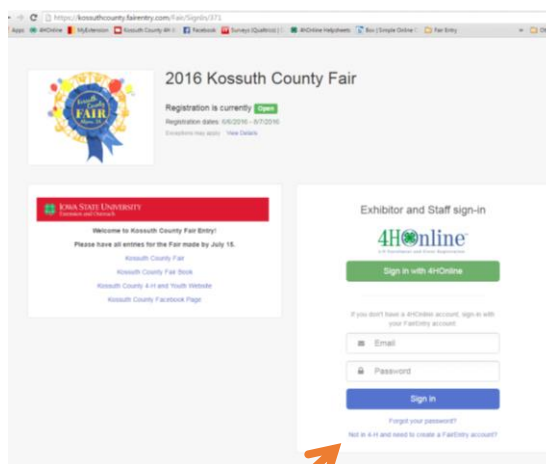




# How to Enter Exhibits in Fair Entry for the Kossuth County Fair for the Kids Open Livestock Class



1. Go to <http://kossuthcounty.fairentry.com>

2. Click 'Not in 4-H and Need a Fair Entry Account?'

**OR-** if you already created an account in a previous year, enter your email and password to log in and skip to step #5.

3. Enter your e-mail address and confirm it. This will be your permanent account information, so please retain it for your records.

4. Create your account by entering an account name, phone number, and password. Once you are finished, click “Create Account”.

Account Creation

To continue with registration for this fair, please provide the following details.

Email   
[change](#)

Account Name   
 Example: Your last name

Phone Number   
 Format: ###-###-####

Password   
 • 8 characters minimum  
 • at least 1 digit  
 • at least 1 capital letter or symbol

Confirm Password

[Create Account](#)

5. You will see a Welcome screen. Click green box to “Begin Registration”.

2016 Kossuth County Fair [Back](#)

 Welcome!  
 We noticed you haven't yet registered for the fair.  
[Begin Registration](#)

[FairEntry](#) © 2015 RegistrationKnox

6. To begin registration, select “Individual”.

2016 Kossuth County Fair [Back](#)

[Exhibitors](#) [Entries](#) [Payment](#) [\\$0.00](#)

Do you want to register an individual?

[Individual](#)

[FairEntry](#) © 2015 RegistrationKnox

7. Create a new individual exhibitor by entering the youth's first and last name, date of birth, and gender. Click “Continue” when it is complete.

**If you already have an account:**


*-If your child is in Clover Kids, their name may appear for you to select. Click edit next to their name and review their information. If something needs to be fixed, click edit in that box, if it is all correct, click “Continue to Entries” and skip to step 12.*

*-If your child is not in Clover Kids, you will have to reenter their information.*

New Individual Exhibitor

First Name (Required)

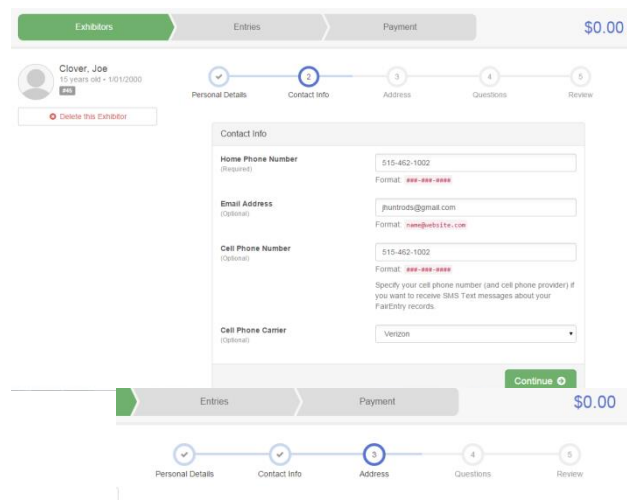
Last Name (Required)

Date of Birth (Required)  

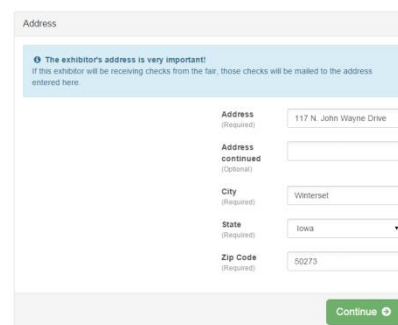
Gender (Required)

[Cancel](#) [Continue](#)

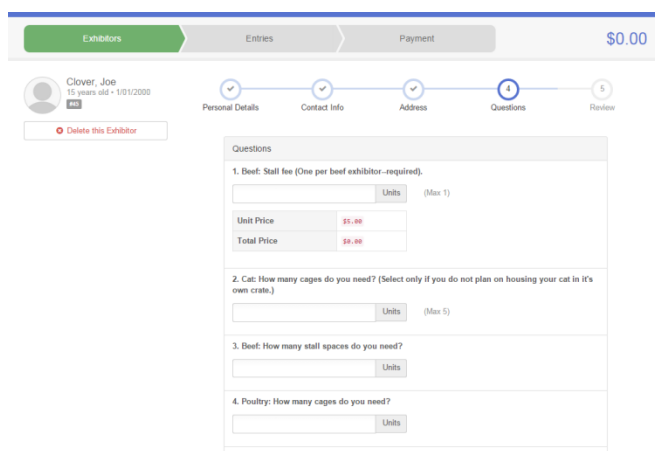
8. Enter the individual exhibitor's account information. Hit "Continue" once complete.



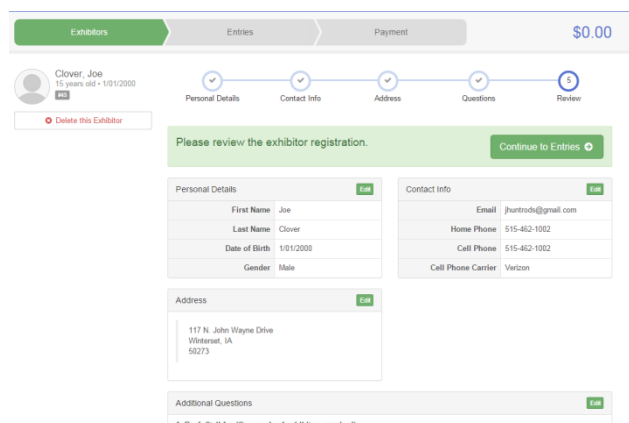
9. Enter the individual exhibitor's mailing address. This is an important step, please be sure it is correct. Once the form is complete, hit "Continue."



10. A page showing questions about your fair plans may appear. Please answer them based on the projects you plan to exhibit at the fair.

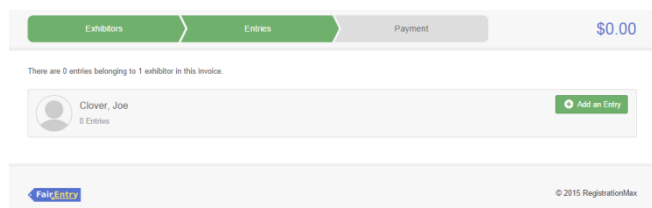


11. You will be asked to review the exhibitor's registration. Please verify that the information is correct before proceeding. If there is incorrect information, please go back and edit. If the information is correct, hit the green "Continue to Entries" button.



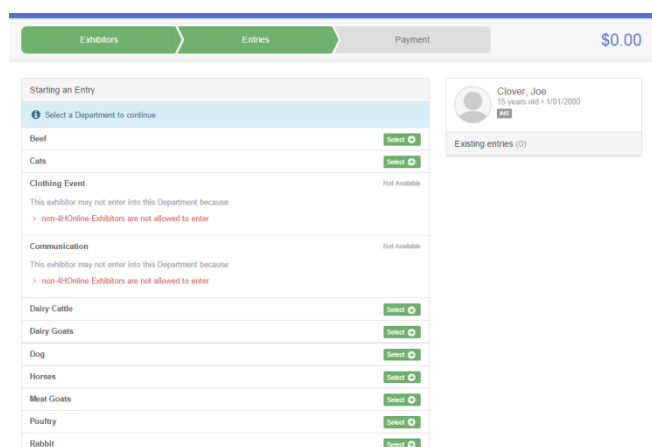
## Entries Tab

12. To add an entry to this exhibitor, click the green “Add an Entry” button.

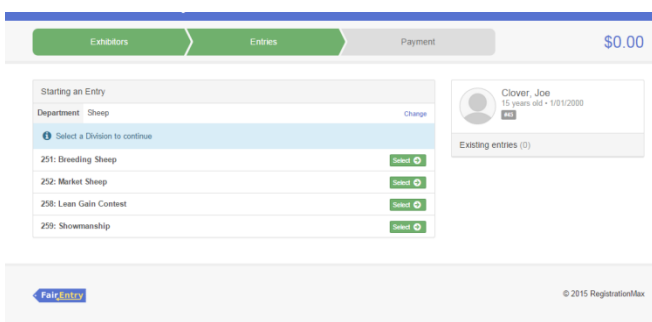


13. Select the department you wish to enter by clicking the green “Select” button.

**“Kids Open Livestock- Fair Board” is the department for all Kids Open Livestock Show entries.**



14. Select the Division you wish to enter from the list provided by clicking the green “Select” button.





15. Select the class and edit the quantity of animals (click on the arrow next to the quantity for options.)

If your child is not in Clover Kids- it will say "Open" under Club.

If your child is in Clover Kids- it will say "Clover Kids-Algona" under Club.

16. A pop up screen titled Review your selections will appear. Make sure everything is correct then select "create entries". Verify that your selections are correct, then click "Continue" to proceed with the entry process.

### 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	2017 Kossuth County Fair
Division	Kids Open Livestock- Fair Board
Club	Clover Kids -Algona <b>4-H</b>
Animal(s)	No Animals

#### Entry Classes

1. 001001: Bucket Calves

Cancel

Create Entries

17. Please review your entry. If it is incorrect, please click edit.

*If it is correct and you wish to add another entry for the same child- click the green "Add and Entry" button to the right of their name.*

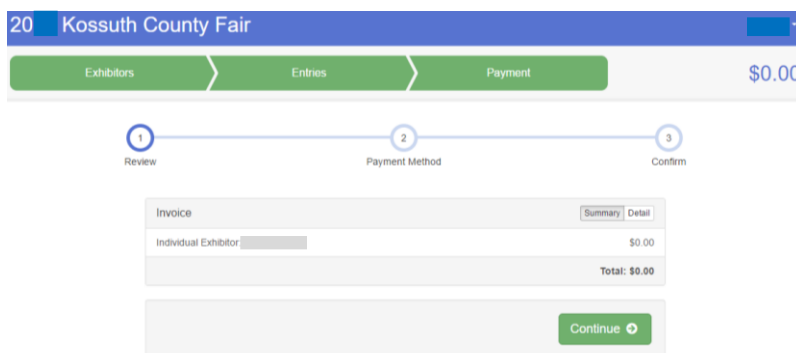
*Once you have completed all entries for this child, click "Continue to Payment".*

#	Department	Division	Class	Action
#1	Kids Open Livestock- Fair Board	001: Bucket Calves	001001: Bucket Calves	Edit

## Payment Process

18. Review your invoice to make sure it is correct. If there are any errors, please contact Chandra with the Fair Board.

If your Invoice is correct, please hit the green “Continue” button.



The next screen will say “A payment method is not necessary because your invoice total is \$0.00.” Just hit “Continue”.

19. The last screen will say “One Last Step!”. You must read the “Agree to Terms” and click the “I agree to the above statement” box.

***Then you must hit “Submit”.***

**Note:** Once you have hit submit, you cannot edit your entry. If you see an error after submitting, contact Chandra with the Fair Board. She will not accept your entry which will give you the opportunity to make changes.

20. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry. You can view the entry summary or details from the Dashboard Screen. You may print a copy of this information for your records if you wish.

Success! You have entered the Kossuth County Fair Kid’s Open Livestock Show.