



## FairEntry Family Help Guide

Planning to exhibit your animal project at the 2025 Ottawa County Fair?

Youth must complete their online entries for their projects they are exhibiting at the Ottawa County Fair by June 1, 2025 in the FairEntry database. Please review these instructions in their entirety prior to logging in through the website. Some animals and/or projects will require specific steps to be entered accurately.

**FairEntry Portal** Both 4-H and FFA members will enter their animals in FairEntry through the portal located at <https://ottawacountyoh.fairentry.com> As you work to sign up for entries and upload animal identification materials, please ensure that you have these instructions, along with all appropriate animal information available to reference.

**Each animal is unique!** If your family is registering a backup across multiple siblings, this animal should only be added once and then can be used in multiple entries in a family.

**Specie Specifics** Please be aware, there are exceptions to requirements for specific species. We have done our best to add in details throughout this document. However, as questions arise, please contact the extension office at 419-898-3631.

**Want additional help?** We will have two FairEntry workdays open to families.

May 10<sup>th</sup> from 9-11am at the Ottawa County Fairgrounds Board Office

May 22<sup>nd</sup> from 4:30-8pm at the Extension Office



**Specie Specific**  
*Helpful Tips*

Each species may ask for paperwork and identification differently. This page outlines important components needing entered via FairEntry.

<p><b>Beef</b></p>	<p>Steers must be declared by tagging day in December. Feeders must be declared/tagged by tagging day in May in person or thru the online Qualtrics.</p> <p>Livestock to be exhibited must be entered into FairEntry by June 1</p> <p><b>Born &amp; Raised:</b> Box must be checked during entry in FairEntry. Document form from website/handbook must be turned in at check-in to the fair.</p>
<p><b>Goats Sheep</b></p>	<p>Animals must be declared/tagged by tagging day in May thru the online Qualtrics.</p> <p>Livestock to be exhibited must be entered into FairEntry by June 1</p> <p><b>Born &amp; Raised:</b> Box must be checked during entry in FairEntry. Document form from website/handbook must be turned in at check-in to the fair.</p>
<p><b>Horse</b></p>	<p>Animals must be declared by May 1<sup>st</sup> thru the online Qualtrics.</p> <p>Animals to be exhibited must be entered into FairEntry by June 1</p>
<p><b>Rabbits Poultry</b></p>	<p>Livestock to be exhibited must be entered into FairEntry by June 1</p> <p>FairEntry is due before possession of market rabbits and market poultry. Tag numbers entered for these projects should be listed as "000" and adjustments will be made during check-in at the fair.</p>
<p><b>Hogs</b></p>	<p>Hogs must be declared/tagged by tagging day in May in person or thru the online Qualtrics.</p> <p>Livestock to be exhibited must be entered into FairEntry by June 1</p> <p><b>Born &amp; Raised:</b> Box must be checked during entry in FairEntry. Document form from website/handbook must be turned in at check-in to the fair.</p>



## Exhibitor Group (Family) Entry

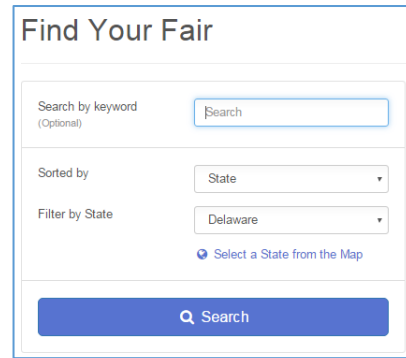
### Important Reminders

- **FairEntry must be complete by June 1 to exhibit your animal at the Ottawa County Fair.**
- Register all 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 a list of your entries.
- You will receive a second email when your entries have been approved by your fair or show.

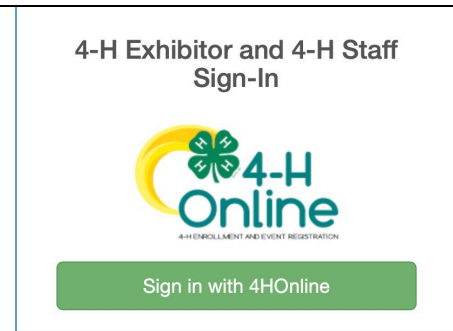
- Access the Ottawa County Fair with our direct link, <https://ottawacountyoh.fairentry.com>



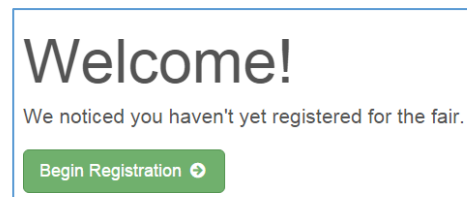
- If the above link does not work, you can access our fair by going to <https://www.fairentry.com> and click “Find Your Fair”
- Filter by your state, click Search, and then click on the correct fair, “**2025 Ottawa County Jr. Fair**”



- Use your 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.
- NOTE:** If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.



- Click “Begin Registration”



## Step One – Entering Exhibitor Information

- Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.

## Step Two - Creating Entries for Exhibitors

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 steers, two entries into the steer class must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out.

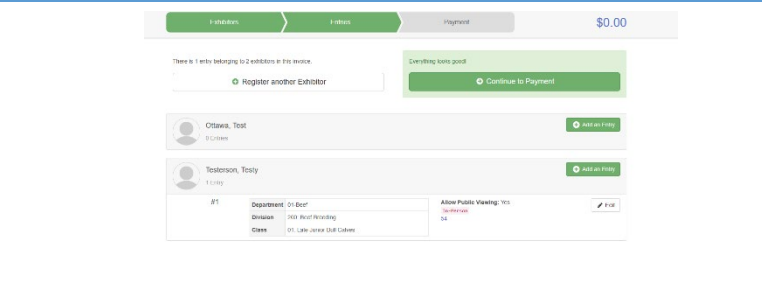
- Click the Blue Edit button to the right of the individual exhibitors name

- Enter/verify all the demographic information for the individual  
If you are editing, click the green edit button first.  
Answer the Questions on the number of animals you are bringing by species. **If you are not bringing that species, you need to enter a 0.** There are directions on each question to help

- Click green Continue to Entries button

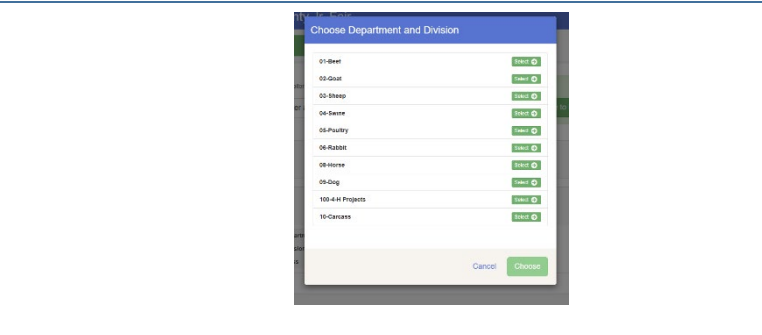


4. Click Add an Entry beside the correct exhibitor (if more than one has been created).

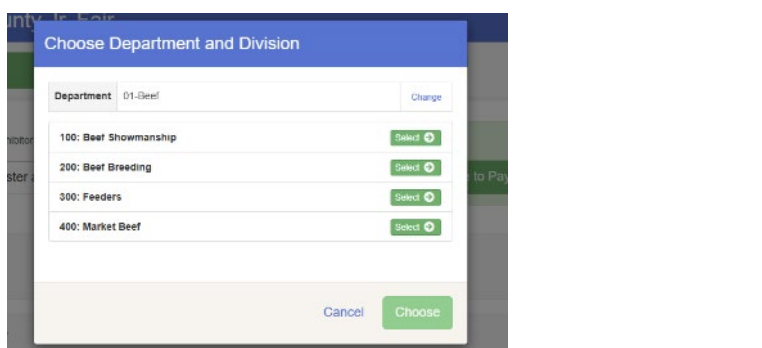


5. Click Select beside the first department you wish to enter.

6. You DO NOT need to enter anything into the 4-H projects Department

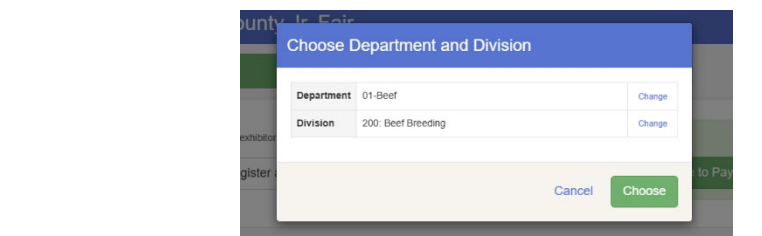


7. After you select a department, you will see a list of divisions to select from, and then a list of available classes. Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.



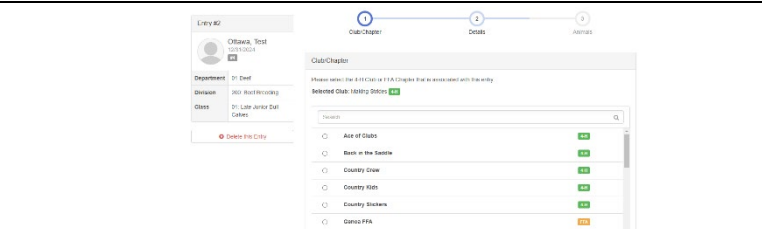
8. Select the appropriate Division.  
Market or breeding must be selected.

- If you would like to compete in the following optional classes, this is the time to select the following:
- SHOWMANSHIP (you MUST do showmanship AND another class! Showmanship does not require animal entry at this point)**



9. After you have selected the class, click the green Choose button.

Select a Club or Chapter for this entry. Click Continue button



Each entry you will be given the option to allow public viewing on our public results page. This will be your chance to opt-in or out for each entry. Make your choice and click continue

3. You are required to specify which animal will be exhibited in this class. Click to “Add an animal”.
4. Choose “Enter a New Animal Record” to enter new animal information.
  - You will need an up close photo of the animals identifier tag
  - Swine you will also need ear notches
5. Fill in **all** the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove from Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.

Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

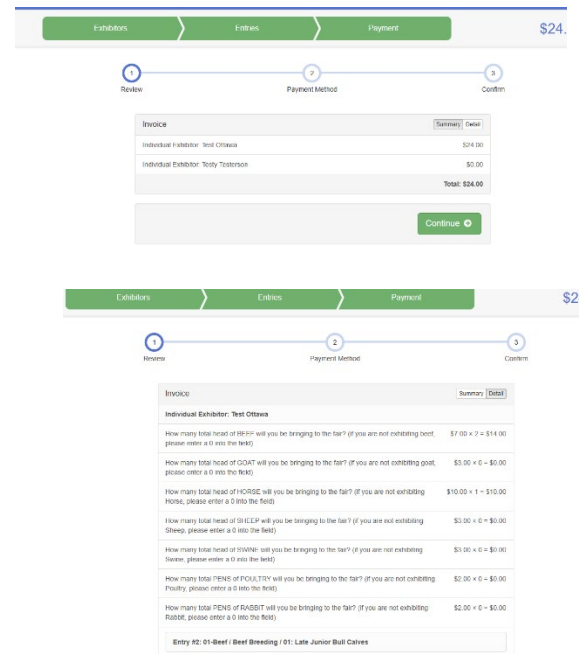
6. When each class entry is complete, you have three choices for what to do next:
  - If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
7. Do this until all entries for all exhibitors are compete and click continue to payment.



## Submitting Entries

When all entries for **all** exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries. **You will be directed to our secure online credit card processing for your fees.** (There will be no refunds of entry fees)

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right. You can click on detail to see the expanded list of entries for each exhibitor.*
2. If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
3. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
4. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.



The screenshot shows a three-step process: Exhibitors, Entries, and Payment. The Payment step is active, showing a summary table:

Invoice	Summary	Detail
Individual Exhibitor: Test Ottawa	\$24.00	
Individual Exhibitor: Test Tolson	\$0.00	
<b>Total: \$24.00</b>		

Below the summary is a 'Continue' button. A second screenshot shows a similar interface but with a detailed list of entries and their associated fees:

Invoice	Summary	Detail
Individual Exhibitor: Test Ottawa		
How many total head of PIG will you be bringing to the fair? (if you are not exhibiting, best please enter a 0 into the field)	\$7.00 x 2 = \$14.00	
How many total head of GOAT will you be bringing to the fair? (if you are not exhibiting, best please enter a 0 into the field)	\$3.00 x 0 = \$0.00	
How many total head of HORSE will you be bringing to the fair? (if you are not exhibiting, please enter a 0 into the field)	\$10.00 x 1 = \$10.00	
How many total head of SHEEP will you be bringing to the fair? (if you are not exhibiting, please enter a 0 into the field)	\$3.00 x 0 = \$0.00	
How many total head of CHICKEN will you be bringing to the fair? (if you are not exhibiting, please enter a 0 into the field)	\$3.00 x 0 = \$0.00	
How many total PENS of RABBIT will you be bringing to the fair? (if you are not exhibiting, please enter a 0 into the field)	\$2.00 x 0 = \$0.00	
Entry #2: 01-Beef / Beef Breeding / 01: Late Junior Bull Calves		

## Additional Tips and Reminders



### Tips for Exhibitors making Online Entries:

- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all 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 a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair.

**LATE ENTRIES**  
Late paper entries will be accepted  
June 2 - 8.  
\$50.00 late fee per exhibitor will be added.

To complete, please call 419-898-3631 to have them send you a form.

**Livestock Sale Add-on Entries**  
You have until June 27th at 4pm to submit your information for the Livestock Add-On sale to:  
<https://go.osu.edu/ocjfsaleinfo>

