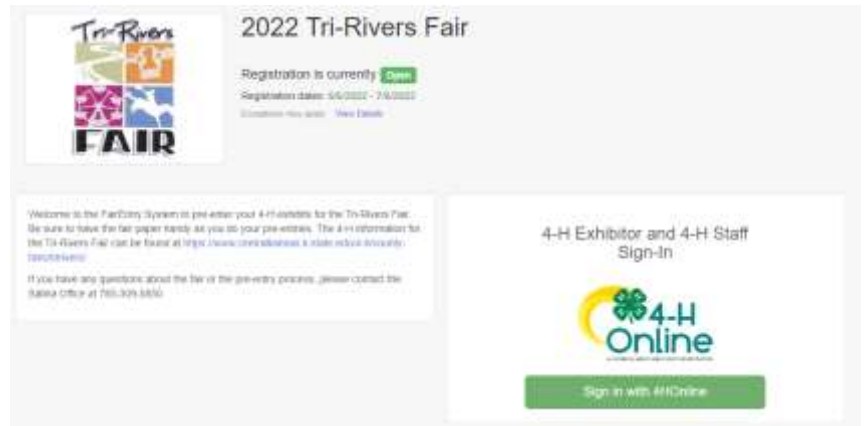


Tri-Rivers Fair Pre-Entry Process

Important Reminders

- Your fair probably has dates when entry is accepted into the fair. 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 a zero balance, you will receive a confirmation email. If you have a balance due, then you will not get an email until your pre-entries are approved.**

1. Link to complete Tri-Rivers Fair pre-entries
<http://tririvers.fairentry.com>



2. Sign in with 4-H Online using your 4-H Online login.

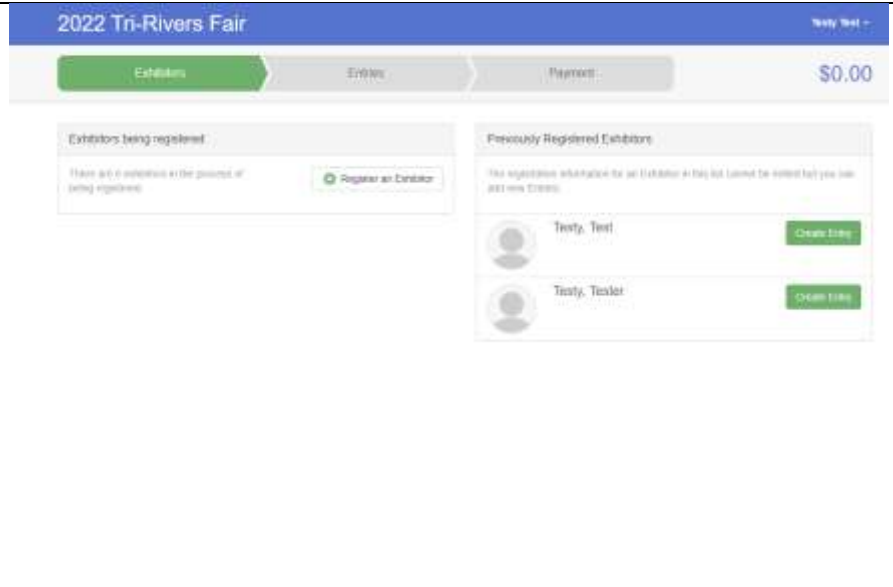
4-H Exhibitor and 4-H Staff Sign-In



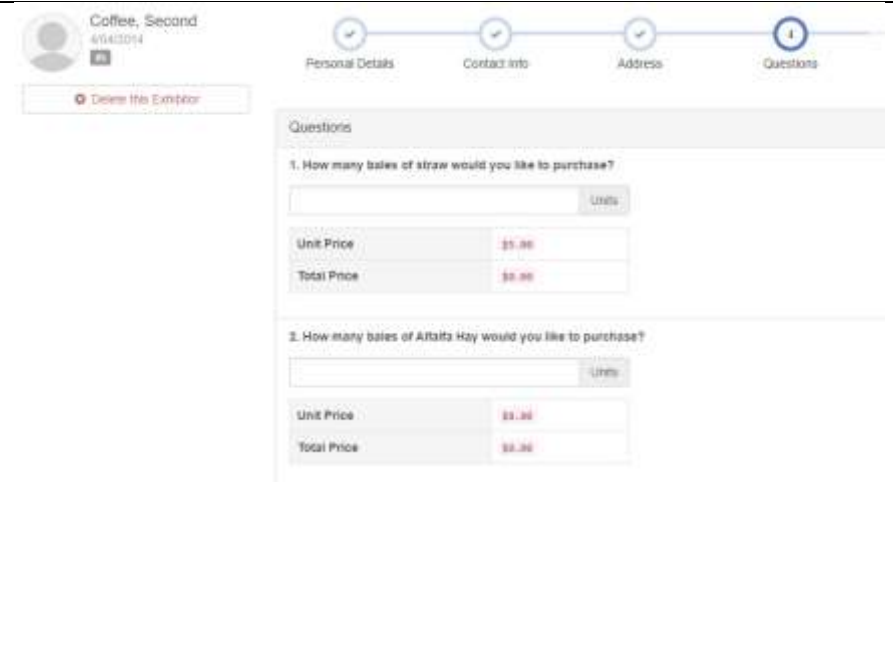
Sign in with 4HOnline



- Click on “create entry” for one family member to start 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.



- Each exhibitor will be asked how many bales of straw, prairie, brome, and alfalfa hay and/or wood shavings they want to purchase. If this question **does not** pertain to your family, please indicate zero for each question. If this question **does** pertain to your family, please indicate how many of each you want to purchase. You will pay at the fair when you pick up your items. Checks need to be payable to: Tri Rivers Fair.
 - Straw will be available for bedding at the start of the fair. Additional bedding must be furnished by exhibitor.**



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, then you can create entries for another exhibitor.



- Click “Select” beside the first department you wish to enter. “4-H Building” includes divisions 12 – 46 with the exception of division 19.

Choose Department and Division

4-H Building	Select
4-H Building - Photography	Select
4-H Cat & Hand Pet	Select
4-H Cloverbud	Select
4-H Crops	Select
4-H Dog Care & Training	Select
4-H Fashion Revue	Select
Beef	Select
Bucket Calf	Select
Dairy Goat	Select
FFA Agricultural Mechanics	Select
Horses	Select
Meat Goats	Select
Poultry	Select
Rabbit	Select
Sheep	Select
Swine	Select

- After you select a department, you will see a list of divisions to select from. *Also notice that there are blue “Change” links in case you mistakenly select an incorrect department or division*
After you have selected the division, click the green Choose button.

- If choosing Horse or Horticulture, go to step # 17.

Choose Department and Division

Department	4-H Building	Change
Division	Fiber Arts	Change

[Cancel](#)

[Choose](#)

- You will now see a list of available classes for that division. Select the class that you want to pre-enter in. After you have selected the class, click the green “Continue” button.

Starting an Entry

Department	4-H Building	Change
Division	Fiber Arts	Change
Class	4111: Crochet	Change

[Continue](#)



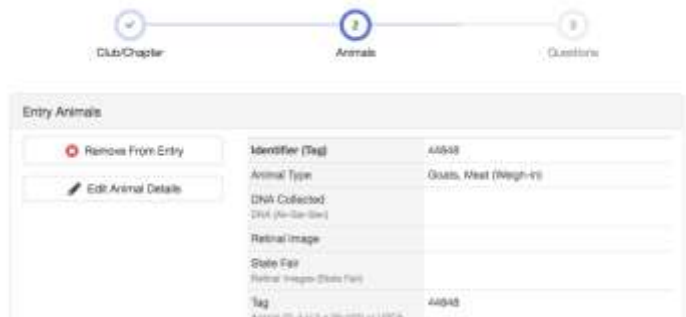
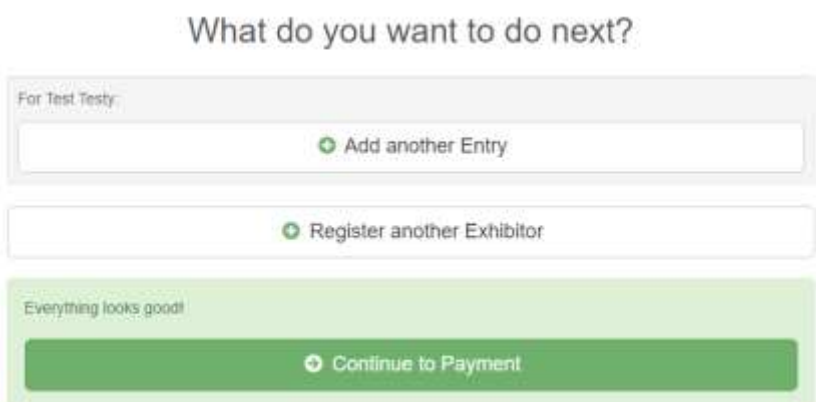
8. Select the club that you are a member of. You will do this each time to do an entry.

9. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class; that may be optional; (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”.

10. You will have two choices. Select “Choose an Existing Animal Record” to import and select animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.

Fill in all of the fields with information about the animal you intend to exhibit. Click “Create and Add Animal” when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.

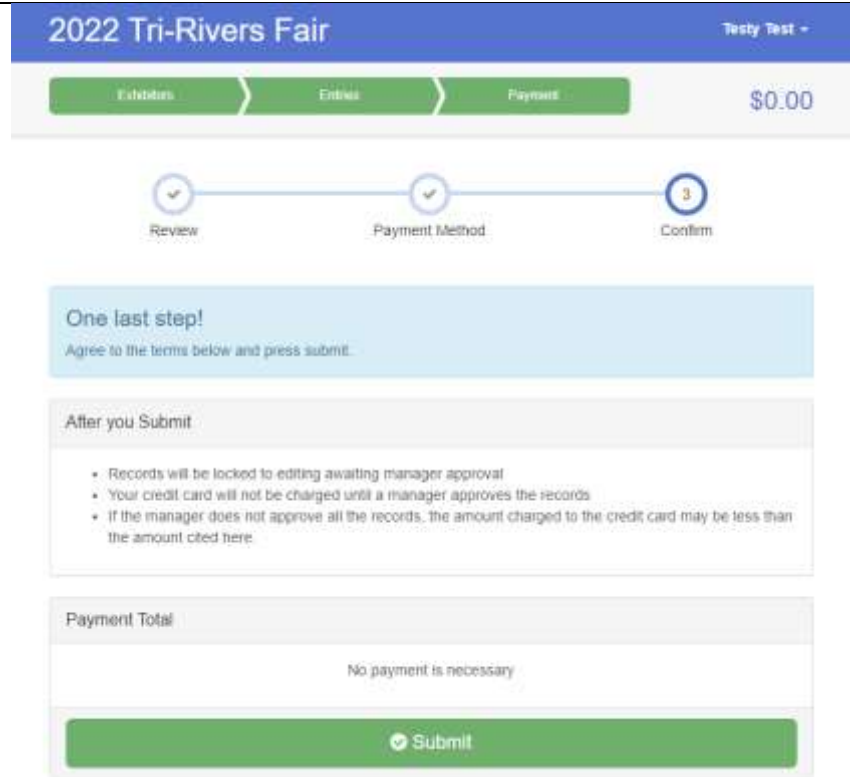


	
<p>11. The following divisions will have extra questions to answer for their entry: Beef (market & breeding), Bucket Calf, Dairy Goat, Dog, Fashion Revue, Home Environment, Horse, Meat Goat (market & breeding), Performing Arts, Poultry, Rabbit, Sheep (market & breeding), Swine (market & breeding), Wood Science</p>	
<p>12. Refer to the fair paper for 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>13. Choose what you want to do next: add another entry, register another exhibitor or continue to payment (this will take you to the screen to “submit” your entries. There is no payment due. If you ordered hay and/or shavings you will pay at the fair when you pick up your hay and/or shavings.</p>	



14. Click on Submit when you are ready to submit the entries from your family. **COMPLETE ALL THE ENTRIES FROM YOUR FAMILY BEFORE SUBMITTING.**

15. **If you have a zero balance, you will receive a confirmation email. If you have a balance due, you will not get an email until your pre-entries are approved.**



16. After you submit your entries you will see this. Click on “sign out.”

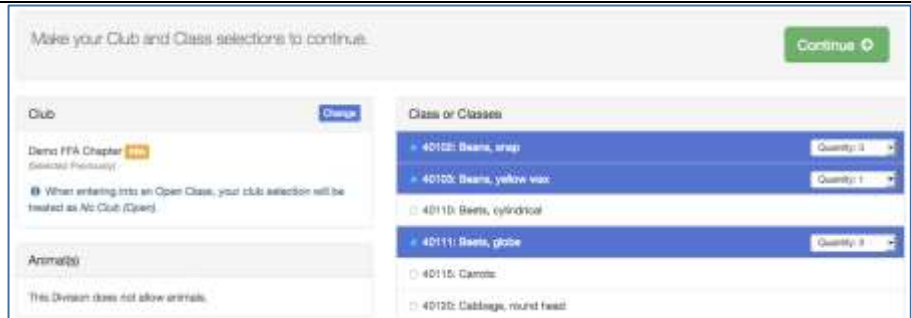
After you sign out, you can always log back in and add additional projects until the July 1st deadline.



17. Our fair has turned on the Multiple Entries.
 18. Click “select the Club” to which these entries will be associated.
 19. **Horses**, click “Add Animal” and enter the Horses’s details. Select the correct class(es) for **EACH** horse you will be entering. Add EACH additional horse with their classes.
 20. Select which animals will be part of this entry (NOTE: These animals will be available for this exhibitor to use in other entries, if needed.)
- Check the box next to each class this animal will enter.

Multiple Entries apply to Horse & Horticulture only.

21. **Horticulture Classes**, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue
- Example: If you plan to bring 3 entries from class 2502, then you will enter 3 for the quantity.



The screenshot shows a registration form with the following sections:

- Club:** A dropdown menu showing "Demo FFA Chapter" with a "Change" button. A note below states: "When entering into an Open Class, your club selection will be treated as No Club (Open)".
- Animal(s):** A text input field with the message "This Division does not allow animals."
- Class or Classes:** A list of classes with checkboxes and quantity dropdowns:
 - 40120: Beans, snap (Quantity: 3)
 - 40120: Beans, yellow wax (Quantity: 1)
 - 40110: Beets, cylindrical
 - 40111: Beans, globe (Quantity: 3)
 - 40110: Cansole
 - 40120: Cabbage, round head

A "Continue" button is located in the top right corner.



22. Review the entries. If you need to make any changes, click “Cancel”. If everything is correct, click “Create Entries”.

23. If you need to add another exhibitor, click on the “Exhibitors” button at the top left and repeat the steps to select a new exhibitor.
 24. If all entries are complete, click “Continue to Payment”. Refer to step #14.
 25. If you need to add more entries for an existing exhibitor, click “Add an Entry”. Refer to step #3.

