## 2020 Madison County Jr. Fair

### Class Entries

**Important Reminders and Instructions**

- All Fair Entries are due by 11:59 pm June 1, 2020. All Jr. Fair entries must be made through the website:
  - [http://madisoncounty.fairentry.com/](http://madisoncounty.fairentry.com/)
- Recommended browsers: Google Chrome, Mozilla Firefox, or Safari. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- *Once you have submitted your entries, check your email inbox for a confirmation email with a list of your entries.*

### Steps

1. Go to [www.madisoncounty.fairentry.com](http://www.madisoncounty.fairentry.com)
2. Click the green 4HOnline login button.

3. Enter your 4HOnline Email Address and password make sure the role is “Family”
4. Click the login button

5. Click “Begin Registration”

6. Click the “Individual” button.
## 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 rabbits, two entries into 2 different classes 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 check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

<table>
<thead>
<tr>
<th>Exhibitors</th>
<th>Entries</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>There are 0 entries belonging to 1 exhibitor in this invoice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpsheet, Becky</td>
<td>Add an Entry</td>
<td></td>
</tr>
</tbody>
</table>

2. 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.

3. 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, division, or class.

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

5. If this is an **animal class entry**, you must specify which animal will be exhibited in this class; you will see the option to “Add an animal”.

### Adding an Existing Animal

- **Allowed Animal Types:** Rabbit - Market
- **Animal Info:**
  - Tattoo: test1 [View Info]
  - Tattoo: ?? [View Info]
6. If this is a MARKET Animal class entry, you must also upload a high resolution image of the youth with his/her market animal to be displayed during the Livestock Auction.

Click the select file button, then find the photo wherever you have it stored on your computer or device, select the photo and upload it. Once uploaded, hit the green continue button.

Please refer to the Sale Photo Tips page at the end of this document for more suggestions on how to take a nice photo of the exhibitor with their animal. This photo may be displayed during the auction at the time the youth stands on the auction block next to the auctioneer.
7. 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.

8. 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.
   b. If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor.
   c. If all entries for all exhibitors in the family have been completed, click Continue to Payment to finalize and submit your entries.

9. 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.
10. Read the conditions on payment screen. *NOTE: You will owe no money (no fees are charged) however, you must click Continue to the last “Confirm” step to submit your entries.*

11. Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. *After you click Submit, no changes are possible to these entries.*

12. Once you click submit – check your e-mail for a confirmation message listing your entries. If you don’t receive an e-mail confirmation OR if you notice any errors or anything that is incomplete or needs changed or fixed in any way – email the Junior Fair Board Coordinators at madisoncountyjfb@gmail.com to make the changes. All Jr. Fair Entries are due in Fair Entry by 11:59 pm on June 1st.
Madison County Junior Fair
Market Livestock / Exhibitor Photos

New for 2020 – when making Junior Fair Class Entries, Market Livestock Exhibitors are expected to upload a high-resolution photo of themselves standing next to their market animal. This is an opportunity for all exhibitors to have an image of themselves and their market animal displayed for the buyers to view during the auction. Photos will be displayed on screen while the youth stands next to the auctioneer at the auction block.

Here are the details:

- Photo should be horizontal orientation, example:
- Photo must include both the member and their market livestock project.
- Photo must be .jpg format and high-resolution.
- Photo should be taken close to June 1st so the size of the animal(s) is close to fair size.
- Choose a brightly lit area for taking the photo. Outdoors on a sunny day or evening is recommended. Make sure you’re not blinded or squinting by looking into the sun.
- Dress Code for Photos
  - Wear livestock show appropriate attire is required.
  - Clean shirt or top that fits properly. No hats or flip flops may be worn.
  - Exhibitors are not permitted to wear any type of commercial advertisement or names on their clothing, 4-H or FFA logos are permitted.
  - See fair book for more details.
- If your photo does not meet requirements, a new one may be requested. Junior Fair Coordinators reserve the right to replace any photo submitted with a 4-H or FFA logo if the photo(s) submitted fails to meet requirements listed above.