

Livestock Fair Entry Directions

All Junior Fair livestock exhibitors will complete their livestock entries online this year. Rabbits and Poultry this will replace your paper entries from previous years.

When completing online entries, make sure you enroll all your animals that will show at the fair and sign up for showmanship classes. You must follow all Junior Fair rules when entering your animals. **Please give us accurate information regarding tags and the animals you will be bringing to the fair to ensure accuracy for classes/shows and stalling purposes. Do not enroll more animals than what you are planning on bringing to the fair.**

If you need to change ear tag number or other information, it is helpful to get this information a week before the fair. This ensures that weight slips and other information that is printed will be accurate. But changes can be made up till weigh ins. If pen or stalling information needs to change will let us know a week in advance before we assign spaces.

The following sheets will give specific directions for the entire process. **The following bullet points are helpful tips if you do not want to read the entire document:**

- Sign into FairEntry - <http://MercerOhio.fairentry.com>
- **Click on the green button** “Sign in with 4HOnline”. You will register with your 4HOnline information. This was the email and password you created for the March 1 Enrollment.
- **Do Not press submit until you have registered all your children, all livestock entries, and signed up for showmanship.** If you press submit- you will need to wait until Beth approves those entries until you can sign in again.
- All animals must be identified with a tag number. Please use the tag number given to you at tagging for beef, swine, sheep, and goat. If there is not an official tag in process for your animal (dairy, breeding, rabbits, poultry), please give your animal the #1 or any other number you choose.

All entries are due to be completed by Wednesday, July 13.

Please don't hesitate to reach out to our office for any question you might have or assistance you may need.

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4-H Youth Development
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Complete Directions and Steps for Fair Entry

Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer or Cellphone may cause unexpected results.

1. Step One – Let’s get started!

Sign into FairEntry - <http://MercerOhio.fairentry.com>

4-H Members:

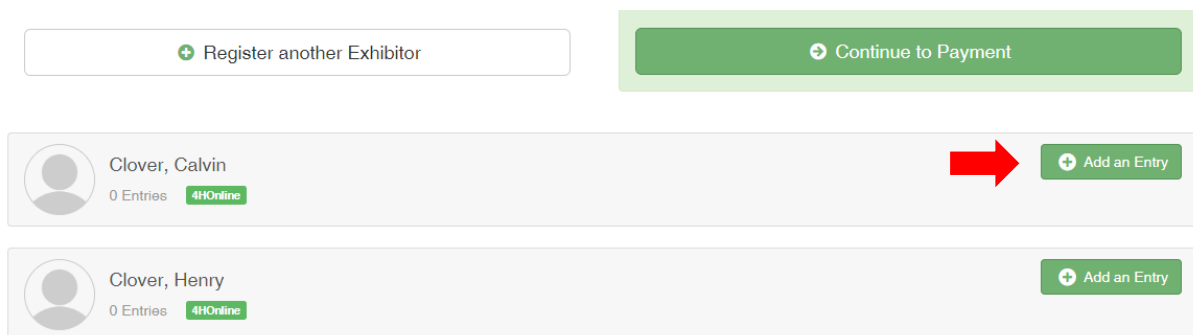
- Click on the green button “Sign in with 4HOnline”.
- You will register with your 4HOnline information. This was the email and password you created for the March 1 Enrollment.

FFA Members:

- **Entry process for FFA members who ARE also 4-H members:** Families will login to FairEntry using their 4HOnline account as normal. For the member who is dual-enrolled in 4-H and FFA, they will create their 4-H class entries just like everyone else. The youth will create their FFA animal just as they did their 4-H animals but will designate their FFA chapter as the “club”.
- **FFA members who have siblings in 4-H:** Login into FairEntry with your family 4HOnline information and create a new exhibitor for the FFA member and select your chapter.
- **FFA members who are NOT 4-H members:** FFA members, not enrolled in 4-H, will create a new FairEntry account. Follow the steps to enter exhibitor information, and adding class entries.



2. **Step 2** - Go over member information. If correct, click continue. Continue through the personal information screens.
3. **Step 3** - Click “Add an Entry” for adding livestock entries. ONLY “Register another Exhibitor” if the exhibitor is an FFA member.



4. **Step 4** - Continue through the prompts for department, division, and class. **Horse exhibitors please see Part B after you click select for the Horse.**

- Find your specie and click select.

1

Choose Department and Division

Beef	Select ↕
Dairy Cattle	Select ↕
Dairy Goat	Select ↕
Horse	Select ↕
Llamas and Alpacas	Select ↕
Market Goat	Select ↕
Sheep	Select ↕
Swine	Select ↕

- Choose your entry. Click select and then choose.

2

Choose Department and Division

Department	Beef	Change
01: Market Beef	Select ↕	
02: Beef Showmanship	Select ↕	

Cancel Choose

- Select a class and then on the next screen click continue.
- Continue to Step 5.

3


Starting an Entry

Department	Beef	Change
Division	01: Market Beef	Change
Select a Class to continue		
01: Jr Heifer Calf	Select ↕	
02: Sr. Heifer Calf	Select ↕	
03: Summer Yearling Heifer	Select ↕	

Part B: Horse exhibitors:

- Click select for all Horse Classes and then click Choose.

Choose Department and Division

Department	Horse	Change
01: All Horse Classes		 <input type="button" value="Select"/>

You can add your horse one time then select multiple classes for that horse.

Club <input type="button" value="Change"/>	Class or Classes
St. Henry Buckeye Lassies and Lads <input type="button" value="4-H"/> (Primary Club) <p>Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:</p> <ul style="list-style-type: none">• 174 Beginning Horse Management• 175 Light Horse Selection• 177 Horse Training: How to Talk to your Horse• 180 Learning to Jump• 181 Draft Horse• 184 Standardbred Horses• 185 Equine Reproduction and Genetics• 188 Trail Riding• 189 Dressage• 762 Horse Nutrition• 182 Small Equine <p>When entering into an Open Class, your club selection will be treated as <i>No Club (Open)</i>.</p>	<input type="checkbox"/> 01: Halter- Pony under 58 <input type="checkbox"/> 02: Halter- Horse Gelding 59 & over <input type="checkbox"/> 03: Halter- Horse Mare 59 & over <input type="checkbox"/> 04: Senior Showmanship-ages 14-19 <input type="checkbox"/> 05: Junior Showmanship- age 9-13 <input type="checkbox"/> 06: Beginner Showmanship- age 9-12 <input type="checkbox"/> 07: Second Project Showmanship <input type="checkbox"/> 08: Bareback Pleasure <input type="checkbox"/> 09: Hunter Under Saddle <input type="checkbox"/> 10: Hunt Seat Equitation <input type="checkbox"/> 11: Walk Trot Western Pleasure <input type="checkbox"/> 12: Beginner Walk Trot Horsemanship <input type="checkbox"/> 13: Gaited Pleasure Horse <input type="checkbox"/> 14: Production Horse (snaffle bit) <input type="checkbox"/> 15: Western Pleasure Horse <input type="checkbox"/> 16: Western Pleasure Contesting Horse- Senior age 14-19 <input type="checkbox"/> 17: Western Pleasure Contesting Horse- age 9-13 <input type="checkbox"/> 18: Senior Horsemanship age 14-10
Animal(s) <input type="button" value="Add Animal"/>	
<p>Allowed Animal Types:</p> <ul style="list-style-type: none">• Mercer Horse <p><input checked="" type="radio"/> Enter a single animal <input type="radio"/> Enter a pen of animals <input type="radio"/> I will specify animal(s) later</p> <p>Clover, Henry</p> <p><input type="radio"/> Spot <input type="radio"/> Joe</p>	

- Click Add Animal and then add animal from scratch.

- Animal type – click the drop down arrow and select Mercer Horse

Add Animal from Scratch

Animal Owner: Clover, Henry

Animal Type: Mercer Horse

These are the animal types allowed in the All Horse Classes Division.

Animal Name *: Charlie

Cancel Save

- Add your animal name and click Save.

- Next, select all classes that apply to that horse and then click continue. If all information is correct, click create entries. Repeat this process for each horse you are showing.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 3 entries will be created with the following information:

Department	2019 Mercer County Fair 4-H
Division	Horse
Club	St. Henry Buckeye Lassies and Lads 4-H
Animal(s)	• Charlie

Entry Classes

- 05: Junior Showmanship- age 9-13
- 19: Junior Horsemanship age 9-13
- 35: Pole Race- Jr age 9-13

Cancel Create Entries

5. **Step 5** - Ensure your suggested club is correct or select your FFA Chapter. To move forward, click the Select this Club button.

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None

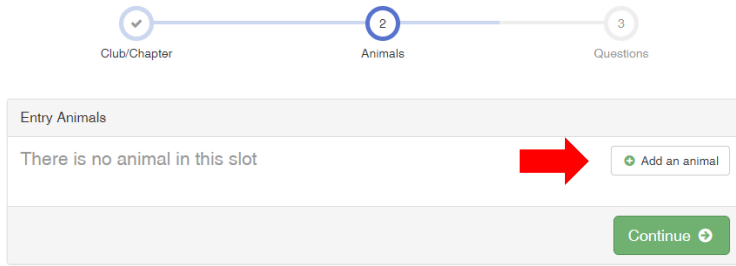
Suggested Club: St. Henry Buckeye Lassies and Lads **4-H**
(Primary Club in 4HOnline)

Select this Club

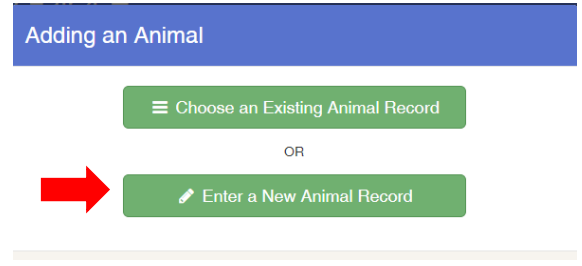
Search...

- Coldwater FFA **4-H**
- Fort Recovery FFA **4-H**
- Marion Local FFA **4-H**

6. **Step 6** - Click “Add Animal” then “Enter a New Animal Record”.

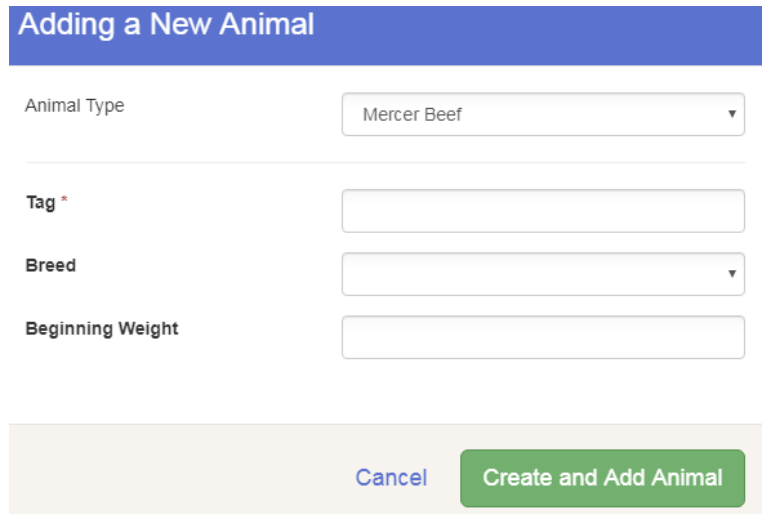


The progress indicator shows three steps: 1. Club/Chapter (checked), 2. Animals (active), and 3. Questions. Below it, the 'Entry Animals' screen displays the message 'There is no animal in this slot' with a red arrow pointing to an 'Add an animal' button. A 'Continue' button is at the bottom right.



The 'Adding an Animal' screen features a blue header. It has two main options: 'Choose an Existing Animal Record' and 'Enter a New Animal Record'. The second option is selected, indicated by a red arrow.

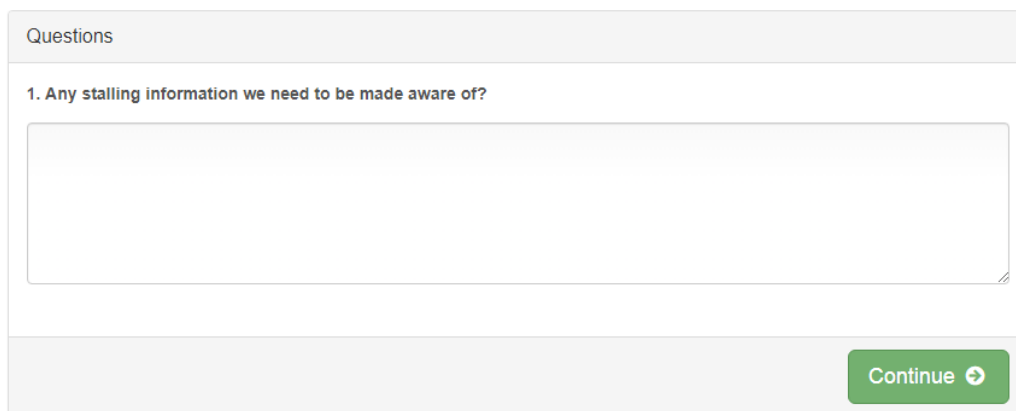
- Click the drop down box for animal type.
- All animals must be identified with a tag number. Please use the tag number given to you at tagging for beef, swine, sheep and goat. If there is not an official tag in process for your animal (dairy, breeding), please give your animal the #1 or any other number you choose.
- If breed applies to your class, please complete that drop down box.
- If you wish to be a part of the “weight of gain” contest, please enter the beginning weight if prompted.



The 'Adding a New Animal' form has a blue header. It includes fields for 'Animal Type' (with a dropdown menu showing 'Mercer Beef'), 'Tag *' (text input), 'Breed' (dropdown menu), and 'Beginning Weight' (text input). At the bottom, there are 'Cancel' and 'Create and Add Animal' buttons.

- Click Create and Add Animal and then Continue on the following screen.

7. **Step 7** - You will next be prompted with a question about stalling. This is where you give information about family members with different names, family members in different clubs, or extra space needed for breeding stock. Click continue.



The 'Questions' screen has a title bar and a question: '1. Any stalling information we need to be made aware of?'. Below the question is a large text area for input. A 'Continue' button is at the bottom right.

8. **Step 8** – You can now select from the following:

- Add Another Entry IF you need to make another entry for yourself.
- Register another exhibitor (another family member).
- Continue to payment if entries are all complete. There is not payment for our entry process.
- Move forward through the payment process until you reach the screen with the submit button. To finalize your entry, hit submit.

What do you want to do next?

For Henry Clover:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

One last step!

Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

[Submit](#)

After submitting entries, please check your email for acceptance or rejection of each entry. Allow up to one to two business days to receive the acceptance/rejection email. If your entry is rejected, there is an explanation of the problem.

Rejected entries need to be fixed and resubmitted by the deadline.