

## Green County Fair ONLINE ENTRY GUIDELINES

### Online Fair Entry Deadline = May 27<sup>th</sup>, 2016 @ 5:00 PM

1. Before you begin this process, all 4-H members should review their enrolled projects on 4HOnline (<https://wi.4honline.com>.) Once logged in, select "Continue to Family". At the bottom of the "Member List" page you can print individual Member Reports. You will want to print a copy of the "Member-Fair Registration Form". This is your list of enrolled 4-H projects you can enter in the Fair. This form is strictly for your information. It **CANNOT** be turned in as your fair entry. (Please ignore this step if you are entering through FFA).
2. Please visit the Green County Fair website <http://greencountyfair.net/pageserver/fairbook> and review all the General Rules & Animal Health Rules (if you are showing animals) for showing at the 2016 Green County Fair. You should also view the rules for the department you will be showing in and determine Class, Lot, and Descriptions.
3. Once you have completed Step 2, on the same webpage as the Fairbook, click on **2016 Green County Fair Entry Form** to complete your online entry process.
4. Click on "Create Account". All exhibitors must create a new account every year. If you exhibited at last year's fair, your account will not carry over from last year.
5. Fill out the form on this page.
  - a. Under division, you need to select "4-H/FFA."
  - b. Select the 4-H Club/FFA Chapter you belong to (If you are doing exhibits in both 4-H and FFA, you will need to submit two different entries and set up two different user accounts – one for your 4-H chapter and one for your FFA chapter.)
  - c. Complete all sections with an (\*) asterisk. Please enter your cell phone number, if applicable.
  - d. Grade – Enter your school grade as of January 1<sup>st</sup>, 2016.
  - e. **Premise ID – If you are showing Dairy, Beef, Swine, Sheep, Goats, Poultry or Horses, you MUST enter your Premise ID. If you are not showing any of these animals, enter "none".**
  - f. Create a username and password. Whatever you choose, be SURE to write it down! Your username must be 5-20 characters, and your password must be 7-20 characters
  - g. Click "Save Account Information"
6. **READ & ACCEPT** the terms and conditions on the next page.
7. From the Home screen, click on the "Entries" tab.
8. This page shows the actual entry pages.-**BE CAREFUL TO SELECT ONLY JR DEPTS & CLASSES FOR YOUR GRADE.**
  - a. Using your "Member-Fair Registration Form" from 4HOnline that lists which projects you've signed up for, as well as the 2016 Fairbook, begin the process of adding entries by selecting the Department. The available classes will appear. Select the "+" sign in front of the Class, and the Lots will appear. Click "Add" next to the Lot #(s) you are entering in. A message will appear saying "Entry has been added." An error message will appear if applicable.
  - b. For animal entries, you will select the department, class and lot number as described above. Then you will be redirected to another page where additional information may be needed. (For Example: For Horses--you must enter the Horse name; For Beef, Swine, & Sheep, enter the RFID ear tag number in "Registry Number"; For Dairy—you must enter the registration number in "Registry Number" and the Animal Date of Birth.)
  - c. Continue to add your entries until you are finished.
    1. Click on the "Review Entries" tab on the top of the screen. Double check that you've entered the correct departments, classes, and lots. On this page, you can "Remove" anything unwanted or "Edit" your entries.
    2. Then, click on the "Items/Checkout" tab at the top of the screen. There will not be anything listed under the "Items available for selection" or the "Pending items for exhibitor" charts. In the box in the middle of the page, double check that the number next to "Entry Count" matches the number of entries you selected and reviewed prior to this in the "Review Entries" tab.
    3. **BIG RED FLAG** – if you see you are being charged \$20.00 for an entry fee then you most likely entered something in open class. Go back and recheck your department entries.
    4. Next, click on "Review Fair Rules" – read the special rules you are agreeing to when submitting your entry. After reading the "Review Fair Rules", click in the box stating "By Clicking this box, I affirm that I have read and understood the rules and regulations set forth by the Fair and will abide by them." You may also print a copy of your entries by clicking on "Print/Preview Receipt".
    5. **DO NOT CLICK SUBMIT until your entries are final as you will have no further access to make changes!** For Final completion, click "Submit".

6. After clicking Submit, you will see an entry confirmation. You can print the confirmation for proof of your entries and a copy will be sent to the email address you provided.

If you have questions along the way, call the Green County UW-Extension office at 608-328-9440 or the Green County Fair Office at 608-325-9519.

### TIPS FOR SUCCESSFUL ENTRIES

1. Entry Fees: **4-H/FFA Exhibitor \$6.00, 4-H Adult Leader \$10.00, Cloverbud \$0.** Fees are due to your club/chapter leader. 4-H Club Leaders/FFA Advisors will turn in entry fees to the Fair Office, by club/chapter with check payable to the Green County Fair Association, **by June 15<sup>th</sup>.**
2. NO Paper Copies of entries will be accepted this year. If you do not have access to a computer, the Fair Office located on the Fairgrounds, will have computers available for you to use.
3. **Cloverbuds** will also submit their entries using the Online Entry.
4. If you are showing Dairy, Beef, Swine, Sheep, Goats, Poultry or Horses, you should locate you Premise ID prior to beginning your entries.
5. It is helpful if you write all of your entries on a separate sheet first.
6. Check to see that you are in the right age/grade category.
7. Remember, you **MUST ENTER the SHOWMANSHIP class** on your online entries if you plan to participate. **NOTE: All Departments will go by grade, not age. Grade is determined by January 1<sup>st</sup> of the exhibit year.**
8. For Dairy, Beef, Swine, & Sheep, you will need to enter the Ear tag, Registration #, or RFID # in the "Registry" box when making your entry for each animal entry.
9. ALL Horse Classes **MUST** have a horse name entered.
10. No late entries will be accepted.
11. **Once you hit "Submit" your entries are final and no further changes can be made.**

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<i>Specie</i>	Premise ID Required on Fair Entry	Animal ID Required for Fair Entry	Maximum # Shown per Exhibitor	Special Notes
<b>Dairy</b>	YES	*Ear Tag ID or Registration #, & Birthdate	<ul style="list-style-type: none"> <li>• Grades 3-6: Max 2 animals</li> <li>• Grades 7-9: Max 3 animals</li> <li>• Grades 10+: Max 4 animals</li> </ul>	If registered animal, must enter registration number; if grade animal can enter farm ear tag number.
<b>Beef</b>	YES	*Ear Tag ID	<ul style="list-style-type: none"> <li>• Breeding Lots, 1 Per Lot.</li> <li>• Steers: Max. of 3 Markets, 1 carcass</li> </ul>	For Breeding Lots, you will need to enter the birthdate and registry no.
<b>Swine</b>	YES	*Ear Tag ID	<ul style="list-style-type: none"> <li>• 4 pigs total allowed per exhibitor;</li> <li>• Barrows: Max. of 3 (including carcass-max 1 carcass)</li> <li>• Gilts: Max. of 2</li> </ul>	If entering "3" Market Barrows, you must enter the Dept, Class & Lot 3 times with a diff ear tag number.
<b>Sheep</b>	YES	*Ear Tag ID	<ul style="list-style-type: none"> <li>• Market Lambs: Max. of 3 per exhibitor;</li> <li>• Performance Lambs: Max. of 1 per exhibitor</li> </ul>	If entering breeding stock, you will need to enter the birthdate.
<b>Goat</b>	YES	*Ear Tag ID	<ul style="list-style-type: none"> <li>• Max. of 1 entry per lot.</li> </ul>	
<b>Horse</b>	YES	Horse Name	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> year exhibitors can show 1 horse or pony;</li> <li>• Returning exhibitors can show 2 horses or ponies;</li> <li>• Max. of 1 entry per lot</li> </ul>	
<b>Poultry</b>	YES		<ul style="list-style-type: none"> <li>• Max. of 7, not including Showmanship</li> </ul>	
<b>Rabbit</b>	NO		<ul style="list-style-type: none"> <li>• Max. of 5, not including Showmanship;</li> <li>• Max. of 3 breeds per exhibitor</li> </ul>	

**\*Note: For Registered Dairy, please enter the registration number of the animal. For all other Market Class Species, (Beef, Swine, Sheep, Goats) please enter the RFID ear tag # (example GR123) or scrapie tag number.**