Family Entry

Important Reminders

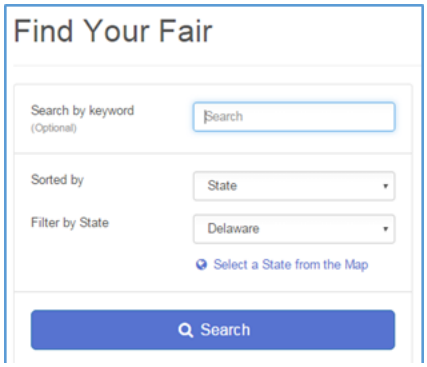
- The Richland County Fair will be accepting entries only through the online entry program – www.FairEntry.com through August 1, 5 p.m. Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date. No paper entry forms will be accepted.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results or may not work.
- 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 all 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 and any related fees.
- You will receive a second email when your entries have been approved by the Fair office.

STEPS

1. *Got to http://www.fairentry.com and click "Find Your Fair"*

2. *Click on "Filter by State" and select Wisconsin OR "Search by Keyword" and type in Richland.*
   There will be two fairs listed:
   - *Richland County Junior Fair*
   - *Richland County Open Fair*

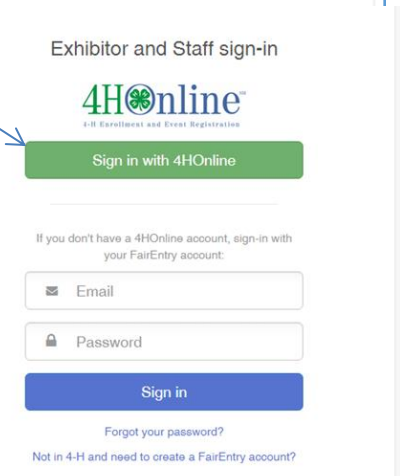
Members in 4-H, FFA & other youth organizations click on Richland County Junior Fair.

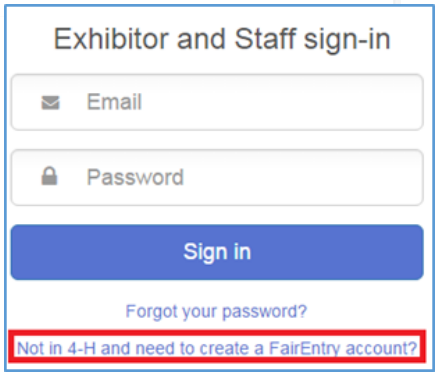


3. *4-H members will click on "Sign in with 4-H Online". You will need to use the same email and password that you used to enroll in 4-H.*
4. *Everyone else wanting to enter in the fair will need to create an account. (First time) Click on the link "Not in 4-H and need to create a FairEntry account".*

(After that, if you are logging back in, enter the email & password that you created and click the "Sign in" link.)

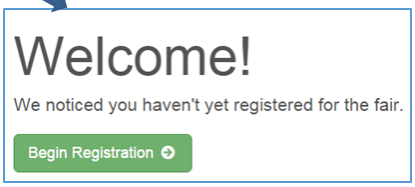
5. *Enter your email address twice and click Create Account. IMPORTANT: This must be a valid email address, so that you can receive the necessary confirmation messages.*
6. *On the Account Creation screen, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).*
7. *Click "Create Account".*





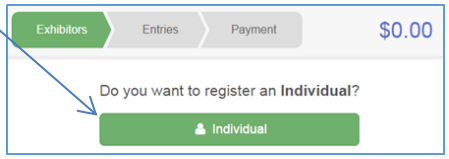
Not in 4-H and need to create a FairEntry account?

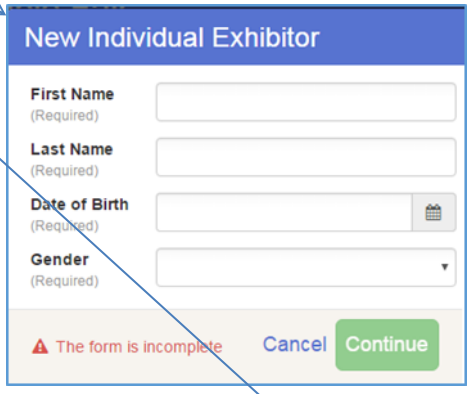
8. *Click "Begin Registration"*



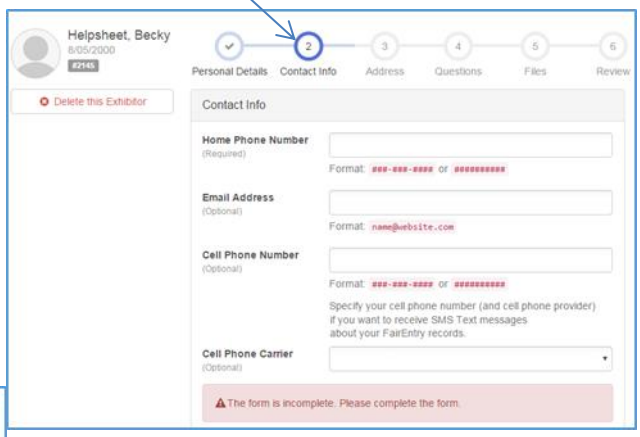
Exhibitor Information

To register, select "individual" and in the new box "New Individual Exhibitor", enter the information into all four fields. Click "Continue".



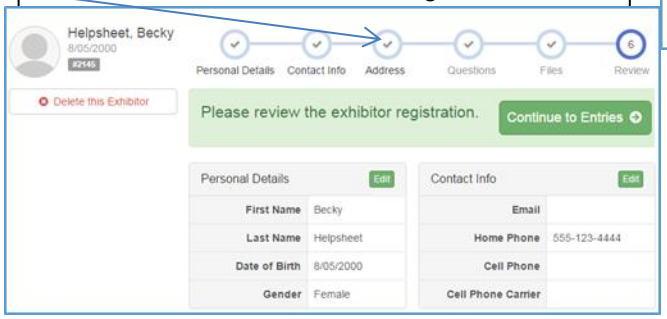


The only required field on the Contact Info screen –is the "Home Phone Number". You can use the same email address that you used to create the account, or an alternate one. If you wish to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click "Continue" when you are finished entering data, which will take you to the Address window.



In the Address screen, enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click "Continue" when all information is entered correctly.

Review your exhibitor information. If any information is incorrect, click the green Edit



Creating Entries

Exhibitors cannot compete against themselves, therefore, you can only have one item per entry. Each exhibitor can have multiple entries in a class but cannot have multiple items under one specific entry. One entry must be made for each item, animal, class, etc.

For example, if an exhibitor is bringing 2 Rubber Stamping items, each item must be entered into its own class entry in the Cultural Arts department. Or 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 family (and entries), however, do not submit entries until all family members are entered and then proceed to check out (submitting the entries, whether or not fees are charged). Once you hit submit, no further entries can be made until approval of entries previously submitted.

1. *Click "Add an Entry" beside the correct exhibitor.*
2. *Click "Select" beside the first department you wish to enter.*
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 entry.*
4. *After you have selected the class, click the green "Continue" button.*
5. When each class entry is complete, you have 3 choices for what to do next:
   a. If all class entries have been completed for one exhibitor, you can **"Register another Exhibitor"** in this family.
   b. If this exhibitor has more class entries to make, you can "**Add another Entry for this Exhibitor".**
   c. If all entries for all exhibitors in the family have been completed, "**Continue to Payment"** to finalize and submit your entries.
6. *Notice the Summary and Detail buttons at the top of the list on the right.* Click on the buttons to review your entries for completeness and accuracy. If there are errors, click on the green "Entries" section at the top of the page. Use the appropriate edit buttons to correct your errors. Click "Continue" when all information is correct.
7. Read the payment instructions and select your method of payment. Payment can be made by cash or check. Richland County Fair will **accept payment by credit card online or at the fair office. Payments will be due no later than September 1 in order to exhibit at the fair.** If mailing a check, it **must be *postmarked on or before August 25*** and mailed to Richland County Fair, P. O. Box 508, Richland Center, WI 53581. Please **do not** mail cash!
8. Read the information in the "After You Submit" section. You may also have to check a box to "Agree to Terms". Click "submit" to finalize the entries for the exhibitors in this family. ***After you click "Submit", no changes are possible to these entries until the entries have been approved! Once your entries have been approved, you can then go in and add/delete entries.***