



### **Entry process for FFA kids who ARE NOT 4-H members:**

If you are going to have FFA members entering your fair, here's the process as it will work. The goal is for each exhibitor record to **exist only one time**, whether they are showing as 4-H or FFA or both.

#### **A. If they remember their FairEntry login email and password from last year:**

They should select the option to create a new FairEntry account on your fair's home page. After they enter their email address, the program will let them know that they have an account from a different fair (2018 or prior year fair) and will ask them to enter their password. Once they enter their password, they will be able to add entries for the fair.

#### **B. If they remember the login email, but not the password from last year:**

From <http://www.fairentry.com>, select Staff Sign-in. Click "Forgot your password?" under the blue button (Sign in with FairEntry), and enter the email address that was used last year. A new temporary password will be sent to that email address. Use that temporary password to go through the steps in A. above.

#### **C. If they do not remember the login email or password:**

Creating a new record on your homepage will work fine as long as they use a different email this year. If they use the same email as last year, they will get an error message, and then should use that email address to go through the steps in B. above.

If you want FFA kids to make online entry, you must select "Allow New Entries by non 4-H Exhibitors" which is available at the Department level and below.

At the beginning of the FairEntry online entry process, FFA members will be creating a new FairEntry account. Those steps will walk them through the process of entering exhibitor information, and adding class entries.

If you have selected "Yes" for "Allow Animals to be Added to an Entry During Registration" (available at all levels from Fair down), these FFA members see an option to "Add an Animal" to their class entry--and they will be creating that record from scratch--won't obviously have the option to bring over an animal from 4HOnline (if you use 4HOnline Animal ID). The fields shown will be the same as the 4HOnline animal fields (if you are using that) or they will be the fields you set up when you created animal types.

- Using this process will allow the animals to be added, and you, as manager, will check to be sure that the animal has been properly identified, and then approve the entries.

If you select "No" for "Allow Animals to be Added to an Entry During Registration", neither FFA nor 4-H members will see the option to add an animal to their class entry.

- Using this process will mean that the check-in people will be adding all animals to all entries when they arrive at the fair.