

Adding Contests/Exhibits to State Fair

Before You Start



Did you use FairEntry in your county?

If YES, did you Promote Entries Yet? See document *"FairEntry Promote to State Fair"*

If NO, continue reading!

Custom questions are required by state fair and need to be answered by county managers. Permission levels are set so you can edit any time. It is very important for county managers to ensure that they have entered all required information.

DEADLINES FOR CONTEST REGISTRATION IS AUGUST 12, \$10 LATE FEE – AUGUST 13-16@ 5PM

***Note: State Fair Fashion Review deadline is AUGUST 9, \$10 LATE FEE – AUGUST 10-12 @ 5PM**

EXHIBIT DEADLINE IS MONDAY, AUGUST 12 @ 5PM – NO EXCEPTIONS

Step 1 – Log into 2019 Colorado 4-H State Fair - <https://faireentry.com/>



Flexible fair registration for counties and states

You've been added as a Staff Member to 2019 Colorado 4-H State Fair at FairEntry.com

Note: Use your 4HOnline email/password to sign in

Join your Fair

Select "Staff Sign-in"

Use 4HOnline login section, select "Colorado 4-H Youth Development" from the drop-down list then "County" "Sign in with 4HOnline."

A pop-up window will open, type 4HOnline County information and click 'login'



- I have a profile
- I forgot my password

Email: joy@nomail.com

Password:

Login

Select "2019 Colorado 4-H State Fair"

2019 Colorado 4-H State Fair

Fair Staff Joy Fair Manager




Step 2 – Locating Exhibitor and Begin Entry Process

Locate Exhibitor using search area ***Hint: Type in “Lastname” or “Firstname” not both.** If you are unable to locate your member (s) call the state office immediately, **do not create a new exhibitor!**

2019 Colorado 4-H State Fair Exhibitors

Search by Name or Exhibitor #

DO NOT USE!!!

	Last Name	First Name
<input type="button" value="View"/>	Alphabet	Alphie
<input type="button" value="View"/>	Knight	Ned

Select “View” to the left of the Exhibitor’s name

Select “Register Exhibitor via Invoice”

Select *radio* button by the member’s name, click *Continue*.

Select an Existing person to continue...

No Overall Questions click *Continue*.

Questions

There are no questions to answer.

Review the exhibitor information and edit accordingly. If no changes are needed, click “Continue to Entries”

Please review the exhibitor registration.

Select “Add an Entry” to Begin

Choose Department and Division

Department	Cake Decorating Contest	Change
Division	Cake Decorating Contest	Change

Select the Department & Division – Click “Choose”



ALL classes (multi-entry) will be displayed. Select one or more classes, if needed. Once *checked*, click *Continue*.

434: Tiered Cakes Unit 10 Sr

REVIEW SELECTION (S) FOR ACCURACY

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

Department	2018 Colorado 4-H State Fair
Division	Cake Decorating Contest
Club	Clover Clan 4-H
Animal(s)	No Animals

Entry Classes
1. 434: Tiered Cakes Unit 10 Sr

If satisfied, click *Create Entries*

Step 3 – Entry Questions Editing Process

Dependent on the entry or entries selected, the message shown below indicates further action is needed.

Note: There is only 1 item in the example, be sure to complete **all that is listed**. Click, *Continue*.

There is **1 item** that needs your attention

Entry Description

i Briefly describe your entry.

4-Tier Wedding Cake with a white base layer, light purple rose and dark purple trim.

Example: Entry Description

Some classes require detailed information, DO NOT submit until all required information has been entered!

****See Step 4 for Specifics to Contests and/or Exhibits.**



2018 Colorado 4-H State Fair Exhibitors Entries **Invoices** Reports joy@nomail.com

Invoice #408030 Amt
amtgirls@gmail.com Back to Invoice Search

\$10.00

Exhibitors **Entries** Review and Approval

Entry #1	
Department	Cake Decorating Contest
Division	Cake Decorating Contest
Class	434: Tiered Cakes Unit 10 Sr

What do you want to do next?

For

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

Continue to Invoice Review

To **ADD** entries to Exhibitor, select **“Add another Entry”** and repeat.

To **ADD** a new exhibitor from same family unit, select **“Register another Exhibitor”**, this groups entries together, simplifies submission process and sends 1 email to the family.

Once all entries are **“Complete”** select **“Continue to Invoice Review”** and **“SUBMIT”** entry or entries.

NOTE: Families will receive an email when submitted. It is recommended you alert the families and provide information on where to send payments, if any.

To continue adding entries to other members, click on *Exhibitors* at the top

Exhibitors
Entries
Invoices
Reports

Step 4 – Specific required information for Colorado 4-H State Contests/Exhibits

Here are specifics about the contest entries. You can cut and paste into the text boxes, be sure to have ALL Data prior to adding entries.

Creative Cooks

There are 4 custom fields that are required *and must be complete:*

- What division will the contestant be competing in
- Title of Recipe
- Ingredients
- Instructions



Demonstrations

There are two custom fields:

- Title of Demonstration (*required*)
- Special needs (optional) (Example: LCD projector, laptop, etc.)

You are able to cut and paste into the text boxes. It is best to have all the recipes available prior to do entry.

Fashion Revue * Deadline August 9 @ 5pm (late registration)

There are 7 custom fields and 3 custom files (uploaded):

- Describe your garment (*required*)
- Narration –75-100 words –this can be cut and pasted into the text box. (*required*)
- Agreement statement ---make sure that the contestants agree with those statements –it is what was on the regulation form (*required*)
- Garment being judged at State Fair (*optional*)
- Project your garment is from (*optional*)
- Type of application for DYD (*optional*)
- Fiber content of your garment (*optional*)

The 3 custom files to be uploaded:

- A front full-length picture of you wearing your garment (*required*)
- A back full-length picture of you wearing your garment (*required*)
- A photo of the front of your pattern (*optional*)



Step 5 – Printing Reports

Select Reports | Standard Reports | Entries | Entry List by County and Division

Select “2019 Colorado 4-H State Fair”, using the drop-down arrow - select **“COUNTY”** and “Download Report”

[← Back to Report List](#)

Entry List by County and Division
 PDF
 Each entry is accompanied by its Exhibitor, Animal Identifiers/Entry Description, and position in the Hierarchy. Entries are grouped by County and then by Division. Approved entries only.

Filter by location in Hierarchy: Filter by Division Type:

Fair	Department	Division	Class
2019 Colorado 4-H State Fair	4-H Exhibits	None to show	None to show
	4-H Public Presentations		
	Cake Decorating Contest		
	Cats		
	Creative Cooks Contest		
	Digital 4-H Photo Contest		
	- CO 4-H State Contest ONLY!		

Filter by Division Type:

- All Types
- Breeding Animal
- Event
- Other Animal
- Market Animal
- Static

Filter by Exhibitor County:

All Counties

Download as PDF Excel

Download Report

INVOICES: Invoice will be sent from the State 4-H Office. Please wait for official Invoice BEFORE Sending Payments!

Verification of County Entries: Reports | Custom Reports | 4-H County Invoice Report

PAYMENTS:

FASHION REVIEW ONLY:

Make separate check payable to **Colorado 4-H Foundation**

Make Checks Payable to: **CSU/ State Fair**

Mail to:

CSU Extension 4-H
 Attn: Sharie Harless
 4040 Campus Delivery
 Fort Collins CO 80523-4040

Mail to:

CSU Extension 4-H
 Attn: Sharie Harless
 4040 Campus Delivery
 Fort Collins CO 80523-4040

Questions?

Exhibit/contest questions, please contact Connie Cecil: connie.cecil@colostate.edu

Technical/Invoice questions, please contact Joy Bauder: joy.bauder@colostate.edu

