

2020 El Paso County Fair

Fair Entry Registration Instructions



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1. Signing In

You can find the 2020 El Paso County Fair by following this link: <https://fairentry.com/Fair/SignIn/14248>

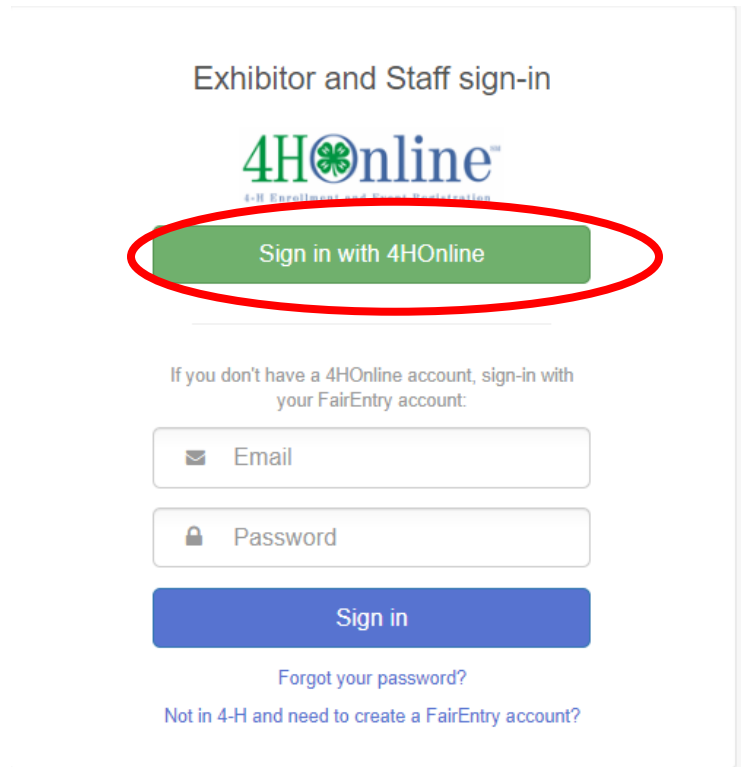
OR

Go to <http://www.FairEntry.com>, select 'Find Your Fair' across the top and search by keyword: **El Paso**. You should then see the 2020 El Paso County Fair populate on the right side of your screen (if on a computer).

When you click on the fair link you should then be taken to a log in page with the following options:

4-H Families: MUST log in through 4HOnline, please contact the extension office if you have any difficulties logging in

FFA Families: please contact the extension office to be set up with a log in by phone (719) 520-7698 or via email at Karla.Wiesner@colostate.edu

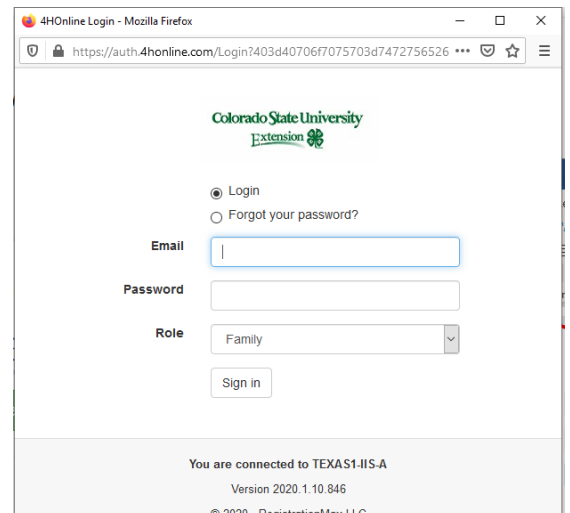


When you select 'Sign in with 4HOnline', the following window will pop up:

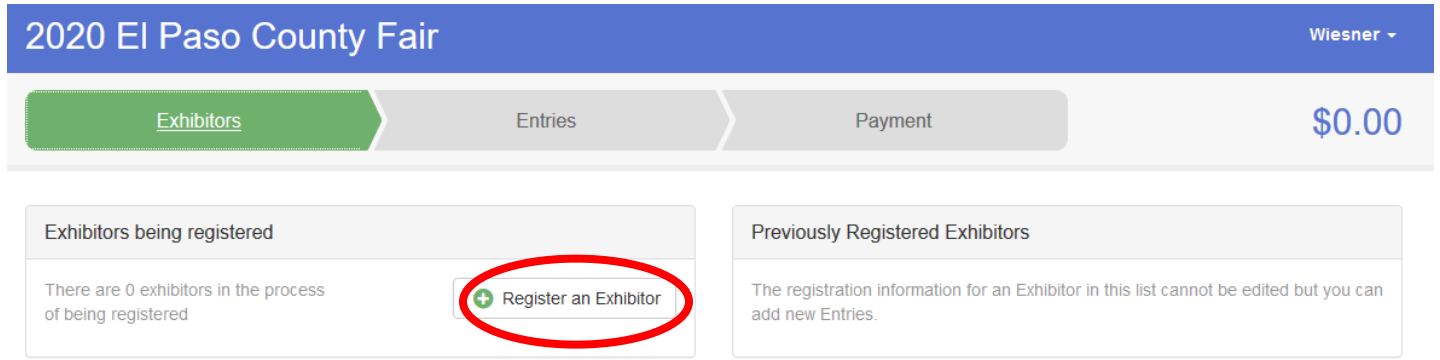
If you do not get the pop-up to the right, please disable your pop-up blocker or consider using the following browsers:

Mozilla Firefox

Google Chrome



Your fair entry home screen will appear as in the image below, click on **Register an Exhibitor** and then click **Individual**.



A page should then pop up with a list of all your active 4-Hers, select one and click **Continue** to begin registering them for fair

2. Additional Question Section

Once you select a 4-Her and click continue, you will arrive at a **Questions** section,

- An answer to every question is required
- You will need to answer these questions for EACH 4-Her registering for fair
- All questions should have a '0; or 'None' option if they are not applicable

Please answer all questions and click **Continue** at the bottom right corner of the page.

This will take you to a **Review Section** (pictured below) where you can see your answers to each question and make changes, if needed, by selecting **Edit** at the top right corner of the Additional Questions box

To begin registering your 4-Her for fair classes select **Continue to Entries**

***You will have to know your member's 4-H Age to enter classes (5-7-Cloverbud; 8-10 Junior; 11-13 Intermediate; 14+ Senior) You can confirm 4-H age on this screen (top left corner under your 4-Hers name)**

2020 El Paso County Fair Wiesner -

Exhibitors Entries Payment \$0.00

11/17/2011 - 8 years old (4-H age) - Grade: 3
#4 4HOnline El Paso

[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions 5 Review

Please review the exhibitor registration. **Continue to Entries** →

Personal Details Edit		Contact Info Edit	
First Name	[REDACTED]	Email	[REDACTED]
Last Name	[REDACTED]	Home Phone	719-520-7698
Birthdate	11/17/2011	Cell Phone	
Gender		Cell Phone Carrier	

Address Edit

17 N Spruce St Fl 2
Colorado Springs, CO
80905-1407

Additional Questions **Edit**

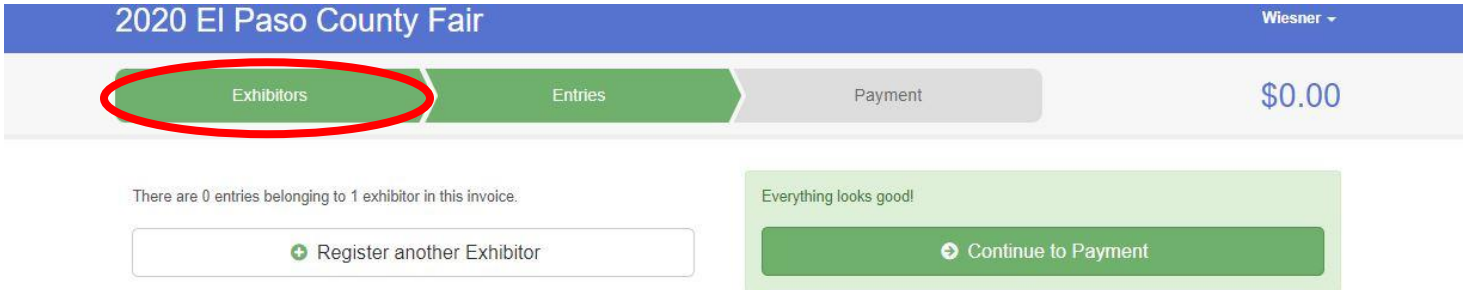
1. Will this exhibitor be submitting one or more 4-H Exhibit/Tabletop Day entries? (This includes all non-animal entries such as boards, cakes/foodstuffs, handcrafted goods and stand alone shooting sports entries)

Yes [\$5.00]

Extension programs are available to all without discrimination. If you have a disability for which you seek an accommodation, please notify the Colorado State University Extension El Paso County 4-H Office ten days prior to the event 719-520-7698

a: What if I need to change my answers to these questions later during the registration process?

Edit these questions any time by selecting **Exhibitors** on the menu bar across the top of your screen



This should take you to the screen to the right which lists all exhibitors you have begun registering, so far

Select **Edit** to the right of the 4-Her's name

This will take you to the **Review Page** (pictured on the previous page), where you can edit the **Questions** section on the bottom right



3. Registering for Non-Animal classes (including Cloverbud poster and cat project board entries)

a. Some helpful information before you begin:

i. Divisions are listed in the same order as the [2020 Colorado State Fair 4-H Exhibit Requirements](#); this document also:

- Provides Display Board Guidelines on page 3
- Provides expectations and guidelines for fair submission for each project/class
- Find it on our EPC Extension website on the Fair Tab of the Member Resources page

b. All 4-H Exhibit entries will prompt you to answer two additional questions:

- **Provide a description of your entry:** please provide relevant details to help Fair Staff identify your project (is it a board, scrapbook, jar of food, article of clothing, etc.)
- **Do you want to interview for this class?**

c. Adding entries:

Once you reach the **Entries** section, you should see the screen below:

Click **Add an Entry** to the right of your exhibitor's name

A screen should pop up showing the menu to the right

This list includes all departments in the 2020 El Paso County Fair

4-H Exhibits include all non-animal project fair classes, click **Select** to the right

Choose Department and Division	
4-H Exhibits	Select
Horse	Select
Livestock Cattle	Select
Livestock: Goat	Select
Livestock: Sheep	Select
Livestock: Swine	Select
Small Animal: Cat	Select
Small Animal: Cavies	Select
Small Animal: Dog Trials Contest	Select
Small Animal: Llamas /Alpacas	Select
Small Animal: Pocket Pets	Select
Small Animal: Poultry	Select
Small Animal: Rabbit	Select

The menu to the right should then populate.

Each project is a division including **Cloverbud** and **Self-Determined**, which are listed towards the bottom

Your 4-Her will need to be enrolled in that project in 4HOnline to enter a class within it

Click **Select** next to the appropriate division/project

Click **Choose** on the next screen to confirm

Choose Department and Division

Department	4-H Exhibits	Change
0100: Veterinary Science	Select	
0200: Horseless Horse	Select	
0300: Cats	Select	
0400: Gardening	Select	
0600: Computer	Select	
0700: Electric	Select	
0800: Model Rocketry	Select	
0900: Robotics and Engineering	Select	
1000: Small Engines	Select	
1100: Entomology	Select	
1200: Outdoor Adventure	Select	
1300: Shooting Sports	Select	
1400: Sportfishing	Select	

You will then see a screen like the one pictured below listing all the classes within that project/division

- You can register for more than one class at a time for example if your 4-Her enrolled in Horseless Horse Unit 1 and Unit 2.
- **Please be sure to select the appropriate Age Division** (Junior, Intermediate, Senior) **and Unit #, if applicable.** You can check the projects that your 4-Hers are enrolled in by logging in to 4HOnline.com

Check the appropriate boxes and the click **Continue** on the top right corner

Click **Create Entries** on the bottom right corner of the next screen that pops up to confirm your selection

Make your Club and Class selections to continue. Continue

Club Change

4-H Independent Family 4-H
(Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Horseless Horse, Unit 1 (Making Horse Sense)
- Horseless Horse, Unit 2 (Horses, Health & Horsemanship)
- Horseless Horse, Unit 3 (Breaking Ground)
- Horseless Horse, Unit 4 (Brushing up on Horses)

When entering into an Open Class, your club selection will be treated as No Club (Open).

Animal(s)

This Division does not allow animals.

Class or Classes

<input checked="" type="checkbox"/> 201 Jr.: Horseless Horse Unit 1	Quantity: 1
<input type="checkbox"/> 202 Int.: Horseless Horse Unit 1	
<input type="checkbox"/> 203 Sr.: Horseless Horse Unit 1	
<input checked="" type="checkbox"/> 204 Jr.: Horseless Horse Unit 2	Quantity: 1
<input type="checkbox"/> 205 Int.: Horseless Horse Unit 2	
<input type="checkbox"/> 206 Sr.: Horseless Horse Unit 2	
<input type="checkbox"/> 207 Jr.: Horseless Horse Unit 3	
<input type="checkbox"/> 208 Int.: Horseless Horse Unit 3	
<input type="checkbox"/> 209 Sr.: Horseless Horse Unit 3	
<input type="checkbox"/> 210 Jr.: Horseless Horse Unit 4	
<input type="checkbox"/> 211 Int.: Horseless Horse Unit 4	
<input type="checkbox"/> 212 Sr.: Horseless Horse Unit 4	

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Once you confirm your class entries, you will go back to the **Entries** screen pictured below:

At the top right you should see a button labeled **Review/Complete Outstanding Records**

Clicking this button will lead you to submit answers to the two required questions for each 4-H Exhibit entry

2020 El Paso County Fair Wiesner

Exhibitors Entries Payment \$111.00

There are 2 entries belonging to 1 exhibitor in this invoice.

Register another Exhibitor

There are 4 items that need your attention.

Review/Complete Outstanding Records

Add an Entry

Incomplete #4	Department	4-H Exhibits	Edit
	Division	0200: Horseless Horse	
	Class	204 Jr.: Horseless Horse Unit 2	

Incomplete #3	Department	4-H Exhibits	Edit
	Division	0200: Horseless Horse	
	Class	201 Jr.: Horseless Horse Unit 1	

Question 1: Entry Description: please provide relevant details to help Fair Staff identify your project (is it a board, scrapbook, jar of food, article of clothing, etc.)

Click **Continue** when you are done

Entry #3

old (4-H age) • Grade: 3

#4 4HOnline El Paso • 4-H Independent Family

Department 4-H Exhibits

Division 0200: Horseless Horse

Class 201 Jr.: Horseless Horse Unit 1

Delete this Entry

Club/Chapter Description Questions

Entry Description

Briefly describe your entry. (Required)

Display Board

Continue

You will then see the **What to do Next?** options pictured to the right

Click **Review/Complete Outstanding Records** to answer all remaining questions for your 4-H Exhibit entries

What do you want to do next?

For [REDACTED]

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

There are 3 items that need your attention

[Review/Complete Outstanding Records](#)

Question 2: Do you want to Interview for this project?


If you are unsure which entry a question is referring to, confirm by reviewing the Class Name, highlighted on the left side of the screen below

Answer this question and click **Continue** to the **What to do next?** screen pictured above. Select **Review/Complete Outstanding Records** until all required questions have been answered

2020 El Paso County Fair Wiesner ▾

Exhibitors **Entries** Payment \$111.00

Entry #3

 11/17/2011 • 8 years old (4-H age) • Grade: 3
#4 4HOnline El Paso • 4-H Independent Family

Department	4-H Exhibits
Division	0200: Horseless Horse
Class	201 Jr.: Horseless Horse Unit 1

[Delete this Entry](#)

Club/Chapter Description Questions **3**

Questions

1. Do you wish to interview as part of your tabletop project? All tabletop exhibitors have the opportunity to schedule an interview time with a tabletop judge for each project you exhibit.
*Required

Yes
 No

[Continue](#)

Once all questions are answered for all selected entries, the options to the right should populate

Click **Add another Entry** if you would like to register for more fair classes

Click **Register another Exhibitor** to begin the registration for another member

Click **Continue to Payment** if you are done registering all your 4-Hers for Fair

What do you want to do next?

For [REDACTED]

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[➔ Continue to Payment](#)

If you select **Add Another Entry**, the screen to the right will pop up

Click **Change** to the right of the department to enter the Robotics Challenge Contest or an animal show

Click **Change** to the right of the division to enter other non-animal project/division such as **leadership** or **etymology**

Choose Department and Division

Department	4-H Exhibits	Change
Division	2600: Cake Decorating	Change

[Cancel](#) [Choose](#)

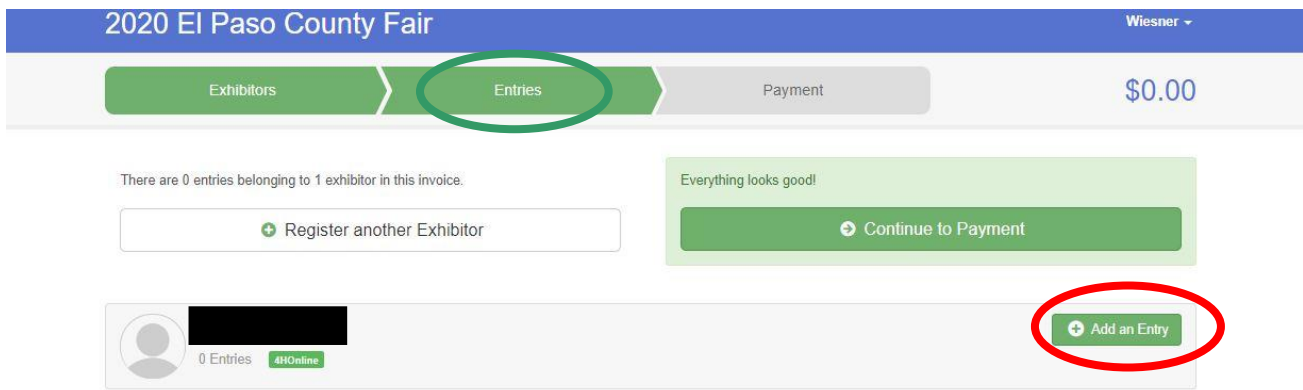
4. Registering for Animal Shows

a. Some helpful information before you begin:

- i. For a complete list of classes within any animal show please refer to the **Animal Guides/Class Lists** on the CSU Extension, El Paso County website under 4-H Member Resources: Fair tab: <https://elpaso.extension.colostate.edu/4-h-member-resources/?target=Fair>
- ii. If you are ever unsure which class, **detailed class descriptions and competition rules** can be found in the appropriate **show premium**. Show premiums can be found on the CSU Extension, El Paso County website under 4-H Member Resources: Fair tab: <https://elpaso.extension.colostate.edu/4-h-member-resources/?target=Fair>

From the **Entries** screen shown below select **Add an Entry**

If you are not currently on that screen you can navigate there by selecting **Entries** on the menu bar across the top of your screen



A screen should pop up showing the menu to the right

This list includes all departments in the 2020 El Paso County Fair

Click **Select** next to the show that you would like to register for

Choose Department and Division	
4-H Exhibits	Select
Horse	Select
Livestock Cattle	Select
Livestock: Goat	Select
Livestock: Sheep	Select
Livestock: Swine	Select
Small Animal: Cat	Select
Small Animal: Cavies	Select
Small Animal: Dog Trials Contest	Select
Small Animal: Llamas /Alpacas	Select
Small Animal: Pocket Pets	Select
Small Animal: Poultry	Select
Small Animal: Rabbit	Select

The next menu lists all Divisions within that department

Horse, for example lists all divisions by levels

Click **Select** to the right of the division you wish to enter

Click **Choose** on the next screen to confirm your selection

Department	Horse	Change
1: Novice Classes		Select
2: Walk Trot Classes		Select
3: Level I Classes		Select
4: Level II Classes		Select
5: Level III & IV Classes		Select

Cancel Choose

b. Adding Animals: Some Divisions will require you to add animals, divisions that require animal entry will have a box like the one highlighted in the screen below which prompt you to **Add Animal**. **There are two ways to add animals:**

Make your Club, Animal, and Class selections to continue. Continue

Club Change

4-H Independent Family **4-H**
(Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Horse, Member

When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Animal(s) Add Animal

Allowed Animal Types:

- Horse

Enter a single animal
Enter a pen of animals
I will specify animal(s) later

Alex **4HOnline**
Ally

Class or Classes

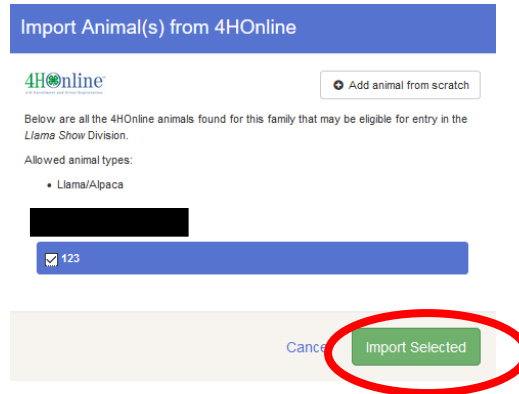
- 1: Showmanship English and Western Combined
- 10: Western Trail
- 11: Ranch Showmanship
- 12: Ranch Riding
- 13: Ranch Trail
- 14: Written Test (Required)
- 2: English Pleasure
- 3: Show Hack
- 4: Hunt Seat Equitation
- 5: Riding Control
- 6: English Trail
- 7: Western Pleasure
- 8: Western Horsemanship
- 9: Western Reining

i. **Importing Animals from 4-Home:** for all animals that required 4Home IDs by May 1, you will not be able to enter these classes with animals entered from scratch

- **Required for:** Breeding Beef, Breeding Sheep, Breeding Swine, Market Swine, Breeding Boer Goat, Pygmy Goat, Dairy Goat, Horse, Dog, Cat, Llama/Alpaca

For these projects all completed IDs should populate for the animal type allowed in the division, Llama/Alpaca, in the example shown below

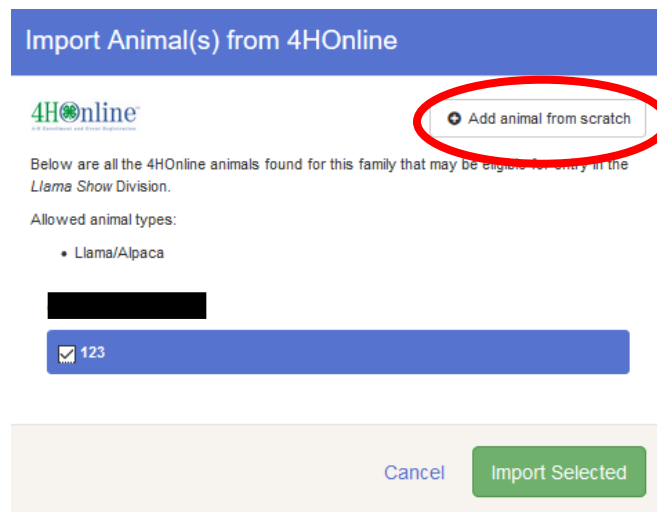
Each Animal ID should have a check box to the left of it, select one or all and click **Import Selected**



ii. **Add animals from scratch:** Select this for all divisions in which an Animal ID in 4Home was not due by May 1

- **Required for:** Rabbit, Poultry, Market Beef, Market Sheep, Market Goat, Pocket Pets, Cavy

For these projects, **select Add animal from scratch**



Select the Animal type from the drop-down menu and then complete the fields that populate below it

Some Animal Types require more information than others such as the example to the right: **Pocket Pets**

Fields with a (*) are required, other fields have been listed but are not required

Complete all fields and then select **Save** on the bottom right of the pop-up window

Add Animal from Scratch

Animal Owner

Animal Type

ⓘ These are the animal types allowed in the Pocket Pet Classes Division.

Type of Pet

Animal Name

Breed

Animal Age

Sex
 Male
 Female

Cancel Save

c. Registering animals for fair classes

Once you have added your animal(s) you can register for classes

Only one animal can be registered at a time. In the example below, this member has added three market goats but only the goat tagged XYZ is being added to the Market Goat Class

This member will click **Continue** and then click **Confirm** on the next screen to submit their entry

The screenshot shows a registration form with the following sections:

- Header:** "Make your Club, Animal, and Class selections to continue." with a green "Continue" button circled in red.
- Club:** "4-H Independent Family" (Primary Club) with a "Change" button. Includes instructions: "Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects: Goat - Market, Member" and "When entering into an Open Class, your club selection will be treated as No Club (Open)." with a "Change" button.
- Class or Classes:** Two options: "1: Market Goat Producer Class" (unchecked) and "2: Market Goat" (checked).
- Animal(s):** "Allowed Animal Types: Market Goat-Use EPC Tag #". Radio buttons for "Enter a single animal" (selected), "Enter a pen of animals", and "I will specify animal(s) later". A list of animal tags: 123, 1234, and XYZ (selected).

Once the entries are confirmed, this member will be taken back to the **Entries** screen, where they will need to select **Add an Entry** to enter their other goats into the market goat show

The screenshot shows the "2020 El Paso County Fair" interface with the following elements:

- Header:** "2020 El Paso County Fair" with a "Wiesner" dropdown and a "\$101.00" total.
- Progress:** "Exhibitors" and "Entries" (active) buttons, followed by "Payment".
- Message:** "There are 4 entries belonging to 1 exhibitor in this invoice." with a "Register another Exhibitor" button.
- Status:** "Everything looks good!" with a "Continue to Payment" button.
- User Profile:** "4 Entries" and "4HOnline" status. A green "Add an Entry" button is circled in red.
- Entry Details:** A table for entry #6: Department: Livestock: Goat, Division: 4: Market Goat Show, Class: 2: Market Goat, with tag "XYZ" and an "Edit" button.

Select the Livestock Goat department

Livestock: Goat Select ↻

Select the Market Goat division and then select Choose on the screen that pops up to confirm the selection

4: Market Goat Show Select ↻

When they return to the Market Goat classes, they will be able to select a different goat to register, check the appropriate class and click Continue

All animals previously added are still there to choose from

This process will need to be repeated for the third goat

Make your Club, Animal, and Class selections to continue. Continue ↻

Club Change

4-H Independent Family 4-H
(Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Goat - Market, Member

When entering into an Open Class, your club selection will be treated as No Club (Open).

Class or Classes

1: Market Goat Producer Class

2: Market Goat

Animal(s) Add Animal

Allowed Animal Types:

- Market Goat-Use EPC Tag #

Enter a single animal

Enter a pen of animals

I will specify animal(s) later

123

1234

XYZ

d. Registering for animal shows where adding animals are not required (Showmanship, Premier Exhibitor, etc.)

Some animal show divisions such as Showmanship or Premier Exhibitor do not require any animals to be added, when you enter these division you will see a screen like the example below

On the bottom left you will see the message 'This Division does not allow animals' highlighted below

This 4-Her is entering hogs in both the Market and Breeding Swine division and must register for both Breeding and Market Showmanship, they can simply check the appropriate boxes for their age division, click **Continue** and then click **Create Entries** on the next screen to confirm

Exhibitor	Individual 4HOnline	Change
Department / Division	Livestock: Swine / Showmanship	Change

Make your Club and Class selections to continue. **Continue** →

Club Change	Class or Classes
4-H Independent Family 4-H (Primary Club) Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects: <ul style="list-style-type: none">Swine - Breeding, MemberSwine - Market, Member When entering into an Open Class, your club selection will be treated as <i>No Club (Open)</i> .	<input type="checkbox"/> 2A: Breeding Swine Showmanship-Senior <input type="checkbox"/> 2B: Breeding Swine Showmanship-Intermediate <input checked="" type="checkbox"/> 2C: Breeding Swine Showmanship-Junior Quantity: 1 <input type="checkbox"/> 6A: Market Swine Showmanship-Senior <input type="checkbox"/> 6B: Market Swine Showmanship-Intermediate <input checked="" type="checkbox"/> 6C: Market Swine Showmanship-Junior Quantity: 1
Animal(s)	
This Division does not allow animals.	

5. Submitting your registration

Once all 4-Hers in your family have been registered for classes, submit your entries by selecting **Continue to Payment** as shown on the screen below

If you have not yet registered all your 4-Hers, select **Register another Exhibitor**

2020 El Paso County Fair Wiesner -

Exhibitors Entries Payment \$102.00

There are 8 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

Register another Exhibitor Continue to Payment

8 Entries 4HOnline Add an Entry

#10	Department	Small Animal: Poultry	Edit
	Division	1: Market Poultry Show	
	Class	1: Market Fryer Pen Trio- 3 birds of the same breed or hybrid strain, b/w 4-1/2 & 6lbs, live weight; no more than 14 weeks old	
#9	Department	Livestock: Swine	Edit
	Division	Showmanship	
	Class	6C: Market Swine Showmanship-Junior	
#8	Department	Livestock: Swine	Edit

You will be able to review you invoice on the next screen, click **Detail** as pictured below to see each individual fee incurred, when you are done reviewing, click **Continue** at the bottom left

2020 El Paso County Fair Wiesner -

Exhibitors Entries Payment \$102.00

1 Review 2 Payment Method 3 Confirm

Invoice Summary Detail

Individual Exhibitor:	
How many total BREEDING CATTLE will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$5.00 × 1 = \$5.00
How many total BREEDING HOGS will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$5.00 × 1 = \$5.00
How many total BREEDING SHEEP will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$5.00 × 1 = \$5.00
How many total CATS will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$1.00 × 1 = \$1.00
How many total CAVY will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$1.00 × 1 = \$1.00
How many total LLAMAS/ALPACAS will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$1.00 × 1 = \$1.00
How many total MARKET CATTLE will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$10.00 × 1 = \$10.00
How many total MARKET GOAT will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$10.00 × 1 = \$10.00
How many total MARKET HOGS will this exhibitor be showing at fair? ENTER 0 IF NONE.	\$10.00 × 1 = \$10.00

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You should see the message below on the following screen, click **Continue**

Instructions to Pay by Check

Thank you for registering for the 2020 El Paso County Fair!
Payments will not be accepted until your family's registration has been reviewed and approved.

Once your invoice/registration is approved you will be sent a link to make your payment online for the total amount on your invoice.

You may register for additional classes if you find you forgot to add one by creating a new invoice before the registration deadline.

Please contact the CSU Extension Office with any questions or concerns at (719) 520-7698 or via email at Karla.wiesner@colostate.edu.

Stalling: the stalling situation is currently fluid, if you have animals that will be stalled, you will receive a separate invoice for stalling at a future date.

Continue ➔

You will then reach the final screen shown below, click the box next to **I agree to the above statement** and click **Submit** to finish your registration!

One last step!
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Agree to Terms

There will be NO REFUNDS for fair registration payments once the money has been received.

Registration is pending all requirements have been met:

- 4-Her currently active in 4-HOnline
- 4-Her is registered only in classes that correspond to the projects they are enrolled in according to 4HOnline
- 4-Her has completed all requirements and submitted all necessary forms as outlined in the appropriate fair show premium

All fair premiums, which outline rules and requirements for the 2020 El Paso County Fair, can be found on the CSU Extension, El Paso County website: <https://elpaso.extension.colostate.edu/4-h-member-resources/?target=Fair>

agree to the above statement

Payment Total

\$5.00
By Check

Instructions to Pay by Check

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