

# Promoting Exhibits/Contests to State Fair

## Before You Start



**Did you use FairEntry in your county?**

If **NO**, see document **“Adding Contests/Exhibits to State Fair”**

If **YES**, continue reading!

Custom questions need to be provided by county managers! See “Adding Contests/Exhibits to State Fair” for REQUIRED fields. To ensure the correct exhibit or contests is correctly promoted, write down the entry number on the appropriate exhibit or contest entry **BEFORE** you begin.

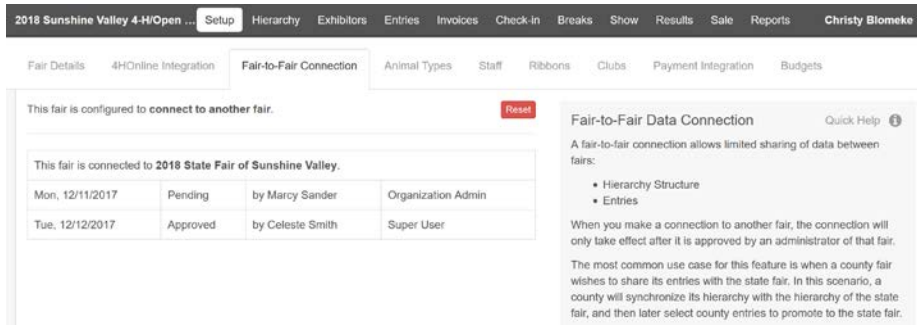
**DEADLINES FOR CONTEST REGISTRATION IS AUGUST 12, \$10 LATE FEE – AUGUST 13-16@ 5PM**

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

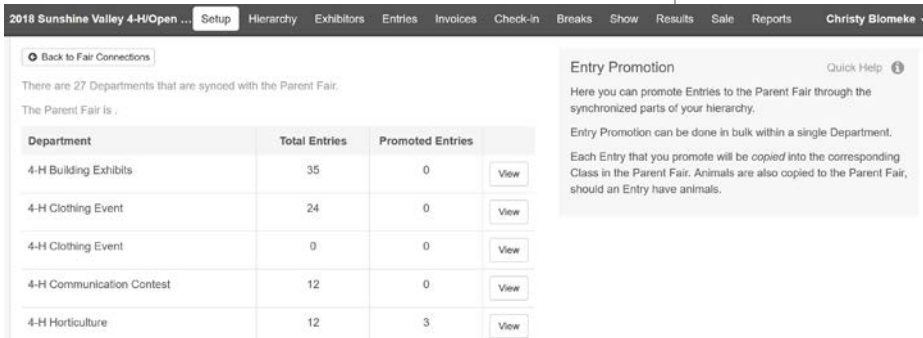
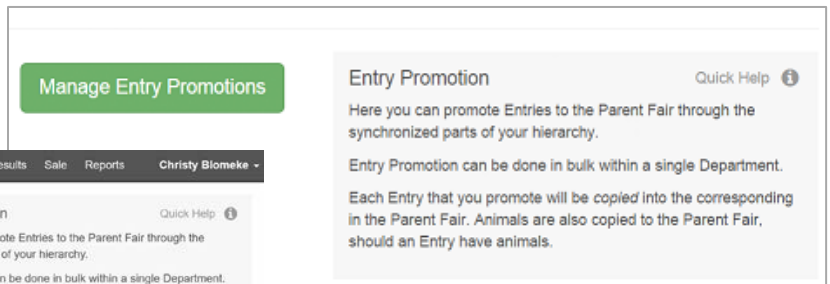
**EXHIBIT DEADLINE IS MONDAY, AUGUST 12 @ 5PM – NO EXCEPTIONS**

## Step 1 – Promote exhibits/contests from your fair

Login to “Admin” county fair account, click *Setup*, *Fair-to-Fair* Integration tab. **Do NOT click the Reset button.**



Scroll to the bottom of the screen and click on the green button “Manage Entry Promotions”.

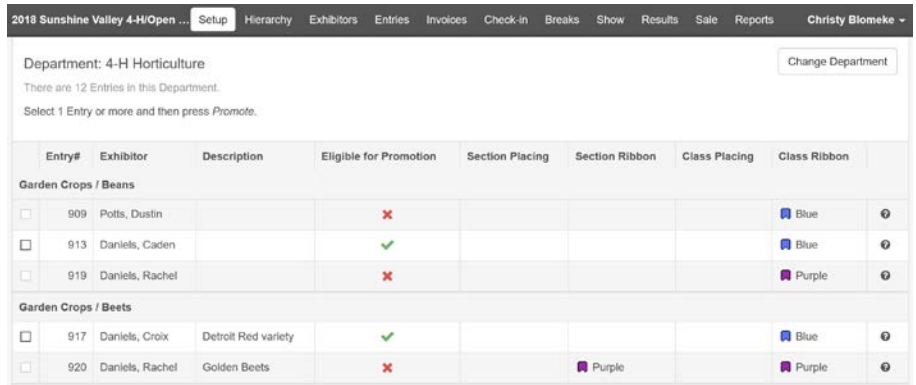


You will see a list of departments that have been synchronized from the state fair hierarchy. Entries in these departments are eligible to be promoted to the state fair. Click *View* to promote entries from a department.



Select (check box) the entries to be promoted, then click on the green button at the bottom of the screen “Promote Entries”.

Notice the entries with the red X in the Eligible for Promotion column—if you click on the question mark symbol in the right column, you will see the reason that the entry is not eligible. For members whose records were activated very recently, the reason may be that the exhibitor does not exist in the state fair—the state fair admin may need to re-import members to bring that exhibitor over.



Entry#	Exhibitor	Description	Eligible for Promotion	Section Placing	Section Ribbon	Class Placing	Class Ribbon
Garden Crops / Beans							
<input type="checkbox"/>	909	Potts, Dustin	X				Blue
<input type="checkbox"/>	913	Daniels, Caden	✓				Blue
<input type="checkbox"/>	919	Daniels, Rachel	X				Purple
Garden Crops / Beets							
<input type="checkbox"/>	917	Daniels, Croix	✓				Blue
<input type="checkbox"/>	920	Daniels, Rachel	X		Purple		Purple

The information about the entry, including the Entry Description (set in the Entry Settings) will transfer as an entry to the state fair.

## **Step 2 – Enter additional required information** **(\*\*See Colorado 4-H State Fair Instructions)**

If for any reason the ‘required’ fields did not move into the state fair, you can follow the instructions on the above file to add the additional information. Please contact your state fair administrator for information about additional entry information.

**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](mailto:connie.cecil@colostate.edu)

Technical/Invoice questions, please contact Joy Bauder: [joy.bauder@colostate.edu](mailto:joy.bauder@colostate.edu)

