Delaware County Junior Fair - Online Entry Instructions

All Junior Fair families must make their entries online through FairEntry.

- If you are unable to enter a department, section or class, please email Jacci (smith.11005@osu.edu) or Laryssa (hook.26@osu.edu). We will notify you when the information has been updated.
- The enrollment process will be open thru midnight August 26, 2022. For your convenience we will have computers available at the Delaware County Extension Office by appointment call 740-833-2039.
- August 26, 2022 is the last day you will be able to submit entries without a late fee. A $50 late fee will be assessed to entries from August 27 thru September 2; after September 2 no entries will be accepted.

To enter your entries, please go to:

http://Delawarecojrfair.fairentry.com   Note: DO NOT use WWW in address

> **PLEASE ENTER ALL FAMILY MEMBERS BEFORE HITTING "SUBMIT"**

4-H Members:

1. Using your 4HOnline family email and password (the same email and password that you used to enroll in 4-H in the spring), click the green button that says "Sign in with

4HOnline".

   a. An email has been sent to your Family email address on file, if you did not receive an email or don't know it please contact the Extension office by calling 740-833-2030 to find out what it is.
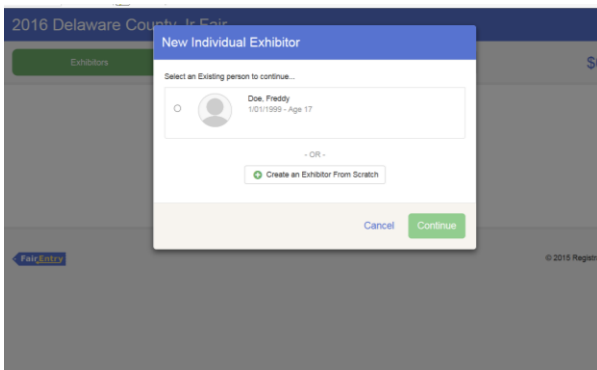

   b. If you don't remember your password or your family is new to Delaware County 4-H this year please click the "I forgot my password button" and enter the family email and proceed to reset it.

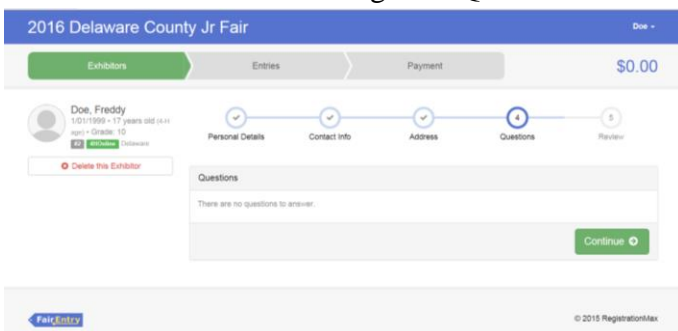2. When signed in, you will need to select Begin Registration.
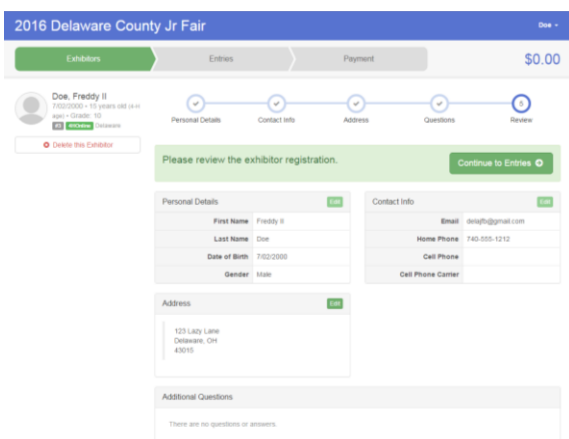

3. Select Individual
4. Select youth and click Continue

5. Click Continue through the Questions section

6. Confirm Information and Continue to Entries

7. Select Add an Entry

8. Select Department then Section then Class you want to enter
   a. SOME Sections have the option to enter multiple classes from a single screen
9. Select the club you are participating in with this project.
10. If it is a livestock entry you must add an animal. Select the add animal button

   a. Click the "Enter a new animal record"

   b. Select the animal type-(normally only one option) and input the information. IF YOU DO NOT HAVE A TAG OR ARE NOT 90% SURE YOU ARE BRINGING THAT CERTAIN ANIMAL PLEASE ENTER 0 IN THE TAG # LINE. It is ok to bring a different animal than is entered.
11. Read and answer required class questions if any. (Goat entries will ask number of pens per exhibitor) click continue
12. Review your entry and click continue

13. To Continue Select: Add another entry / Add another entry to this section/ Register another Exhibitor / Continue to payment. (payment is $0 unless you owe the late fee)

   a. Continue with the necessary steps for additional family members
   b. YOU MUST REGISTER ALL EXHIBITORS AND PROJECTS WITH SAME FAMILY EMAIL BEFORE YOU PROCEED TO PAYMENT (CHECKOUT).
14. When finished, click continue to payment. Review your detailed family invoice, click the "detail" button (beside the summary button) on the invoice line. Click continue 3 times.
15. Check the agree to terms box and click Submit. ONCE YOU HAVE SUBMITTED YOU CAN NO LONGER EDIT YOUR ENTRIES.
16. You will receive an email confirmation.
17. When the entries are reviewed and approved by our staff, you will receive a second email. If there are any problems with the entry registration, an email will be sent with the information that needs corrected.
** You MUST print & give or forward the verification email of your Jr. Fair entries to your club advisor **

FFA Members:
1. Click the link that says "Not in 4-H and need to create a fair entry account"

2. Create account and input your information, and confirm.
3. Follow along the steps above starting at step 6.

** You should forward the verification email of your entries to your advisor **