

Delaware County Fair Animal Identification for Exhibitors

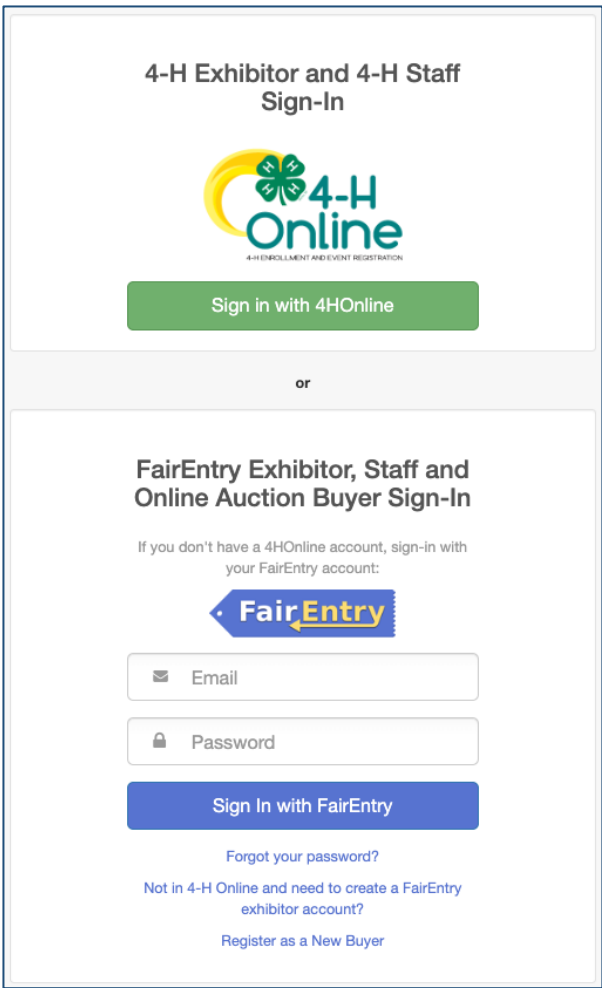
Animal ID does NOT register you or create entries into your fair.

Adding animals using the Animal ID process makes those animals available to be selected during the registration and entry process for the fair. Animal ID dates end before the entry dates begin.

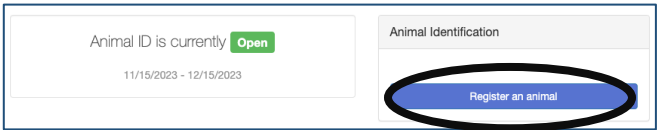
June 7th is the deadline and the following process must be used for Market Hogs, Market Lambs, Market Goats, Alpacas, and Dogs. Other Animals should refer to their letter for specific ID requirements.

Steps

1. Login to Delaware County Junior Fair using your 4-H Online account with the GREEN button
 - NOTE: in order to use the 4-H Online login account, you must be a fully approved active member in 4-H Online for the current year.
 - If you are a member of both 4-H and FFA, use the GREEN button.
2. If you are an FFA member only needing to identify animals for the fair use the blue button.
 - This option should only be used if you are exhibiting this animal through your FFA chapter.
 - If you do not already have an account in FairEntry, create a new account using the “Not in 4-H Online and need to create a FairEntry exhibitor account?” link.



3. When you have logged in, you will see the dates that Animal ID is open.
4. Click on the blue “Register an animal” button.



5. Select "Register an Exhibitor" to add information about the person who will be exhibiting the animal. Then click "Individual"
6. If you used your 4-H Online account you should see the option to select an existing exhibitor.
 - Note: Please do not create two separate exhibitor accounts for the same person, even if you are enrolled in both 4-H and FFA. There should only be one exhibitor account for each person.
 - FFA-only FairEntry account users- use the "Create an Exhibitor from Scratch" option.
 - Enter all exhibitor information.
 - Click Continue when finished.

7. At this point, you can add another exhibitor record, or you can "Review and add animal" for the existing exhibitor.
 - You can enter information either by creating all the exhibitors in the family first, then identifying the animals for each one; or by identifying animals for the first exhibitor, then adding the second exhibitor and their animals, etc.

8. Use the green "Continue" button to review, add, or edit exhibitor information pulled from 4HOnline.



9. When you reach the Review step, and all information is correct, click Continue to Animals.

10. Select the Animal Type from the drop-down menu, then fill out all fields as requested. Fields marked with an asterisk are required. Click Finish.
 11. The next screen will be the file uploads for that animal type.

12. Continue to add animals for this exhibitor by using the Add an Animal button. Notice that you can delete or edit animal information if you need to do that.
 13. **When you are done with all the animals for this exhibitor**, click on the green Exhibitors tab at the top of the screen to add another exhibitor and their animals.
 14. **When you are done with all animals for all exhibitors in this family**, use the green Finished button to exit the process and return to the original screen.



Tips

- Be sure to use the same login for Animal ID as you use for creating entries for your fair. The animals identified will only be available to exhibitors using this same login.
- **Animal sharing within a login group will be allowed for Market hogs, Market lambs, and Market goats.** You can add an animal through one exhibitor, and it will be available to be selected for an entry for any exhibitor that is a part of the same exhibitor group.
- While Animal ID is “Open” for your fair in FairEntry, you can login again to add more animals to your account, if you have more that need added after you log out the first time. (Note: Animal ID dates and entry dates cannot overlap, so when you log in, you will EITHER be able to identify animals, OR make entries into the fair.)

