

How to enter the Douglas County Fair using FairEntry

- 1) Visit: <http://dgcountyfairks.fairentry.com/> Sign in with your 4-HOnline username and password. Hint: Your username is the email address you use to sign in to 4-HOnline. If you cannot remember your password, visit <https://v2.4honline.com/> and click the 'I forgot my password' button.

You will receive a confirmation email once you have completed the entry process. Entries can be edited through June 30. Fees will only be charged once.



2025 Douglas County Fair

Registration is currently **Open**

Registration dates: 5/6/2024 - 6/30/2025

Exceptions may apply [View Details](#)

[View Public Results](#)

Welcome to the Douglas County Fair Online Entry System


All 4-H entries and Open Class Livestock entries must be made through this entry system by 11:59 pm on June 30. Please direct any questions about making entries to Candice Lavalette, clavalette@ksu.edu, or Nickie Harding, nharding@ksu.edu, or calling 785-424-4470.

Head over to, www.dgcountyfair.com, for a complete view of the 2025 FAIR BOOK.

4-H Exhibitor and 4-H Staff Sign-In



 Email

 Password

Sign in with 4HOnline

2) Click the Register an Exhibitor button.

The screenshot shows the '2020 Douglas County Fair' header in a blue bar. Below it is a navigation bar with three tabs: 'Exhibitors' (highlighted in green), 'Entries', and 'Payment'. To the right of the tabs is a balance display showing '\$0.00'. The main content area is divided into two panels. The left panel, titled 'Exhibitors being registered', states 'There are 0 exhibitors in the process of being registered' and includes a green button with a plus icon and the text 'Register an Exhibitor'. The right panel, titled 'Previously Registered Exhibitors', contains the text 'The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.' At the bottom left is the 'FairEntry' logo, and at the bottom right is the copyright notice '© 2020 RegistrationMax LLC'.

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

This screenshot shows a modal dialog titled 'New Individual Exhibitor' overlaid on the FairEntry interface. The dialog has a blue header. Inside, it prompts the user to 'Select an Existing person to continue...' and displays two rows of person selection cards, each with a radio button, a profile picture, and a name. Below these options is a separator '- OR -' and a green button with a plus icon labeled 'Create an Exhibitor From Scratch'. At the bottom of the dialog are two buttons: 'Cancel' and 'Continue'.

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- 4) Livestock exhibitors showing beef, dairy cattle, goats, rabbits, poultry, sheep, or swine must enter their YQCA number. Your certificate will be uploaded in the next question. **If this does NOT pertain to you, please type N/A.**

2023 Douglas County Fair

Exhibitors

Entries

Payment

\$0.00

#5 4HOnline Douglas County

Delete this Exhibitor

Personal Details

Contact Info

Address

Questions

Files

Review

Questions

1. Livestock 4-Hers, please enter your YQCA number. Your certificate will be uploaded on next question. If this does NOT pertain to you, please type N/A.
*Required

Continue

- 5) Download, sign, and upload the 4-H exhibitor code of conduct and your YQCA Certificate if you are a livestock exhibitor.

2023 Douglas County Fair

Exhibitors

Entries

Payment

\$0.00

#5 4HOnline Douglas County

Delete this Exhibitor

Personal Details

Contact Info

Address

Questions

Files

Review

Exhibitor Files

4-H Code of Conduct

Required

No file uploaded

Download Template

Select File

pdf doc gif jpg png

YQCA Certificate

Optional

No file uploaded

Select File

pdf doc gif jpg

Continue

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- 6) **Review all contact information to make sure it is correct. Click the continue to entries button.**

Exhibitors

Entries

Payment

\$0.00



#3 4HOnline Douglas County

Delete this Exhibitor

Personal Details

Contact Info

Address

Questions

5 Review

Please review the exhibitor registration.

Continue to Entries

Personal Details

First Name

Last Name

Birthdate

Gender

Edit

Contact Info

Email

Home Phone

Cell Phone

Cell Phone Carrier

Edit

Address

Edit

- 7) **Click the add an entry button.**

2020 Douglas County Fair

Harding

Exhibitors

Entries

Payment


\$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

Register another Exhibitor

Continue to Payment



0 Entries 4HOnline

Add an Entry

FairEntry

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

The screenshot shows a modal window titled "Choose Department and Section" overlaid on a registration page. The modal contains a list of 16 categories, each with a "Select" button and a dropdown arrow. The categories are: 4-H A Way With Waste, 4-H Banners, 4-H Clothing, 4-H Contests, 4-H Energy Management, 4-H FFA Beef, 4-H FFA Crops, 4-H FFA Dairy Cattle, 4-H FFA Dairy Goat, 4-H FFA Dog Obedience and Handling, 4-H FFA Entomology, 4-H FFA Flowers, 4-H FFA Forestry, 4-H FFA Horse, and 4-H FFA Horticulture. The background page shows a sidebar with "Exhibitors" and "0 Entries 49Online", and a main area with a "\$0.00" balance and a "to Payment" button.

9) If you will not be making entries for animals, skip to step #10. You will be required to 'add an animal from scratch' for livestock and animal projects. 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 scrapie tag number in the tag field.


The screenshot shows a modal window titled "Add Animal from Scratch" overlaid on a registration page. The modal contains the following fields: "Animal Owner" (a dropdown menu), "Animal Type" (a dropdown menu with "Swine - Market Hog" selected), "Breed *" (a text field with "Crossbred"), "Earnotch *" (a text field with "10-2"), and "Tag *" (a text field with "458679"). A blue information box states: "These are the animal types allowed in the Market Swine Section." At the bottom right are "Cancel" and "Save" buttons. The background page shows a sidebar with "Exhibitor" and "Department / Section 4-H FFA Swine", and a main area with a "Continue" button.

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10) Click on the tag number for the animal you would like to enter and the corresponding class name. Click continue.

Make your Club, Animal, and Class selections to continue. Continue →

Club Change



i When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Class or Classes


☐ 1107: Registered Market Hog

☒ 1108: Crossbred Market Hog

Animal(s) Add Animal

i Allowed Animal Types:

☒ Enter a single animal
☐ Enter a pen of animals
☐ I will specify animal(s) later




☒ 458679
☐ 986743

11) Review your selections. Click Create Entries.

Make your Club, Animal, and Class selections to continue. Continue →

Club



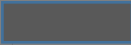
i Some Classes in this Section may require one of the following 4-H Projects:
• Swine

i When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Animal(s)

i Allowed Animal Types:
• Swine - Market Hog

☒ Enter a single animal
☐ Enter a pen of animals
☐ I will specify animal(s) later




☒ 458679
☐ 879456
☐ 986743

Review your selections

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

If you continue with your current selections, 1 entries will be created with the following information:

| | |
|------------|---|
| Department | 2020 Douglas County Fair |
| Section | 4-H FFA Swine |
| Club |  |
| Animal(s) | • 458679 |

Entry Classes

1. 1108: Crossbred Market Hog

Cancel Create Entries

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12) 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, 2025.**

The screenshot shows the '2020 Douglas County Fair' registration page. A modal titled 'Choose Department and Section' is open. It displays a list of departments and sections for '4-H Foods'. The list includes: '210: Lv I 7-8 yr olds', '210: Lv II 9-11 yr olds', '210: Lv III 12-14 yr olds', and '210: Lv IV - 15-18 yr olds'. Each item has a 'Select' button with a right arrow. The modal also has 'Cancel' and 'Choose' buttons at the bottom. In the background, the registration process is visible, showing a user profile with '1 Entry' and a '4HOnline' status. The bottom of the page shows the 'FairEntry' logo and the copyright notice '© 2020 RegistrationMax LLC'.

13) Click on the class you would like to enter. Hint: Adjust the quantity to reflect the total number of entries you want to make for that class.

The screenshot shows the 'Create One or More Entries' page. At the top, there are tabs for 'Exhibitors', 'Entries', and 'Payment'. The 'Entries' tab is active. Below the tabs, the page shows the user's selection: 'Exhibitor' (Individual, 4HOnline) and 'Department / Section' (4-H Foods / 210: Lv I 7-8 yr olds). A message says 'Make your Club and Class selections to continue.' with a 'Continue' button. Below this, there are two main sections: 'Club' and 'Class or Classes'. The 'Club' section has a 'Change' button and a note: 'When entering into an Open Class, your club selection will be treated as No Club (Open)'. The 'Class or Classes' section has a list of classes with checkboxes and a 'Quantity' dropdown set to '1'. The selected class is '21001: Non-perishable Food Product'. Other classes listed are '21002: Food Gift Package', '21003: Educational Exhibit', '21004: 100% Whole Grain Non-perishable Food Product', and '21005: Place Settings'.

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14) Review your selections. Click Create Entries.

The screenshot shows a modal dialog box titled "Review your selections" with a blue header. The main content area has a light gray background and contains the following text and form elements:

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

If you continue with your current selections, 1 entries will be created with the following information:

| | |
|------------|--------------------------|
| Department | 2020 Douglas County Fair |
| Section | 4-H Foods |
| Club | [Redacted] |
| Animal(s) | No Animals |

Entry Classes

1. 21001: Non-perishable Food Product

At the bottom of the modal, there are two buttons: "Cancel" (blue text) and "Create Entries" (green button with white text).

15) To complete the checkout process, be sure to pay. The user fee for the system is \$7. Bedding and vet check for bucket calf is \$13.00, and for large cattle is \$24. Vet check is \$1 per animal for all other species.

The screenshot displays the checkout process for the "2020 Douglas County Fair". At the top, a blue header bar contains the fair's name. Below this, a progress bar shows three steps: "Exhibitors", "Entries", and "Payment". The "Payment" step is currently active, and the total amount due, "\$9.00", is displayed in blue text on the right.

Below the progress bar, a horizontal timeline shows three steps: 1. Review, 2. Payment Method, and 3. Confirm. The "Review" step is currently selected.

The main content area features an "Invoice" section with a "Summary" tab selected. The invoice details are as follows:

| | | |
|-----------------------|------------|--------|
| Individual Exhibitor: | [Redacted] | \$9.00 |
| Total: | | \$9.00 |

At the bottom of the invoice section, there is a green "Continue" button with a right-pointing arrow.

The footer of the page includes the "FairEntry" logo on the left and the copyright notice "© 2020 RegistrationMax LLC" on the right.

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