



## A How-to-Guide for Fair Entry

### Important Reminders:

- Fair Entry Opens June 13th at 12:01 AM
- Fair Entry Closes June 27th at 11:59 PM
- Recommended browsers include: Google Chrome or Mozilla Firefox.
- Register all fair entries for each exhibitor in the family before proceeding to the payment section.
- 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 your fair entries. You will receive a second email when your fair entries have been approved by your fair.

**Note:** Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries).

1. Go to <https://marionks.fairentry.com/Fair/SignIn/1425>.

Note: You may also reach the Fair Entry website by going to Chisholm Trail District Fair Webpage.

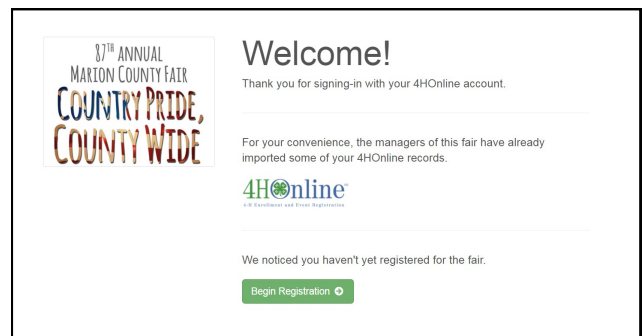
[https://www.chisholmtrail.k-state.edu/fairs/marion\\_county/Marioncounty.html](https://www.chisholmtrail.k-state.edu/fairs/marion_county/Marioncounty.html)

<https://marionks.fairentry.com/Fair/SignIn/1425>

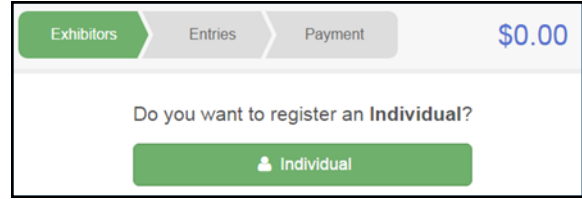
2. You will arrive at the 4H Online Login. Click “Sign in with 4H Online” by choosing the **GREEN Button**. Enter your information.



3. Click “Begin Registration”.

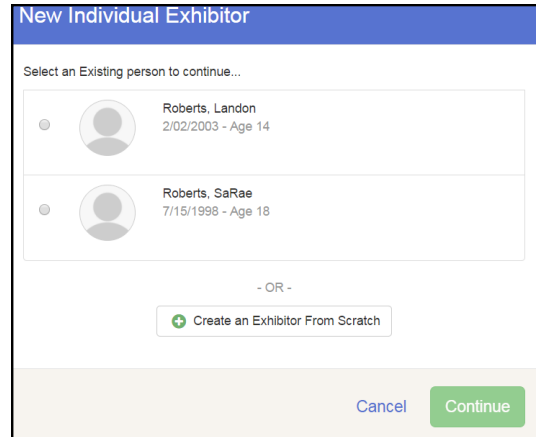


4. Begin the registration process by clicking, "Register as an Individual".

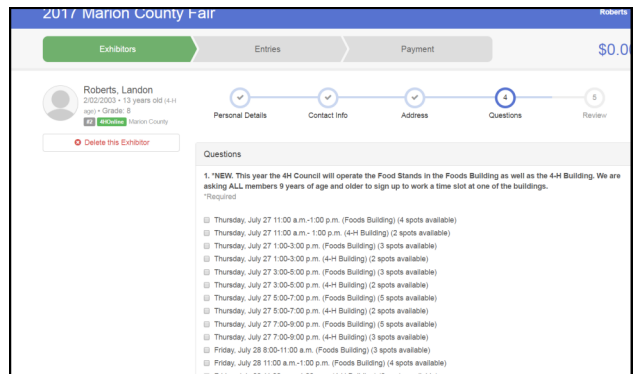


5. Select the individual you wish to enter and click, "Continue".

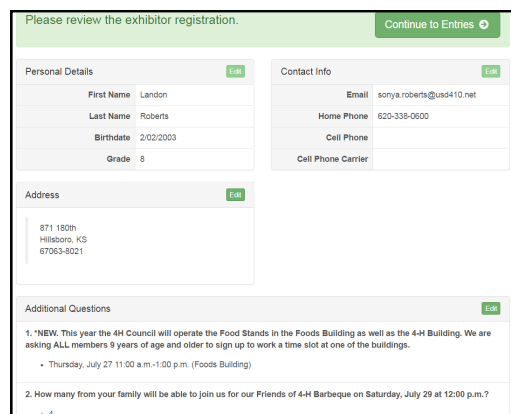
Note: You will be able to add additional exhibitors from the same family later in the process (step 14).



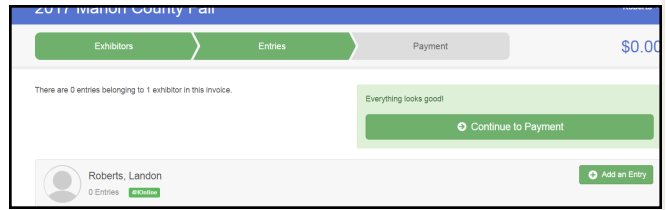
6. You will then come to the required questions screen. Complete the questions and click, "Continue" in the bottom right corner.



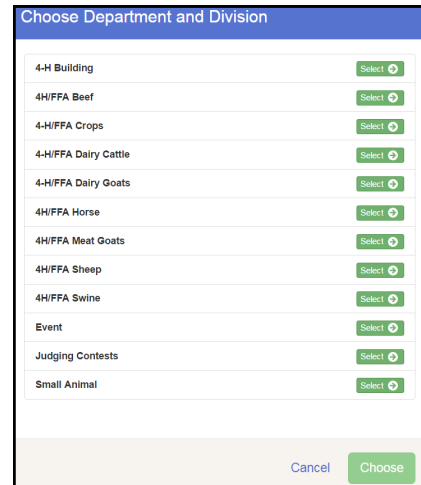
7. Review the exhibitor information and the required questions. After reviewing, click, "Continue to Entries".



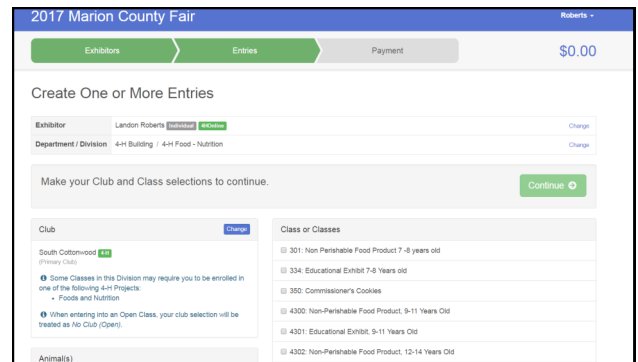
8. Click, "Add an Entry" beside the correct Exhibitor.



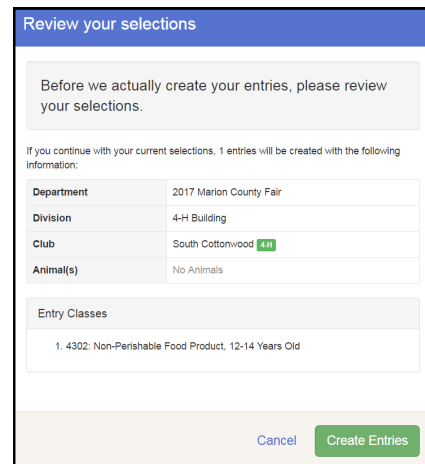
9. Choose the department and division for your entry.



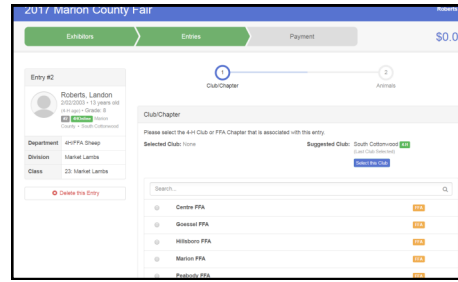
10. Make your Club and Class selection, and then click, "Continue".



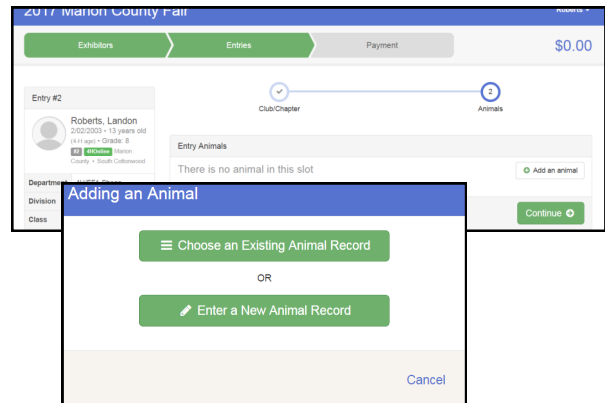
11. Review your selections then click, "Create Entries".



12. Select your Club or Organization.



13. If you have an Animal Entry, you will need to click, "Add an Animal". Then choose, "Enter a New Animal Record" and enter the animal details.

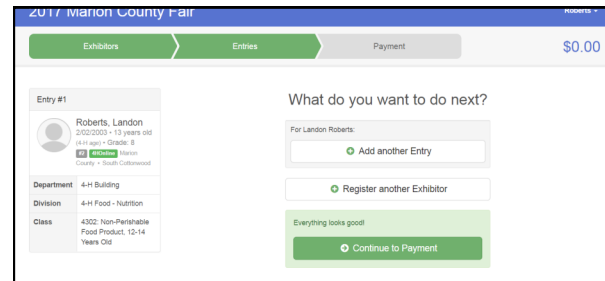


14. After entering the animal details, you will have the option to add another entry, register another exhibitor, or continue to payment.

If you add another entry, you will repeat steps: 8-14.

If you register another exhibitor, you will repeat steps 5-14.

Note: If your Club is in charge of the Commissioner Gift Basket, you may receive a reminder on this screen.



15. To complete your Fair Entry, you MUST click, "Submit". You should then check your inbox to find a confirmation email with your Fair Entries.

