GIRL SCOUT OR BOY SCOUT - Online Entry Instructions

The enrollment process will be open from May 1, 2024 through midnight June 8, 2024.

All Junior Fair families <u>must</u> enroll their fair projects and fair special events via the online service.

For your convenience we will have computers available on June 8, 2024, from 10am – 3:00 pm at the Junior Fair office on the Franklin County Fairgrounds for you to enter your projects / events.

Tips for registration:
1. Must use Chrome or Firefox. Make sure pop up block is turned off.
2. Make sure you are using the correct URL https:\\franklincountyfairOH.fairentry.com

To register your entries, please go to:
https://franklincountyfairoh.fairentry.com   Note: DO NOT use WWW in address
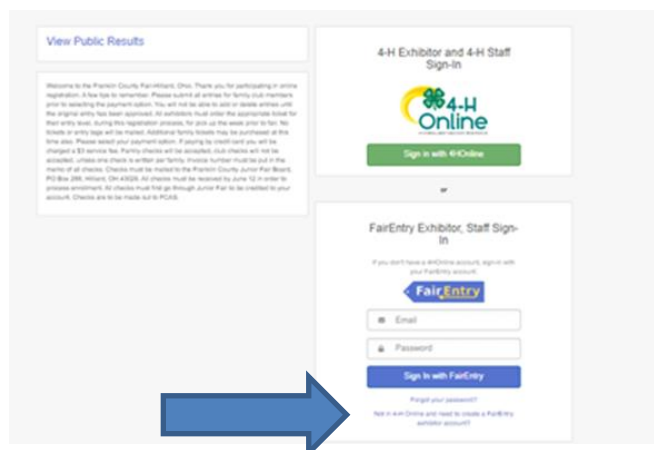
==Log in Option 1.==

If you created a FairEntry account in 2023, 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.

==Log in Option 2: First Time to Enroll==

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

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.*

Select **Begin Registration**.

Select Individual

Enter Personal Details, Contact Information and address - Continue

Answer the required registration questions – Continue

Confirm Information

Select Continue to Entries

Select Add an Entry

General Entries: (non livestock)

Select Department / Section

Select Choose, then select Class you want to register

Entry Description – Leave blank or enter 5 word or less description of your item.

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

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

**Note- To change to another Department or Section, select Change. This will take you back to the selected level.

You **MUST** register all information using the same email before you proceed to payment (Checkout).

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 Option, Credit Card: There are no longer services fees for credit card use. Follow prompts on the screen. Your credit card will not be charged until the fair advisors approve your entry. **If you do not have a credit card for payment, please contact one of the junior fair advisors to make arrangements for payment or use check payment directions below.

Payment option, 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 Department Director in Charge reviews and approves 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 REALIZE YOU MADE AN ERROR, CONTACT THE JUNIOR FAIR ADVISORS, WE CAN REJECT YOUR REGISTRATION FOR YOU TO CORRECT. REGISTRATIONS ARE LOCKED UNTIL THEY ARE APPROVED OR REJECTED BY THE FAIR OFFICIALS.

If you have questions or experience problems with enrollment, please email your concerns to franklincountyjuniorfair@gmail.com. Please allow 24 hours for us to respond.

Thank you for your enrollment.

Fr Co Fair Board 04-09-2024

Scout registration questions please contact Debbie Johnson at gscountyfair@yahoo.com