

Promoting Exhibits to State Fair

Before You Start

This process will help FairEntry counties promote exhibits to their state fair. It is not the process for counties that are NOT using FairEntry or for state fairs that accept direct entries from families.

Custom questions (state fair) need to be answered by county managers, but even if they are required, the permissions levels of the county managers will allow them to be left blank without encountering an error (2015). It is very important for county managers to ensure that they have entered all required information.

The easiest way for you to make sure you promote the correct exhibit for each member is to jot down the entry number on the appropriate exhibit/entry before you begin.

Step 1 – Promote exhibits from your fair

Log in to your county fair, and click on the Setup menu, Fair-to-Fair Integration tab. Verify that your fair is configured to connect to another fair, and that the integration has been approved. Do NOT use the Reset button.

This fair is configured to connect to another fair. Reset

Date	Status	By	Role
Mon, 12/11/2017	Pending	by Marcy Sander	Organization Admin
Tue, 12/12/2017	Approved	by Celeste Smith	Super User

Fair-to-Fair Data Connection Quick Help

A fair-to-fair connection allows limited sharing of data between fairs:

- Hierarchy Structure
- Entries

When you make a connection to another fair, the connection will only take effect after it is approved by an administrator of that fair.

The most common use case for this feature is when a county fair wishes to share its entries with the state fair. In this scenario, a county will synchronize its hierarchy with the hierarchy of the state fair, and then later select county entries to promote to the state fair.

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

Back to Fair Connections

There are 27 Departments that are synced with the Parent Fair.
The Parent Fair is .

Department	Total Entries	Promoted Entries	
4-H Building Exhibits	35	0	View
4-H Clothing Event	24	0	View
4-H Clothing Event	0	0	View
4-H Communication Contest	12	0	View
4-H Horticulture	12	3	View

Manage Entry Promotions

Entry Promotion Quick Help

Here you can promote Entries to the Parent Fair through the synchronized parts of your hierarchy.

Entry Promotion can be done in bulk within a single Department.

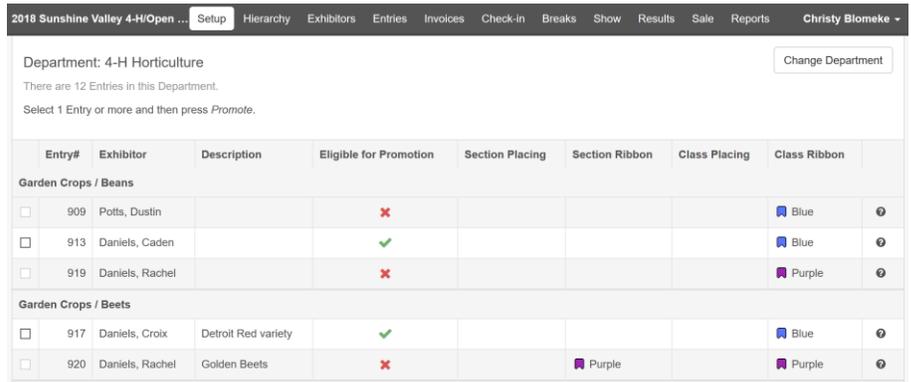
Each Entry that you promote will be copied into the corresponding Class in the Parent Fair. Animals are also copied to the Parent Fair, should an Entry have animals.

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 will need to re-import members to bring that exhibitor over.



2018 Sunshine Valley 4-H/Open ... Setup Hierarchy Exhibitors Entries Invoices Check-in Breaks Show Results Sale Reports Christy Blomeke

Department: 4-H Horticulture Change Department

There are 12 Entries in this Department.
Select 1 Entry or more and then press Promote.

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	Detroit Red variety	✓				Blue ⓘ
<input type="checkbox"/>	920 Daniels, Rachel	Golden Beets	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 (if necessary)

If your state fair administrator has created custom questions for state fair entries, you will need to login to the state fair and edit the entry to answer those questions. Even though they may be marked “required”, since you will be logging in as a fair manager role, you will not get an error message if you skip them, and no invoice will be created. It will be very important to be accurate and complete with all required information.

Please contact your state fair administrator for information about additional entry information.

