

# Shawnee County Fair Entry Instructions

**Entries are due by 5:00 pm on July 1<sup>st</sup>.**

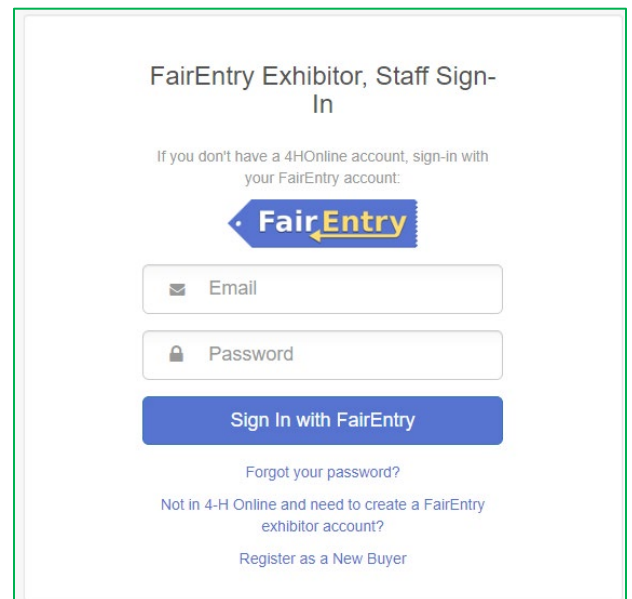
- ❖ Go to <http://shawneeks.fairentry.com/>
- ❖ **If you are a 4-H member entering in the fair, you MUST use 4-H Online to sign in.** Your entries are limited by the projects you were enrolled in by May 1, 2024, and if you do not use 4-H Online you will not have access to enter in 4-H classes.

- If you do not remember your password, you may have to reset it in 4-H Online and then navigate back to FairEntry. You can call the office at 785-232-0062 if you need assistance.



*Use the above sign in screen if you are a 4-H exhibitor.*

- **FFA members and Open Class Exhibitors** will need to use the FairEntry Exhibitor Sign-In. You will be able to access the classes that you are eligible to participate in. From here, your enrollment will proceed in the same manner as 4-H members with the exception that you will select “Create an Exhibitor from Scratch” on the “Register an Exhibitor” page.

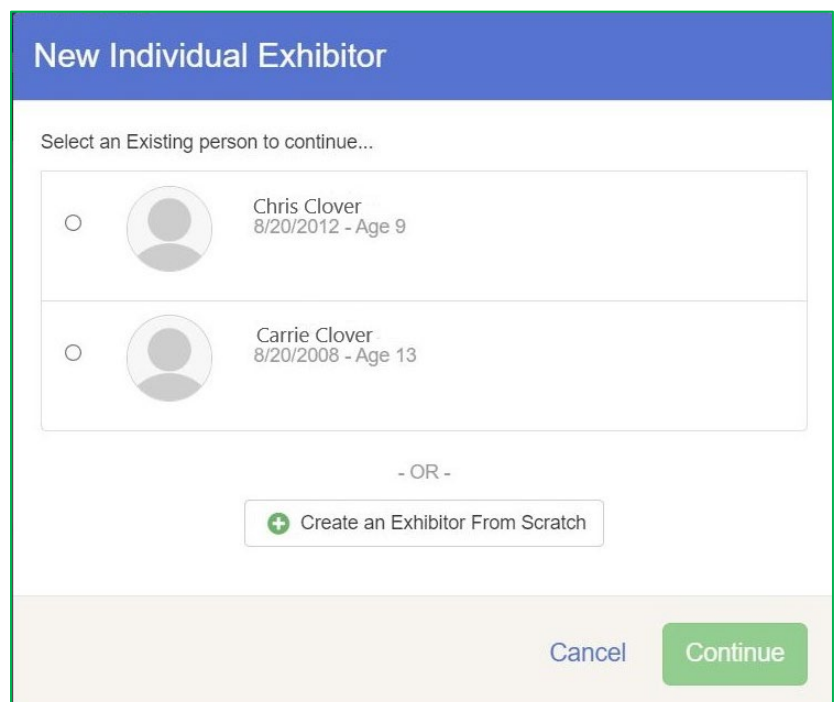


*Use this selection if you are entering for FFA or Open Class*

- ❖ Once you have logged in you will see this screen.  
**FairEntry processes entries as invoices**, so you will want to select the green “Begin work on a new invoice” button. You can only work on one “invoice” at a time and will have to wait for office approval to start a new one once you have submitted your entries.

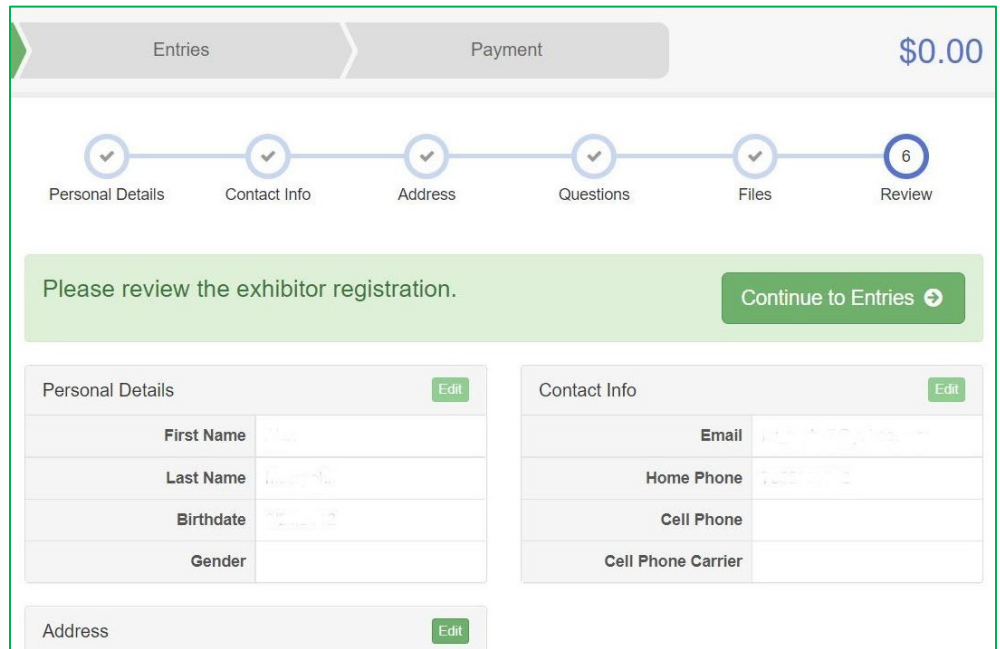


- ❖ The next step will be to register a new exhibitor and select from the Existing person list that will pop up. Please **do not** create an exhibitor from scratch if you are a 4-H exhibitor.

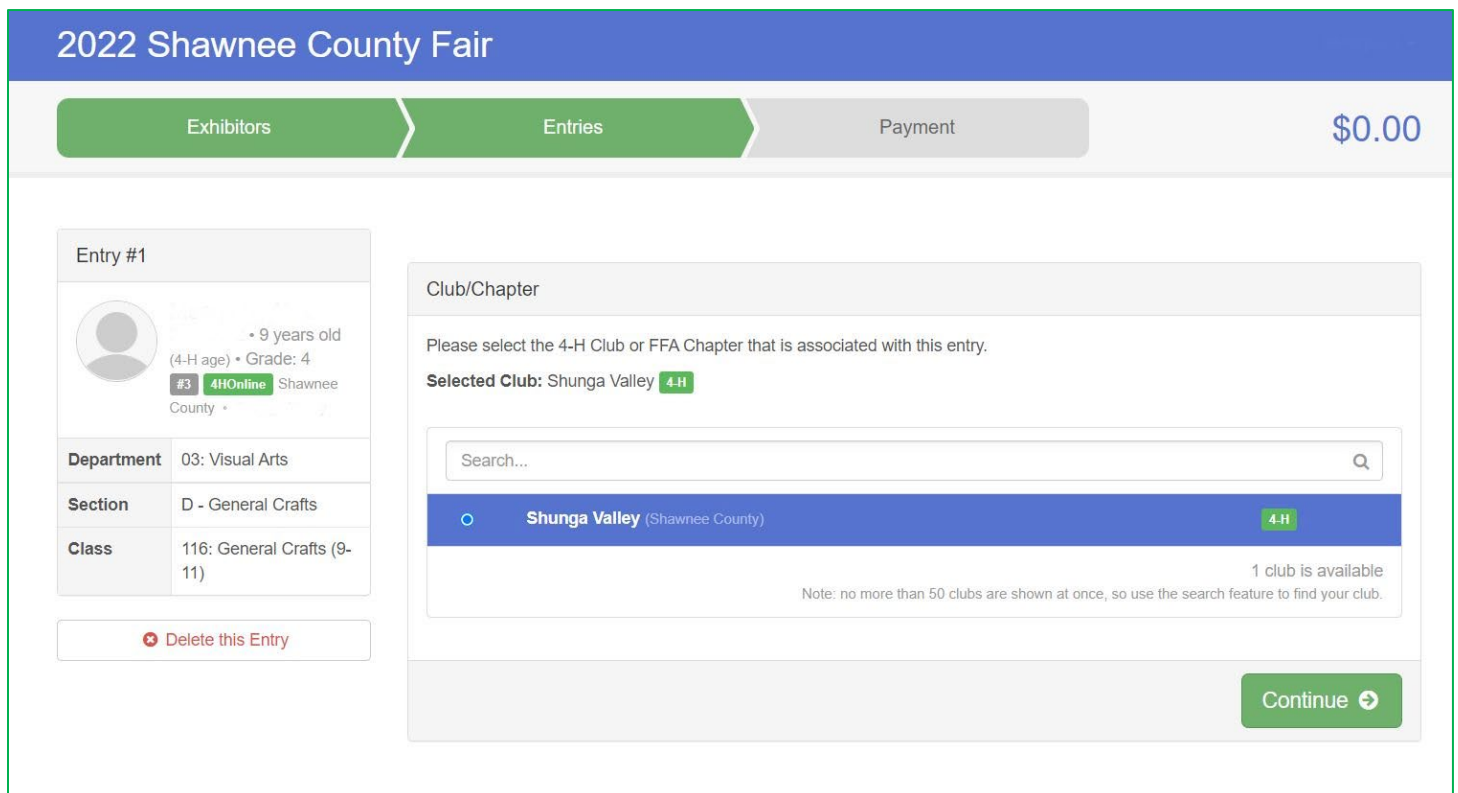


- ❖ On the next page you will be asked to confirm your contact info and address. If you have any 4-H livestock, you will have the option to submit the Livestock Buyer’s form here as well. You can also bring this to the Extension Office, but it **must** be turned in by the entry deadline, July 1st.

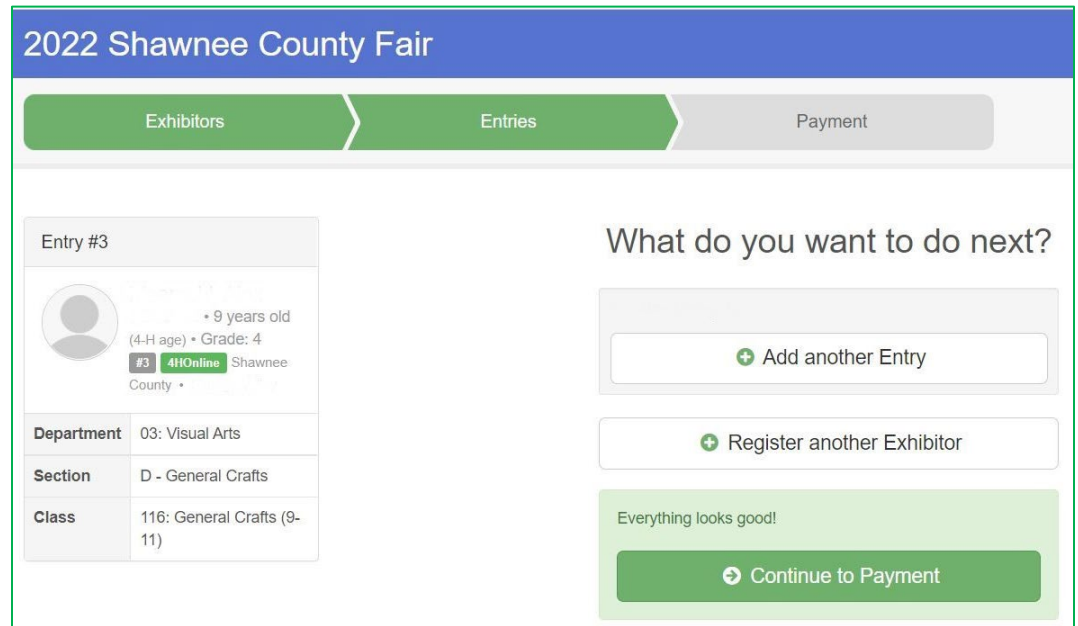
- Once you reach this screen select “Continue to Entries”



- ❖ To add an entry, you will have to select the department, section, and class. Complete rules and a listing of each section and class under a department can be found in the fairbook. 4-H members will also have to select a club. If you are enrolled in both a community club and a project club you will have to select the correct club for each entry.

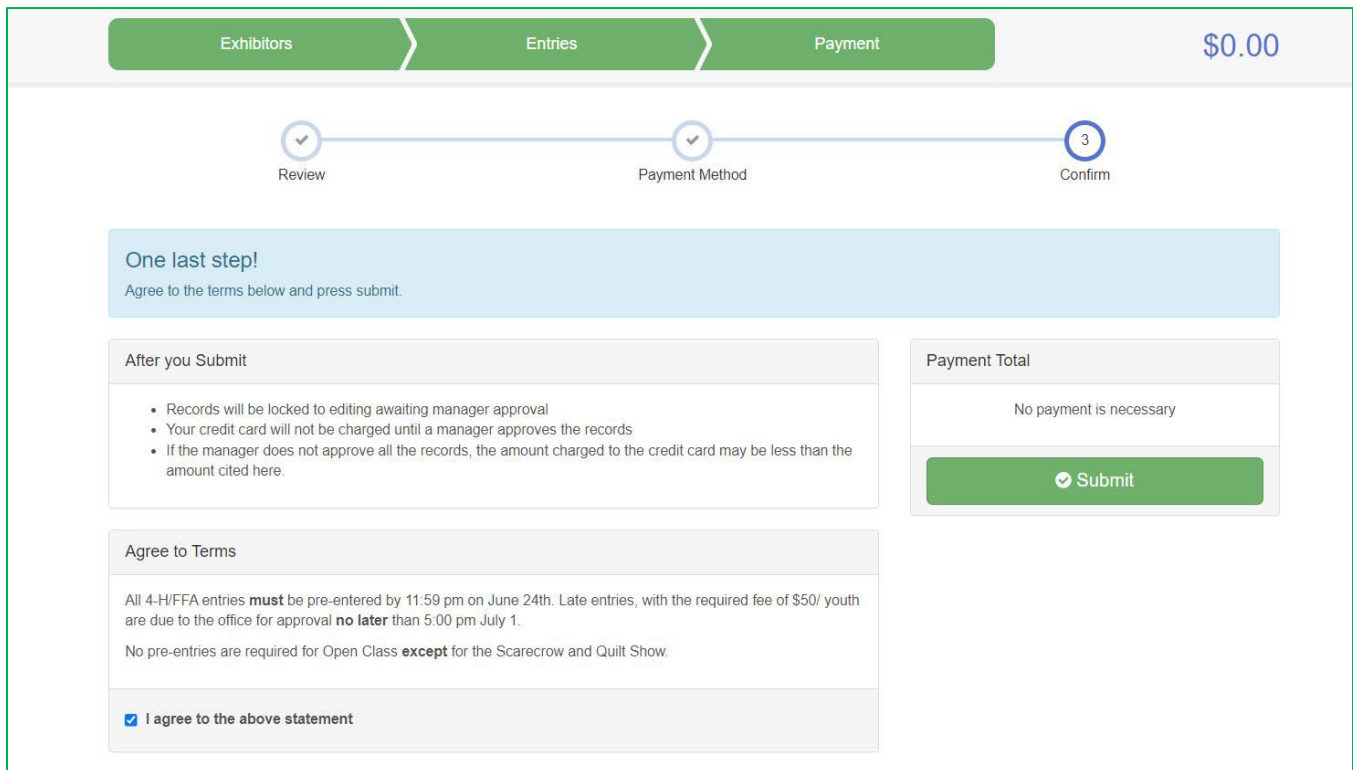


- ❖ Once you reach this page, you can either add more projects to the current exhibitor or add another exhibitor. **If you are entering multiple exhibitors under one family, register them all before continuing to payment.** You



cannot add or edit entries when you have “invoices” that are pending office approval.

- ❖ This is the last page you will see. Once you have agreed to the Terms statement and hit submit you are entered pending office approval!



- ❖ 4-Hers and FFA members, entries are due by 5:00 pm July 1<sup>st</sup>. No late entries will be accepted.