



HOLMES CO FAIR
AT HARVEST RIDGE

FairEntry Family Help Guide

Formally known as “Pen Assignments”

Planning to exhibit your animal project at the 2024 Holmes County Fair? Youth must complete their animal identification for all projects exhibiting at the Holmes County Fair by June 1, 2024 in the FairEntry database. Please review these instructions in their entirety prior to logging in through the website. Some animals and/or projects will require specific steps to be entered accurately.

FairEntry Portal Both 4-H and FFA members will enter their animals in FairEntry through the portal located at <https://holmescountyfair.fairentry.com> As you work to upload animal identification materials, please ensure that you have these instructions, along with all appropriate animal information available to reference.

Class Selection When selecting each project to enter, there will be up to 5 different classes to enter including the following:

- **Market Class/Breeding Class**
- **Showmanship**
- **County Born and Raised**
- **Outstanding Market Exhibitor, Outstanding Breeding Exhibitor, Outstanding Horse Exhibitor (OME/OBE/OHE)**
- **Rate of Gain**

If you are interested in doing any of these, please select them. We can drop items from your list, but we will not add in any additional classes you did not select after June 1. If additions need made, an appointment is necessary and will also include a \$50.00 fee. See back page for more details.

Each animal is unique! If your family is registering a backup across multiple siblings, this animal should only be added once and then can be used in multiple entries in a family.

Specie Specifics Please be aware, there are exceptions to requirements for specific species. We have done our best to add in details throughout this document. However, as questions arise, please contact the extension office at 330-674-3015.

Want additional help? We will have two FairEntry workdays open to families. Please join us in the Senior Fair Board office if you need help getting through the process!

- Saturday, May 18 from 9-11 a.m. and Wednesday, May 29 from 5-8 p.m.







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Specie Specific
Helpful Tips

Because each species committee asks for paperwork and identification submitted at different times, this page outlines important components needing entered via FairEntry.

<ul style="list-style-type: none"> • Beef • Goats • Sheep 	<p>Livestock to be exhibited must be entered into FairEntry by June 1 or space will not be reserved for your livestock project. If you're leasing your animal, paperwork must be submitted in FairEntry by June 1.</p> <p>Born & Raised: Class must be entered in FairEntry. Document must be turned in at Tag-In (Sheep/Goats), or Weigh-In (Beef).</p>
<ul style="list-style-type: none"> • Dairy • Equine 	<p>Livestock to be exhibited must be entered into FairEntry by June 1 or space will not be reserved for your livestock project. If you're leasing your animal, paperwork must be submitted in FairEntry by June 1.</p>
<ul style="list-style-type: none"> • Rabbits • Poultry 	<p>Livestock to be exhibited must be entered into FairEntry by June 1 or space will not be reserved for your livestock project. If you're leasing your animal, paperwork must be submitted in FairEntry by June 1.</p> <p>FairEntry is due before possession of market rabbits and market poultry. Tag numbers entered for these projects should be listed as "000" and adjustments will be made during check-in at the fair.</p>
<ul style="list-style-type: none"> • Hogs 	<p>Livestock to be exhibited must be entered into FairEntry by June 1 or space will not be reserved for your livestock project.</p> <p>Born & Raised: Class must be selected AND document uploaded in FairEntry.</p> <p>Only one photo is required to be entered and must show the tag in the hogs ear. Examples of photos are shown below. Tag numbers of hogs are also to be entered in FairEntry.</p> <div style="display: flex; justify-content: center; gap: 20px;">   </div>
<ul style="list-style-type: none"> • OBE • OME • OHE 	<p>These will be entered as a class entry and can be added to any market/breeding species. Page 16 of the Holmes County Fairbook will provide further information on how the program was developed and how exhibitors will be awarded.</p>

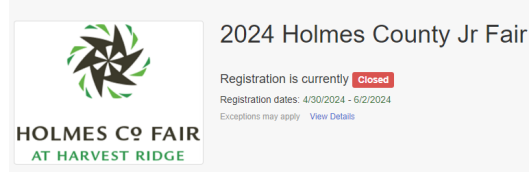


Exhibitor Group (Family) Entry

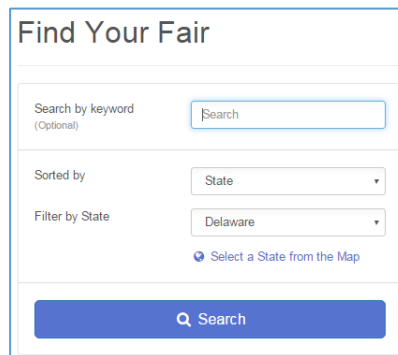
Important Reminders

- **FairEntry must be complete by June 1 to exhibit your animal at the Holmes County Fair.**
- Register all entries for each exhibitor in the family before proceeding to the Payment section **NO ACTUAL PAYMENT IS NECESSARY.**
- Be sure to click the “submit” button when you have completed your entries. **Entries are not final until they have been submitted.**
- Check your email inbox for a confirmation email with a list of your entries.
- You will receive a second email when your entries have been approved by your fair or show.

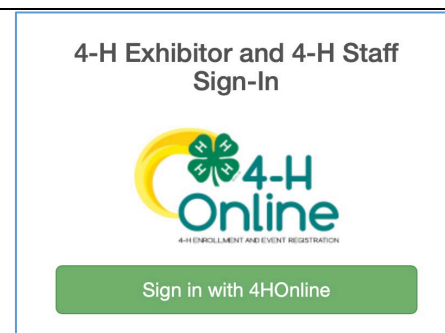
- Access the Holmes County Fair with our direct link, <https://holmescountyfair.fairentry.com>



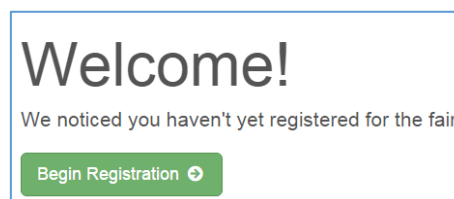
- If the above link does not work, you can access our fair by going to <https://www.fairentry.com> and click “Find Your Fair”
- Filter by your state, click Search, and then click on the correct fair, “2024 Holmes County Fair”



- Use your 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.
- NOTE:** If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.



- Click “Begin Registration”



Step One – Entering Exhibitor Information

- Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.

Step Two - Creating Entries for Exhibitors

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 steers, two entries into the steer class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out.

- Click Add an Entry beside the correct exhibitor (if more than one has been created).

- Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
- After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
- After you have selected the class, click the green Choose button.

Department	Horse	Change
Division	312: Horse Showmanship	Change

- Select the appropriate Division.
 - Market or breeding must be selected.
 - If you would like to compete in the following classes, this is the time to select the following:
 - SHOWMANSHIP
 - OME/OBE



2. Select a Club or Chapter for this entry.

3. You may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to “Add an animal”.
4. Choose “Enter a New Animal Record” to enter new animal information.
5. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.
6. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

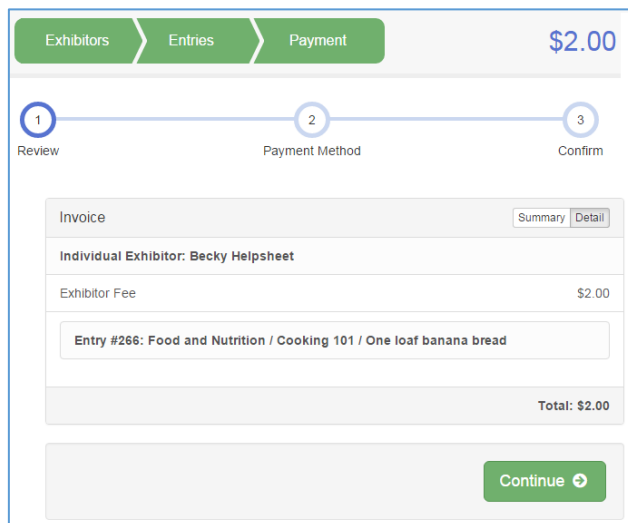
7. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment (*no actual payment is required*).



Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries. There are no fees within our county, no payment is required but is included in this step of the FairEntry program.

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
2. Once all entries have been entered for exhibitors in your family, including an entry for market/breeding animal, and if desired, an entry for showmanship, Born and Raised, and OME/OBE, submit the invoice for approval.
3. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.



The screenshot shows the 'Payment' step of the FairEntry process. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment', with 'Payment' selected. A total fee of \$2.00 is displayed in the top right corner. Below the tabs is a progress indicator with three steps: 1. Review, 2. Payment Method, and 3. Confirm. The 'Review' step is currently active. The main content area shows an 'Invoice' section with a 'Summary' and 'Detail' button. The invoice details include: Individual Exhibitor: Becky Helpsheet, Exhibitor Fee: \$2.00, and a specific entry: Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread. The total amount is \$2.00. A green 'Continue' button with a right arrow is located at the bottom right of the invoice area.

Additional Tips and Reminders



Tips for Exhibitors making Online Entries:

- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair.



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LATE ENTRIES -AND- SALE PHOTOS

LATE ENTRIES

Late entries will be accepted by appointment only June 2-15.

A \$50.00 fee for each animal/class (showmanship, OME/OBE, etc.).
To schedule an appointment, call 330.600.4725.

SALE PHOTOS

Market livestock exhibitors must also submit a photo which includes the exhibitor and the animal.

This photo is used for Buyer Cards distributed during the Livestock Sale during the fair.

Photos must be LANDSCAPE orientation and emailed to HCLivestockphotos@gmail.com no later than July 31, 2024 at 11:59 p.m.

If an exhibitor does not submit a photo, a flat fee of \$100.00 per project will be taken out of your sale check.

