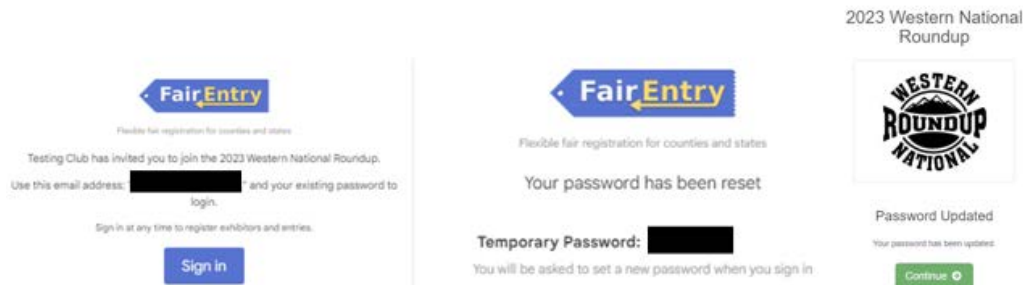




Western National Roundup

Registration Instructions

1. From the Western National Roundup website, download the [Authorized State Official Form](#) and [Consent Forms](#). These forms will be a REQUIRED upload during the registration process.
2. To register a state team (s). One person from each institution, school or FFA chapter **MUST complete this online form**. **NOTE: If you participated last year, go to the FairEntry link (below) and reset password.** Proceed to Step 3. Once this information is received the person (s) responsible for registration will receive a welcome email from FairEntry (welcome link and reset and update password) and Continue to "[2024 Western National Roundup](#)" Registration. **NOTE: \$250 per contest per participant. There is no registration fee for coaches, etc. However, meal fees are assessed during the registration process. Additional award reception fees of \$50 per person can selection using the Coach/Chaperone/Coordinator section.**



3. Once successfully logged in, select

FairEntry Exhibitor, Staff Sign-In

If you don't have a 4HOnline account, sign-in with your FairEntry account.

FairEntry

Email

Password

Sign In with FairEntry

[Forgot your password?](#)

Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#)



4. "Begin work on a new invoice"

5. Next, "Register an Exhibitor" and click "Individual" (Note: Birth date is **required** and competitors **MUST MEET AGE REQUIREMENTS!**)

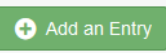
6. **Continue** with the required contact information clicking, 'Continue' to move through each section. Please ignore "County", as it only lists Colorado counties.

7. Under an Adult Profile, the required file upload for each registered state entity will be the "State

8.



9. Begin adding entries (contest (s) selection)



10. Using the example: Livestock: Select Department | Division | Class

Fair	Department	Division	Class
2024 Western National Roundup	Coach/Chaperone/Coordinator	Livestock Judging	4-H Livestock Judging
	Horse Classic	Livestock Quiz Bowl	FFA Livestock Judging
	Livestock	Meat Judging	
	Parliamentary Procedure		
	Public Speaking		

11. Don't forget to add your **Club, FFA Chapter or Group**

There are issues with your selections

A club selection is required in order to enter into the Class 4-H Livestock Judging

OK

Club Change

No Club (Open)

When entering into an Open Class, your club selection will be treated as No Club (Open).

Change Club

Current Selection: Testing 2 Clear Club Selection (Open Entry)

Suggest: 4-H FFA Other

Testing 2 Cancel

Testing Club Cancel

12. Review your selection and **“Create Entries”**

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	Livestock
Division	Livestock Judging
Club	Testing 2 Other
Animal(s)	No Animals

Entry Classes

1. 4-H Livestock Judging

Cancel
Create Entries

Review ALL questions under the section in BLUE. These questions are **REQUIRED!** Please review for EACH person that will be registered on your team!

There are 2 items that need your attention

Review/Complete Outstanding Records



13. Upload the required Consent Form (PDF only), click “Continue”

IF, the team/individual participant will be in more than one contest, “Add another Entry” otherwise, **continue** adding the remainder of the Team members by “Registering another Exhibitor”

What do you want to do next?

14. DO NOT “Continue to Payment” or “Submit” registrations **until ALL participants** have been entered for the entire state or entity you are representing.

Payment Information: **Due December 30th,2023.**

Checks payable to: **CSU Extension** Mail to: CSUE 4-H

Attn: WNR

4040 Campus Delivery

Fort Collins, CO 80523-4040

Registration Questions:

Contact Joy Bauder at the Colorado State 4-H Office at 970-491-3887 or joy.bauder@colostate.edu

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