How to enter for the Douglas County Fair using FairEntry

1) Visit: [https://fairentry.com/Fair/SignIn/3765](https://fairentry.com/Fair/SignIn/3765) Sign in with 4-HOnline username and password. Hint: Your username is the email address you use to sign in on 4-HOnline. If you cannot remember your password visit [https://ks.4honline.com](https://ks.4honline.com) and click the ‘I forgot my password’ button.

Once you have successfully completed the entry process you will receive a confirmation email. Entries can be edited through June 30. Fees will only be charged once.
2) **Click the register an exhibitor button.**

3) **Click the exhibitor you would like to make entries for.**

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K-State Research and Extension is committed to making its services, activities and programs accessible to all participants. Reasonable accommodations for persons with disabilities may be requested by contacting Kaitlyn Peine at 785-843-7058. Notify staff of accommodation needs as early as possible.
4) **Review all contact information to make sure it is correct. Click the continue to entries button.**

![Exhibitor registration form with personal details, contact information, and address fields filled out.]

5) **Click the add an entry button.**

![Add an entry button highlighted on the exhibitor registration form.]

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6) Select the department you would like to make an entry for.

7) If you will not be making entries for animals skip to step #10. For livestock and animal projects you will be required to ‘add an animal from scratch’. Hint: For swine without a 4-H EID tag re-enter the ear notches in the tag field. Sheep and goats without a 4-H EID tag can use the scrapies tag number in the tag field.
8) **Click on the tag number for the animal you would like to enter and the corresponding class name. Click continue.**

9) **Review your selections. Click create entries.**

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10) **Below is an example of a static entry.** To make additional entries click on add an entry. **Find the corresponding department.** Hint: Remember 4-H age is determined by Jan. 1, 2020.

![Image of Choose Department and Section dialog box]

11) **Click on the class you would like to enter.** Hint: Be sure to adjust the quantity to reflect the total number of entries you would like to make for that class.

![Image of Create One or More Entries form]

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12) Review your selections. Click create entries.

13) Livestock exhibitors can add an exhibitor t-shirt by clicking the t-shirt department.

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14) Livestock exhibitors showing beef, dairy cattle, goats, poultry, sheep or swine will be required to enter their YQCA number.

15) To complete the checkout process be sure to pay. The user fee for the system is $4. Exhibitor t-shirts are $5. All other fees have been waved for 2020.