



# Enrolling Yourself in FairEntry



Enrolling yourself online for the Stillwater County Fair has never been easier!

# Important Reminders



- You may enroll for fair starting NOW!
- Deadline for Fair Entries is June 15<sup>th</sup>
- (Online enrollment will be closed after June 15<sup>th</sup>.)
- Late entry forms are due June 22<sup>nd</sup> and need to be turned into the office to be entered for fair.

# Fair Entry Reminders



- Recommended browsers: Google Chrome or Mozilla Firefox.
- Register all entries for each exhibitor in the family before proceeding.
- Be sure to click the “Submit” button when you have completed your entries.
- Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries.
- You will receive a second email when your entries have been approved by us.

# Steps




- Go to <http://stillwatercountyfair.fairentry.com/>  
OR
- Go to <http://www.fairentry.com> and click "Find Your Fair".
- Filter by state, click Search, and then click on our fair.

# Signing In **OR** Signing Up



- Sign-in with your email or create account  
(create a FairEntry account)

FairEntry Exhibitor, Staff Sign-In



Email

[Sign In with FairEntry](#)

[Forgot your password?](#)

[Create a FairEntry account](#)

[Register as a New Buyer](#)

# Begin Registration



## 2022 Stillwater County Fair



# Welcome!

We noticed you haven't yet registered for the fair.

[Go To Dashboard](#)


[Begin Registration](#) →

# Exhibitor Information



Exhibitors    Entries    Payment    \$0.00

Do you want to register an **Individual**?


 Individual

[FairEntry](#)

### New Individual Exhibitor

**First Name**  
(Required)

**Last Name**  
(Required)

**Birthdate**  
(Optional)  

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

# Exhibitor Contact Information



Exhibitor added

Exhibitors Entries Payment \$0.00

**Myfamily, Sally**  
1/01/1970  
#36

Delete this Exhibitor

1 Personal Details 2 Contact Info 3 Address 4 Questions 5 Review

### Contact Info

**Home Phone Number**  
(Required)

Format: ###-###-#### or #####

**Email Address**  
(Optional)

Format: name@website.com

**Cell Phone Number**  
(Optional)

Format: ###-###-#### or #####

Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

**Cell Phone Carrier**  
(Optional)





# Review Exhibitor Information

- Please Review your Information
- Click the green “Edit” button to make changes
- If and when all information is correct, click “Continue to Entries”

The screenshot shows a user profile for 'Helpsheet, Becky' with a date of birth of 8/05/2000 and ID #2145. A progress bar at the top indicates that the 'Review' step (6) is the current step, with previous steps (Personal Details, Contact Info, Address, Questions, Files) completed. A green banner prompts the user to 'Please review the exhibitor registration' and provides a 'Continue to Entries' button. Below this, two tables are displayed for review: 'Personal Details' and 'Contact Info', each with an 'Edit' button.

Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

# Creating Entries



- Each Exhibitor can have multiple entries.
  - EX: If your child is bringing 2 photographs, 2 entries into the photography class must be created.
  - EX: If an exhibitor is showing 1 horse in 5 events, five class entries must be created.
- After finishing your first exhibitor (4-Her) you have the choice of:
  - Creating another exhibitor in this family and their entries
  - Proceeding to check-out (submitting the entries page)

# Adding Entries



- Click Add an Entry beside the correct exhibitor.



- Click select beside the first Department

- **Select**  the Division

- **Select**  the Class

- After you have selected the class, click the green “Continue” button **Continue** 


# Showmanship

- Don't forget to add showmanship
- If it is your first year in a project, make sure you sign-up for novice showmanship

# What Next...



Exhibitors > Entries > Payment \$2.00

 **Helpsheet, Becky**  
8/05/2000  
#2145

## What do you want to do next?

- + Register another Exhibitor
- + Add another Entry for this Exhibitor
- ➔ Continue to Payment**

Finalize  
and  
Submit  
Entries



# Review, Review, Review!!!



- Review for completeness & accuracy.
- REMEMBER: There will be no additions after June 22<sup>nd</sup>.

Exhibitors **Entries** Payment \$2.00

1 Review — 2 Payment Method — 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Becky Helpsheet

Exhibitor Fee \$2.00

Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread

Total: \$2.00

[Continue](#) →

# Payment Method



- Only open class entries should be charged
- Please select “Continue” to the last “Confirm” step to submit your entries.

Exhibitors > Entries > Payment \$2.00

Review 2 3  
Payment Method Confirm

Instructions to Pay by Check

If you are paying for:

1. Shooting Sports entry fee: Make check payable to 4-H Shooting Sports.
2. If you are paying for Open Fair Entries: Make check payable to Fremont County Fair Board.

[Continue](#)

# Last Step!



- Read the Information
  - “After you Submit”
  - Read and Check the Box “Agree to Terms”
- Click Submit to finalize the entries for the exhibitors in your family.
- After you click Submit, no changes are possible to these entries.
  - Please contact Ashley at the Extension office if you have changes.



**You Did It!**



**Any Questions?**

Call 322-8035

Or email: [stillwater@montana.edu](mailto:stillwater@montana.edu)

FairEntry



Thanks!