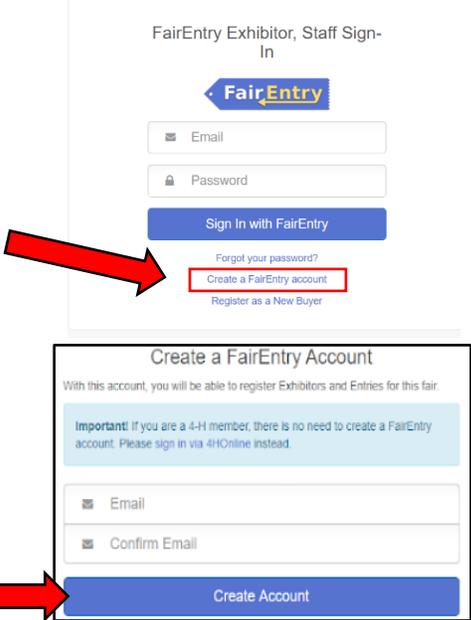
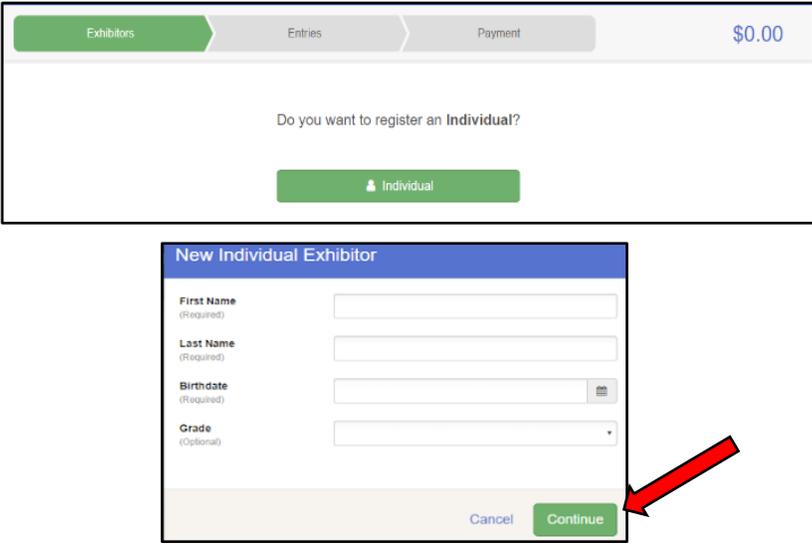




Morrow County Sr Fair Help Sheet

Online Entry System Instructions

<p>STEP 1: Go to Morrow Co. Sr Fair Entry Website</p>	<p>http://morrowcountysrfair.fairentry.com</p>
<p>STEP 2: Create an Account</p> <ol style="list-style-type: none">FIRST TIME- Click on the link to create a FairEntry Account. <i>(After that, if you are logging back in, enter the email & password that you created and click "Sign in.")</i>Enter your email address twice and click Create Account. IMPORTANT: This must be a valid email address, so that you can receive the necessary confirmation messages. <p>On the Account Creation page, the information requested is (all fields are required): Account Name, Phone, Password (enter twice to confirm). Click "Create Account."</p>	
<p>STEP 3: Enter Exhibitor Information</p> <ol style="list-style-type: none">Your fair is configured for individual entries, click on 'Individual.'a) Enter First, Last Name (both required), Date of Birth is optional. Click "Continue".	



Morrow County Sr Fair Help Sheet

2. b) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. Click “Continue” when you are finished entering data.

3. Enter your mailing address. All fields, except Address continued, are required.

IMPORTANT: The address entered here will be used for mailing premium checks.

Click “Continue”

4. Questions: Please read through this info very carefully.

- Question 1: Intro – contains EVERYTHING you need to know
 - Question 2: REQUIRED – you must make a selection here.
- Choose the 1st bubble if you are a camper and plan to use the season pass that comes with your camping spot as your season (exhibitor) pass to enter in the fair.
 - Choose the 2nd bubble if you are not camping or you have already used your camping pass and need to enter another exhibitor in your home. This will add the \$30 season pass (exhibitor fee) to your invoice automatically.

Passes will NOT be mailed to you and will be available to pick up in the office after July 1st.



Morrow County Sr Fair Help Sheet

- Question 3: If you have chosen the Camping Option in Question #2 then you must enter your camp site # here in order for your entries to be approved. We will not accept your entries if we can not verify your camp site #.
- Question 4: If you need the premium check to come in a different name than what was registered, please enter that info here.

Click "Continue"

4. IMPORTANT!!! Let us know here if there is a different name that should appear on any premium check that is earned.

[Empty text input field]

Continue

5. Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it.

When all information is correct, click "Continue to Entries."

NOTE: You can add multiple exhibitors to the same account and submit all the entries together. Each exhibitor will need to pay the \$30 Season Pass/Exhibitor Fee. The camping (FREE) pass can only be used for 1 exhibitor.

Exhibitors | Entries | Review and Approval | \$0.00

Entry, Fair
1/14/2012 - 10 years old (4-11 age) - Grade: 6
#2 [Offline] Morrow

Personal Details | Contact Info | Address | Questions | Review

Please review the exhibitor registration.

Continue to Entries

Personal Details [Edit] | Contact Info [Edit]

STEP 4: Creating Entries

Each exhibitor can have multiple entries.

One entry must be made for each animal and/or class, etc. FOR

EXAMPLE: If an exhibitor is showing 2 pygmy goats, two entries into the pygmy goat class must be created.

Exhibitors | Entries | Review and Approval | \$0.00

Entry, Fair
1/14/2012 - 10 years old (4-11 age) - Grade: 6
#2 [Offline] Morrow

Personal Details | Contact Info | Address | Questions | Files | Review

Please review the exhibitor registration.

Continue to Entries

Personal Details [Edit] | Contact Info [Edit]

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

Exhibitors | Entries | Review and Approval | \$0.00

There are 0 entries belonging to 2 exhibitors in this invoice.

Register another Exhibitor

Everything looks good!

Continue to Invoice Review

Entry, Fair
0 Entries [Offline] [Add an Entry]

Entry, Little Fair
0 Entries [Offline] [Add an Entry]



Morrow County Sr Fair Help Sheet

2. Click "Select" beside the first department you wish to enter.

Choose Department and Section

Arts & Crafts	Select
Beef	Select
Clothing/Home Furnishings	Select
Dairy	Select
Domestic Food	Select
Draft Horse	Select
Farm Products	Select
Farm Products-Contests	Select
Farm Products-Fruits	Select
Farm Products-Vegetables	Select
Flowers	Select
Goat	Select
Poultry - Chickens	Select

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 option.*

Choose Department and Section

Department: Arts & Crafts [Change](#)

100: Painting-Oil & Acrylic-No Paint by Number	Select
102: Drawings - Any Medium	Select
104: Water Color	Select
106: Other Art Forms	Select
108: Lego Art	Select
110: Wood Crafts	Select
112: Children's Art	Select
114: Hobbies/Collection	Select
116: Color Photography / Amateur photography	Select
118: Black & White / Amateur Photography	Select
120: Color Photography / Professional photography	Select
122: Black & White Photography/ Professional photography	Select



Morrow County Sr Fair Help Sheet

4. Select Class

Choose Department and Section

Department	Arts & Crafts	Change
Section	108: Lego Art	Change

Cancel Choose

Starting an Entry

Department	Dairy	Change
Section	011: Dairy Cattle	Change

Select a Class to continue

001: Ayrshire Bull Calf	Select
002: Ayrshire Jr Heifer Calf	Select
003: Ayrshire Int Heifer Calf	Select
004: Ayrshire Senior Heifer Calf	Select
005: Ayrshire Summer Yrling Heifer	Select
006: Ayrshire Jr Yearling Heifer	Select
007: Ayrshire Int Yearling Heifer	Select

5. **POULTRY ONLY** – There is an extra step.
- You must “Add an Animal”
 - Select “Enter A New Animal Record”
 - Choose the only option in the “Animal Type” drop down

Entry Animals

There is no animal in this slot

Add an animal
Entry Animals

Continue

Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel

Adding a New Animal

Animal Type

Poultry Standard Polish, Continental, Misc.

Cancel



Morrow County Sr Fair Help Sheet

- Choose Breed
- Enter Tag #, if no tag # is available enter 1234

Adding a New Animal

Animal Type

Breed *

Tag *
Band - enter 1234 if none available

- AOV (not listed)
- Araucanas/Ameraucanas
- Black Polish - White Crested
- Faverolles (any color)
- Hamburg (any variety)
- Phoenix
- Polish - AOV
- Sumatra
- Sumatra - Black

6. 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.

Exhibitors > Entries > Payment \$66.00

1 Review 2 Payment Method 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Big Ducky

Do you have a camping spot for fair week?: Non - Camper: MUST pay for Season Pass \$30.00 × 1 = \$30.00

Entry #1: 2023 Morrow County Senior Fair / Farm Products-Vegetables / 337: Undeclared Entry / 001: Undeclared Entry

Entry Fee: Undeclared Entry \$0.25

Entry #3: Beef / Bull / 001: Pure Bred Bull - any breeds

Entry Fee: Pure Bred Bull - any breeds \$5.00

Individual Exhibitor: Little Ducky

Do you have a camping spot for fair week?: Non - Camper: MUST pay for Season Pass \$30.00 × 1 = \$30.00

7. Payment Method Screen – Please select a form of payment. Pay by card or check.
- Pay by card – add credit card, follow prompts
 - Pay by check – read instructions carefully, entries made by check will not be approved until your payment is received in the office.
- Click “Continue”

1 Review 2 Payment Method 3 Confirm

Instructions to Pay by Check

Checks will be accepted but entries will not be approved until the check is received. Checks must be received by August 1, 2023 - no exceptions.

Checks can be mailed to:

Morrow Co Fair
PO Box 168
Mt. Gilead, OH 43338

Or dropped off at the Sr Fair office on Thursday 9-4. They can also be left in the after hours drop box in front of the office.

[Continue](#)



Morrow County Sr Fair Help Sheet

8. Read the information in the “After you Submit” section and the “Agree to Terms” (Code of Conduct) and Click “Submit” to finalize the entries for the exhibitors in this family. You have to check the box at the very bottom of the page that says “I agree to the above statements”

After you click Submit, no changes are possible to these entries.

STEP 5: Confirmation

1. You should immediately receive a confirmation email listing the number of exhibitors and number of entries made. Each animal needs an individual entry, unless animals are exhibited as a pen (ex. pen of rabbits).
 2. Once the entries have been reviewed and approved by the Secretary, you will receive a second confirmation email with all entry data.
- Please do not hesitate to call and ask if you have questions as you work through this system.**

Individual Exhibitor: Fair Entry
Entry #1: Goat / Market Goat / Market Goat
Entry #3: Goat / Market Goat / Market Goat
Individual Exhibitor: Little Fair Entry
Entry #2: Goat / 034: Market Goat / Market Goat