

# 2024 Junior Fair ADVISOR ONLY

**ONE** designated advisor from your club or organization must login and request the following through the online service: Booth Request / Ganyard Building Watch / Pop Stand / Snack Squad / Burke Building cleanup.

The enrollment process will be open from May 1, 2024, thru midnight June 8, 2024. For your convenience we will have computers available on June 8, 2024, from 10am – 3:00pm at the Junior Fair office on the Franklin County Fairgrounds for you to enter your information.

To register, please go to: <https://franklincountyfairh.fairentry.com>

Note: DO NOT use WWW in address

## Log In Options

Advisors must log in with one of these 3 options:

### 1. Advisor with 4-H Enrolled Youth

Log in through Sign in with 4H Online.

Use your 4-H Enrollment email (primary family email) and password. (This is the same information used to register through OSU extension office.) When logged in, proceed to **Begin Registration**.

**DO NOT REGISTER ADVISOR FORMS UNDER A YOUTH MEMBERS NAME.**

**IF YOUR NAME IS NOT LISTED WHEN YOU LOGIN, YOU WILL NEED TO CREATE A NEW EXHIBITOR TO MAKE THE ADVISORS ENTRIES. To create a new exhibitor, select Individual / Create an exhibitor from scratch.**

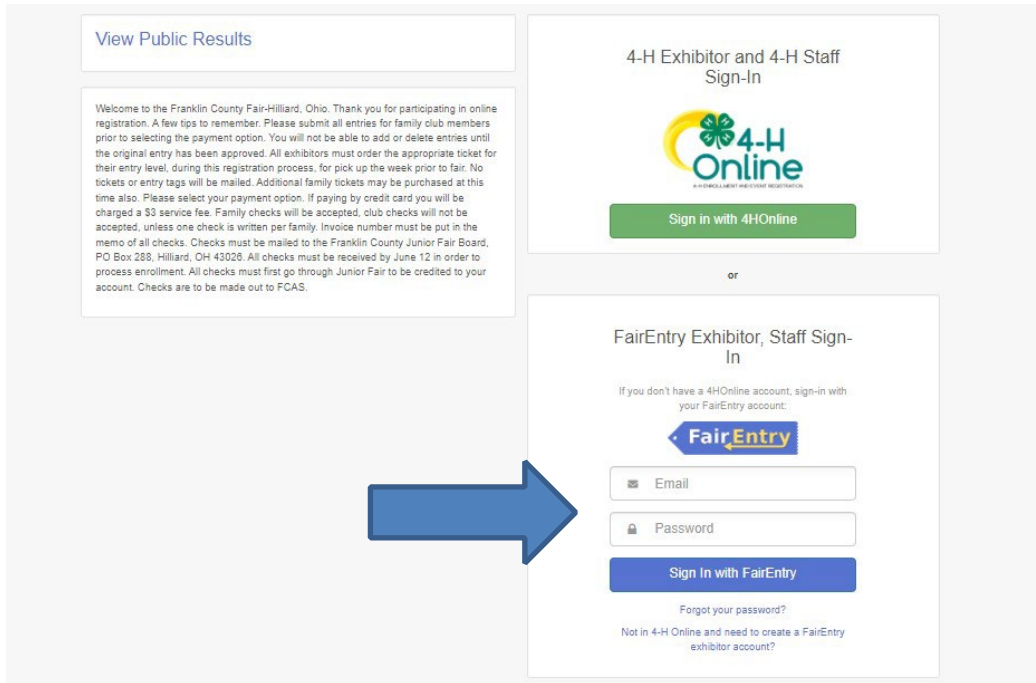
The screenshot displays the registration interface. On the left, a 'View Public Results' link is visible. Below it, a welcome message reads: 'Welcome to the Franklin County Fair-Hilliard, Ohio. Thank you for participating in online registration. A few tips to remember. Please submit all entries for family club members prior to selecting the payment option. You will not be able to add or delete entries until the original entry has been approved. All exhibitors must order the appropriate ticket for their entry level, during this registration process, for pick up the week prior to fair. No tickets or entry tags will be mailed. Additional family tickets may be purchased at this time also. Please select your payment option. If paying by credit card you will be charged a \$3 service fee. Family checks will be accepted, club checks are not accepted, unless one check is written per family. Invoice number and date must be included on all checks. Checks must be mailed to the Franklin County Fair, PO Box 288, Hilliard, OH 43028. All checks must be received by June 12 in order to process enrollment. All checks must first go through Junior Fair to be credited to your account. Checks are to be made out to FCAS.' A blue arrow points from this text to the '4-H Exhibitor and 4-H Staff Sign-In' section. This section features the '4-H Online' logo and a green 'Sign in with 4HOnline' button. Below this is an 'or' separator. The 'FairEntry Exhibitor, Staff Sign-In' section includes the text 'If you don't have a 4HOnline account, sign-in with your FairEntry account:' followed by the 'FairEntry' logo, an email input field, a password input field, and a blue 'Sign In with FairEntry' button. At the bottom, there are links for 'Forgot your password?' and 'Not in 4-H Online and need to create a FairEntry exhibitor account?'.

2. **Advisor with NO 4-H Enrolled Youth But created a FairEntry account in the past.**

Log in through FairEntry. You will be required to confirm Personal Details, Contact Information, Address and Questions. When logged in, proceed to **Begin Registration**.

If you need to reset your password, follow instructions from the system.

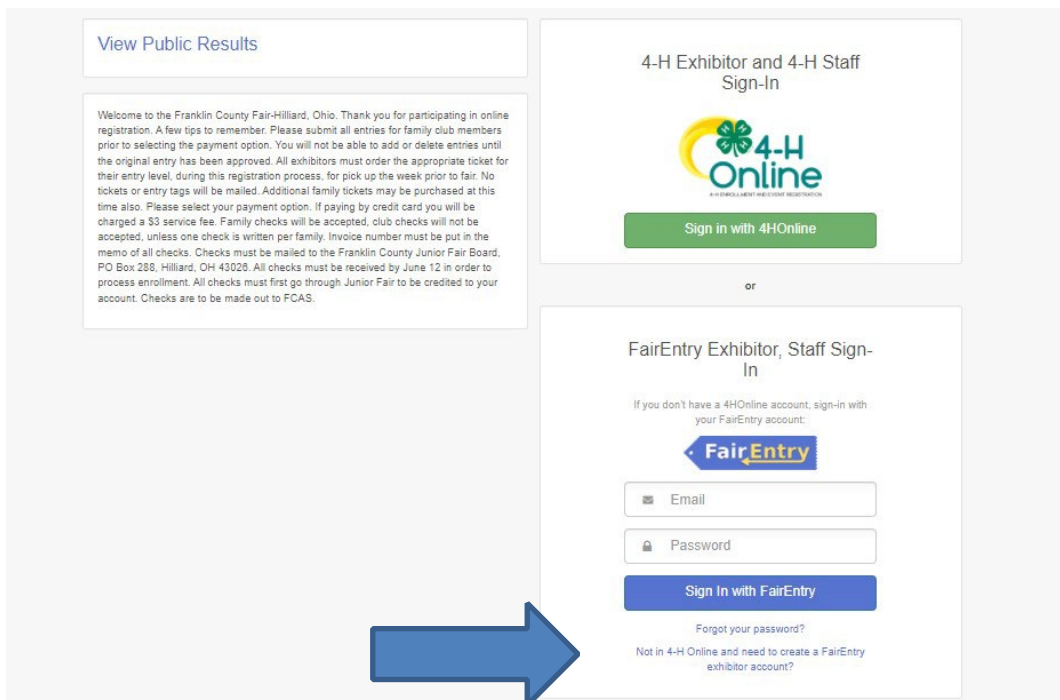
**DO NOT REGISTER ADVISOR FORMS UNDER A YOUTH MEMBERS NAME. MAKE SURE YOU USE YOUR NAME.**



3. **First Time Advisors with NO 4-H Enrolled Youth**

Log in through Create a FairEntry Account. When logged in, proceed to **Begin Registration**.

**DO NOT REGISTER ADVISOR FORMS UNDER A YOUTH MEMBERS NAME. MAKE SURE YOU USE YOUR NAME.**



## Begin Registration

When signed in, you will need to select Begin Registration.

Select Individual

Select existing person - using Sign in with Option 1 & 2

Select Create an Exhibitor from Scratch – using Sign in with Option 3

Continue

Answer the required registration questions – Continue

Scroll back to top of the page to Confirm Information

Select Continue to Entries

Select Add an Entry

Select Advisor Junior Fair Forms

Select areas you need to register

Entry Description – **Enter Club Name**

Answer required class questions if any. (Not all classes will have questions)

To Continue Select: Add another entry / Register another Exhibitor / Continue to payment.

## Final Review & Payment

When all information is entered, proceed to payment. You can review your entries with either the summary view (shows amounts owed by exhibitor) or the detail view (shows all items you entered).

## Payment Options:

**Checks**-Individual family checks must be mailed to Fr Co Jr FairBoard PO Box 288 Hilliard, OH 43026. Make checks payable to FCAS with your FairEntry invoice number listed in the memo line. We will not accept checks from your group / club for multiple families. If dropping off a check at the fair's Secretaries office, please make sure the envelope is mark **Junior Fair Entry Payment**. Junior Fair must receive check first to credit your account.

Agree to terms and submit request.

You will receive an email confirmation.

When the Jr Fair Advisors review and approve your entries, you will receive a second email. If there are any problems with the entry registration, an email will be sent with the information that needs corrected.

If you are unable to sign in or experience problems, please email the Jr. Fair Board Advisors at [franklincountyjuniorfair@gmail.com](mailto:franklincountyjuniorfair@gmail.com).

Thank you

Jr Fair Advisors 03-20-2024