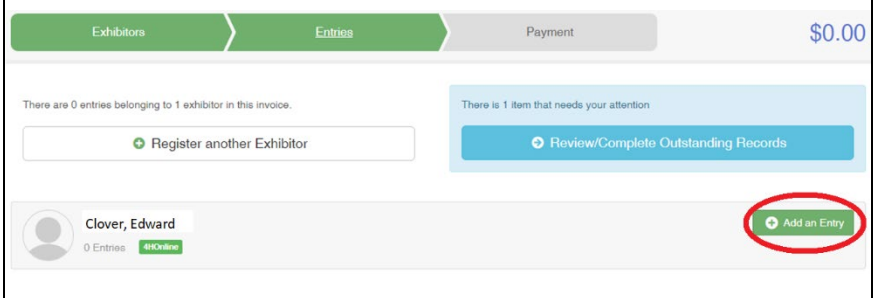
Address Edit

555 Clover Lane  
Clover, Kansas  
55555-1234

Additional Questions

There are no questions or answers.


12. To add an entry for the member, click on "Add an Entry".



Exhibitors Entries Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice. There is 1 item that needs your attention

+ Register another Exhibitor
Review/Complete Outstanding Records

 Clover, Edward + Add an Entry

0 Entries #K12345

## 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, 2 entries in the photography class must be created. If an exhibitor is showing one horse in 5 events, 5 class entries must be created. Once all entries have been created for the first exhibitor, then you can create entries for another exhibitor.



13. Click "Select" beside the first department you wish to enter.

4-H Building entries, including Performing Arts, are listed under each department beginning with "4-H" or under "Additional Divisions".

All animals are listed separately.

For a complete list of Departments and Divisions, please refer to the complete list on the following page (Page 8).

## Choose Department and Division

4-H Communication & Expressive Arts	Select ↕
4-H Consumer & Family Science	Select ↕
4-H Engineering & Technology	Select ↕
4-H Leadership & Personal Development	Select ↕
4-H Natural Resources	Select ↕
4-H Plant Science	Select ↕
Additional Divisions	Select ↕
Beef Cattle	Select ↕
Bucket Calf	Select ↕
Dairy Cattle	Select ↕
Dairy Goats	Select ↕
Dog	Select ↕
Horses	Select ↕
Meat Goats	Select ↕
Pets	Select ↕
Poultry	Select ↕
Rabbits	Select ↕
Sheep	Select ↕
Swine	Select ↕



## 4-H Departments and Division

### Animal Science

- Beef Cattle
- Bucket Calf
- Dairy Cattle
- Dairy Goats
- Dog
- Horses
- Meat Goats
- Pets
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

### Communication & Expressive Arts

- Communications
- Interior Design & Architecture
- Performing Arts
- Photography
- Visual Arts

### Family & Consumer Science

- Family Studies
- Fiber Arts
- Foods & Nutrition
- Foods Preservation
- Health & Wellness
- Sewing & Textile Design
- Shopping in Style

### Engineering & Technology

- Aerospace/Rocketry
- Ag Mechanics Welding
- Astronomy
- Building Block Engineering
- Computer Science
- Electric & Renewable Energy
- Robotics
- Small Engines
- Uncrewed Aircraft Systems
- Woodworking

### Leadership & Personal Development

- Civic Engagement
- Entrepreneurship
- Leadership
- Reading Adventures
- Self-Determined

### Natural Resources

- Environmental Science
- Geology
- Shooting Sports
- Wildlife

### Plant Science

- Agronomy
- Entomology
- Forestry
- Horticulture & Landscape Design

### Additional Divisions

- Banners
- Booths
- Cloverbuds
- CO<sub>2</sub> Cars
- Fashion Revue
- FFA Ag Mechanics
- Notebooks



14. Click "Select" beside the first division you wish to enter.

After you select a department, you will see a list of the divisions.

NOTE: Notice the blue "Change" links throughout the entry process. If you mistakenly selected an incorrect department or division, click on this link to make the change(s).

**Choose Department and Division**

<b>Department</b>	4-H Communication & Expressive Arts	<a href="#">Change</a>
-------------------	-------------------------------------	------------------------

Communications	<a href="#">Select</a>
Performing Arts	<a href="#">Select</a>
Photography	<a href="#">Select</a>
Visual Arts	<a href="#">Select</a>

[Cancel](#) [Choose](#)

15. Click "Choose" to confirm the Department and Division.

If choosing Horses or Horticulture and Landscape Design, go to Step #24.

**Choose Department and Division**

<b>Department</b>	4-H Communication & Expressive Arts	<a href="#">Change</a>
<b>Division</b>	Visual Arts	<a href="#">Change</a>

[Cancel](#) [Choose](#)



16. Click "Select" beside the class you want to enter.

Exhibitors | **Entries** | Payment

Starting an Entry

Department: 4-H Communication & Expressive Arts [Change](#)

Division: Visual Arts [Change](#)

Select a Class to continue

01: Visual Arts - Misc. Item	Select
02: Visual Arts - Made from a kit	Select
03: Educational Display Exhibit	Select
4501: Fine Arts	Select
4502: Clay and Ceramics	Select
4503: Leather and Jewelry	Select
4504: Three-Dimensional	Select
4505: General Crafts	Select

17. Review the entry to make sure everything is correct. If everything is correct, click "Continue".

Exhibitors | **Entries** | Payment

Starting an Entry

Department: 4-H Communication & Expressive Arts [Change](#)

Division: Visual Arts [Change](#)

Class: 4501: Fine Arts [Change](#)

[Continue](#)

18. Select the 4-H Club you are a member of and click "Continue".

You will need to do this with each entry.

If the department you entered was an animal, after you click "Continue" here, you will be asked to add the animal.

If the department you entered was not an animal, go to Step #29.

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None      Suggested Club: Pleasant Valley **4-H**  
(Primary Club in 4-H Online)

[Select this Club](#)

Search...

<input type="radio"/>	Bennington FFA	FFA
<input type="radio"/>	Minneapolis FFA	FFA
<input checked="" type="radio"/>	Pleasant Valley (Central Kansas District, Ottawa County)	4-H
<input type="radio"/>	Tescott FFA	FFA

4 total clubs are available  
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

[Continue](#)



19. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class; (or you may NOT be able to specify the animal at entry time.) If you are able to specify, you will see the option to “Add an animal”.

Entry Animals

There is no animal in this slot

[Add an animal](#)

[Continue](#)

20. You will have two choices for “Adding an Animal”.

If you select “Choose an Existing Animal Record” to import and select animals already entered in FairEntry, continue with Step #18.

If you select “Enter a New Animal Record” to enter new animal information, continue with Step #21.

### Adding an Animal

[Choose an Existing Animal Record](#)

OR

[Enter a New Animal Record](#)

[Cancel](#)

21. If you selected “Choose an Existing Animal Record”, you will see a list of animals to choose from.

Choose the animal and then click on “Select Animal”.

Continue with Step #23.

### Adding an Existing Animal

Allowed Animal Types:

- Breeding Beef

Clover, Edward

Tag: 00000 [View Info](#)

[Cancel](#) [Select Animal](#)



22. Click the down arrow and choose the animal type.

**Adding a New Animal**

Animal Type

Cancel

23. Fill in all of the fields with information about the animal you intend to exhibit.

Click "Create and Add Animal" when finished.

Make sure to use the 4-H tag # that your animal was tagged with at weigh-in.

**Adding a New Animal**

Animal Type

Tag \*

Breed \*

Birthdate \*

Cancel

24. Review the animal information.

If the animal information was entered incorrectly, you have the option to either "Remove From Entry" (then create a new animal) or "Edit Animal Details".

When the information is correct, click "Continue".

**Entry Animals**

Identifier (Tag)	00000
Animal Type	Breeding Sheep
Tag 4-H Tag Number	00000
Breed	Dorset
Birthdate	3/27/2024



25. Multiple entries apply to Horse and Horticulture & Landscape Design **only**. This allows a member to choose multiple classes within these divisions.

## 26. Horse Classes

- A. Choose "Club".
- B. Choose "Animal(s)" and complete the information required.
- C. Choose the "Class or Classes".
- D. "Continue".

Example: If you are showing a horse named "Betty" in classes, 04, 07, 14, 19 and 23, then you would select those classes. If you are showing a horse named "Bob" in classes 08 and 24, then you would select those classes.

Make your Club, Animal, and Class selections to continue. D

**Club** A

Pleasant Valley 4-H  
(Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:  
• Horse: Horse

When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

**Animal(s)** B

Allowed Animal Types:  
• Horse

Enter a single animal  
 Enter a pen of animals  
 I will specify animal(s) later

Clover, Edward

000  
 00000  
 00000

**Class or Classes** C

- 04: Ponies 56" & under, Halter
- 05: Mares, 5 years and older
- 06: Mares, 4 years and under
- 07: Geldings, 5 years and older
- 08: Geldings, 4 years and under
- 12: English Equitation 14 years and older
- 13: English Equitation 7-13 years old
- 14: English Pleasure 14 years and older
- 15: English Pleasure 7-13 years old
- 16: Walk Trot Trail
- 19: Trail
- 22: Horsemanship 14 years and older
- 23: Horsemanship 10-13 years old
- 24: Horsemanship 7-9 years old

## 27. Horse and Horticulture & Landscape Design Classes

- A. Choose "Club".
- B. Choose the "Class or Classes".
- C. Specify the "Quantity".
- D. "Continue".

Make your Club and Class selections to continue. D

**Club** A

Pleasant Valley 4-H  
(Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:  
• Horticulture & Landscape Design: Horticulture & Landscape Design

When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

**Animal(s)**

This Division does not allow animals.

**Class or Classes** B

- 01: Potted Plants C
- 02: Hanging Basket
- 03: Educational Display Exhibit
- 2500: Garden Display
- 2501: Small Vegetable Specimen Plate Quantity: 3
- 2502: Medium Vegetable Specimen Plate
- 2503: Large Vegetable Specimen Plate
- 2504: Fresh Culinary Herbs Quantity: 2



<p>28. The following divisions will have extra questions to answer for entries:</p> <ul style="list-style-type: none"> <li>Ag Mechanics</li> <li>Beef (market &amp; breeding)</li> <li>Bucket Calf</li> <li>Dairy Goat</li> <li>Dog</li> <li>Horse</li> <li>Meat Goat (market &amp; breeding)</li> <li>Performing Arts</li> <li>Poultry</li> <li>Rabbit</li> <li>Sheep (market &amp; breeding)</li> <li>Swine (market &amp; breeding)</li> </ul>	
<p>29. Refer to the fair paper for the maximum number of entries per division or class. If you try to enter over the maximum number, you will see an error message.</p>	
<p>30. Choose what you want to do next.</p> <p>A. If you click on “Add another Entry”, you will see a pop-up that says “Choose Department and Division. To make changes, click on the blue “Change” link. Click “Choose” when you are finished. See Step #12.</p> <p>B. If you click on “Register another Exhibitor” you will be taken to the screen asking “Do you want to register an <b>Individual?</b>” See Step #7.</p> <p>C. If you have items that need attention or you are finished with entries, click on “Review/Complete Outstanding Records”. See Step #30.</p>	<h2 style="text-align: center;">What do you want to do next?</h2> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">For Clover, Edward</p> <div style="text-align: center; border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="color: green;">+</span> Add another Entry         </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="text-align: center; border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="color: green;">+</span> Register another Exhibitor         </div> </div> <div style="border: 1px solid #add8e6; padding: 10px;"> <p style="text-align: center; color: #0070c0;">There is 1 item that needs your attention</p> <div style="text-align: center; border: 1px solid #0070c0; padding: 5px; width: fit-content; margin: 0 auto; background-color: #0070c0; color: white;"> <span style="font-size: 1.2em;">↻</span> Review/Complete Outstanding Records         </div> </div>



31. After clicking on “Review/Complete Outstanding Records”, you will see this screen or something similar. Fill in the missing information and click “Continue”.

The screenshot shows a progress bar at the top with three steps: 'Club/Chapter' (checked), 'Animals' (checked), and 'Questions' (active, circled with a '3'). Below the progress bar is a 'Questions' section with the following content:

Questions

1. How many total Market Sheep & Breeding Sheep will you bring to the fair?  
\*Required

Units

Continue →

32. If no further information is required with entries, click on “Continue to Payment”.

If you do not want livestock insurance, there will be no payment due. However, you will still need to click “Continue to Payment” to advance to the submit screen.

The screenshot shows a screen titled "What do you want to do next?". It features a section for "Edward Clover" with two buttons: "Add another Entry" and "Register another Exhibitor". Below this is a green box with the text "Everything looks good!" and a large green button labeled "Continue to Payment" which is circled in red.



### 33. No Payment Due

- A. Review the invoice for payment due. Click "Continue".
- B. If there is no payment due, click "Continue".

1 Review 2 Payment Method 3 Confirm

Invoice		Summary	Detail
Individual Exhibitor: Edward Clover		\$0.00	
Individual Exhibitor: Chris Clover		\$0.00	
		<b>Total: \$0.00</b>	

A Continue

1 Review 2 Payment Method 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

B Continue

### 34. Payment Due

- A. If there is no payment due, you will be able to see the payment on amount. Click "Continue".
- B. If there is a payment due, click on "+ Add a Credit Card". Fill in the appropriate information to complete payment.

1 Review 2 Payment Method 3 Confirm

Invoice		Summary	Detail
Individual Exhibitor: Tessa Testor		\$0.00	
Individual Exhibitor: Tessler Testor		\$15.16	
Individual Exhibitor: Tessler Testor		\$0.00	
		<b>Total: \$15.16</b>	

A Continue

1 Review 2 Payment Method 3 Confirm

Your Credit Cards

+ Add a Credit Card

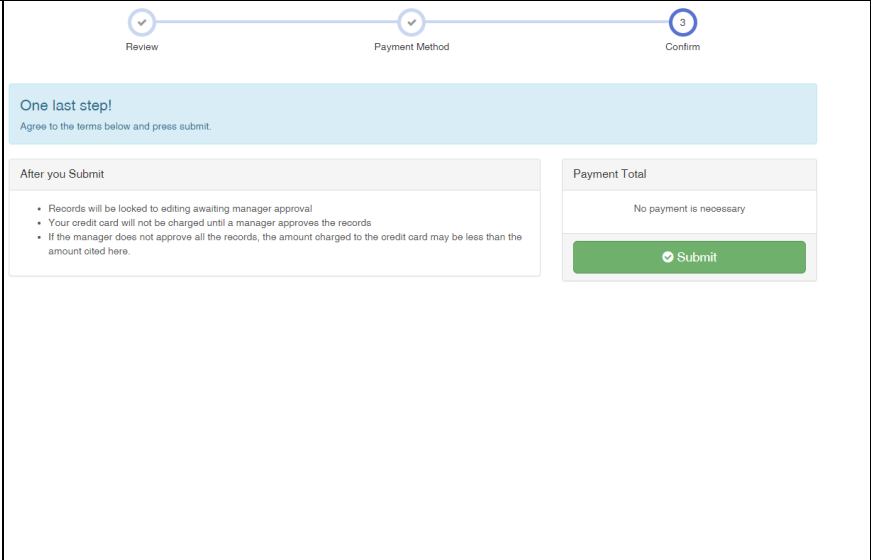
You do not yet have any credit cards on file



35. One last step!

**COMPLETE ALL THE ENTRIES FOR YOUR FAMILY BEFORE SUBMITTING.**

Click on "Submit".



36. After you submit your entries, you will see this. Click on "Sign out."

After you sign out, you can always log back in and add additional projects until the June 15, 11:59 p.m. deadline.

