## 4-H Fair Entry Guide

### Important Reminders
Marion County Fair registration is open until July 12, 2016. **No Late Entries will be accepted!** Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date. This Entry Process is very thorough and thus may take some time to complete, also please allow enough time for technical difficulties. **Please Do Not Wait Till the Last Minute!**

| Go to [www.marion.ksu.edu](http://www.marion.ksu.edu) OR [https://marionks.fairentry.com](https://marionks.fairentry.com) |
| Sign in using your 4H online email and password |
| If you are not a 4H member click here to create your fair entry account |
| Click “Begin Registration” |
| Exhibitor Information Click Individual. |
Enter the information into the four fields—all fields are required. Click Continue when all information is entered

(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. If you wish to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

Select the 4H member then click Continue.
Marion County Fair has 2 pre-entry questions. Everyone must select a shift to work in the food stand. This is a required field. The second question is not a required field but we are asking you to consider donating items to the Food Stand.

Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.
Creating Entries
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 photographs, two entries into the photography 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 family (and entries) or proceeding to payment. Do Not be concerned about this term, there are no fees for this fair.

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. Rabbits, Poultry, and Dog are in Small Animal Department. All exhibits in the 4H Building are 4H Building Department. Ignore the Event Department. That is for State Fair Use Only.

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, section, or class. After you have selected the class, click the green Continue button.

If this is an animal class entry, select Add an animal. Then select Enter a New Animal Record and fill in the required/optional information about the animal you intend to exhibit. Click Create and Add Animal when finished. Note all animal types will have an identification requirement. Example; 4H Tag, Poultry Leg Band, Horse Name, etc... You must enter something in that field to
The Choose an Existing Animal Record would be used if you are exhibiting the same animal (i.e. dog or horse) for multiple entries. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. Then click continue.

Any questions related to entry in this class will be next. Click Continue after answering those questions. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.

When each class entry is complete, you have 3 choices for what to do next:

a. If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family. (Do not Submit until ALL exhibitors in the family are complete.)

b. If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor. Additions can be made until you complete the next step.

c. If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries. Even though there are no fees you must do this to finalize your entries.
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.

There are no fees but you still must click continue!  
*NOTE: You must click Continue to the last “Confirm” step to submit your entries.*

Read the information in the “After you Submit” section. You must also check the box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family ONLY if you feel you are completely done!

*Once you click Submit, exhibitors may not make changes to their entries. Only Extension Staff can make those changes.*