
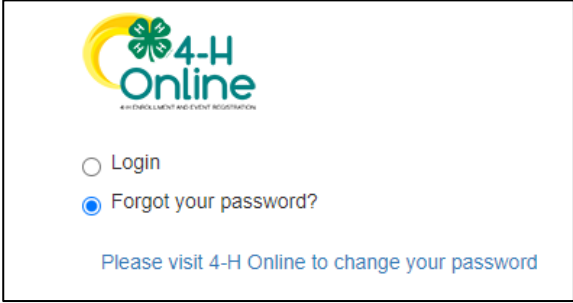
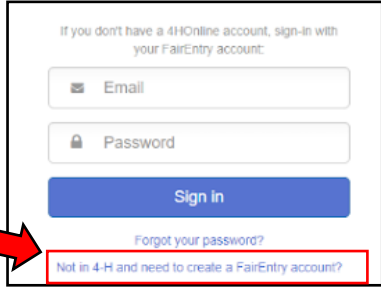
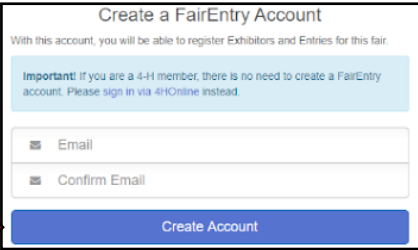




Online Entry System Instructions

<p>STEP 1: Go to Morrow Co. Fair Entry Website.</p>	<p>http://Morrowcountyjrfair.fairentry.com</p>
<p>4-H FAMILIES</p> <p>STEP 2: Create an Account</p> <ol style="list-style-type: none"> 1. Click on the link to "Sign in with 4-HOnline" 2. Enter the email address that is associated with your family's 4-H enrollment and your password to log in. <p>If you do not remember your password, click "I forgot my password" and follow the prompts to reset your password, then log in. If you are a new member, the email is what you listed on your paper enrollment. You can follow the forgot your password instructions and set a new one.</p> <p>FFA Members and Scouts use Families 4-H Online Account Login</p>	 
<p>NOT IN 4-H</p> <p>STEP 2: Create an Account</p> <ol style="list-style-type: none"> 1. FIRST TIME- Click on the link to create a FairEntry Account. <i>(After that, if you are logging back in, enter the email & password that you created and click "Sign in.")</i> 2. 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. 3. On the Account Creation page, the information requested is (all fields are required): Account Name, Phone, Password (enter twice to confirm). Click "Create Account." 	 



Morrow County Fair Help Sheet

STEP 4: Enter Exhibitor Information

1. Your fair is configured for individual entries, click on 'Individual.'

2. If you are a 4-H member, this information will be present and you can proceed to: 4. Questions
If you are not in 4-H, enter the information into the four fields. *All fields are required.

FFA Members and Scouts with projects in 4-H create a 2nd exhibitor for projects outside of 4-H.

Click "Continue" when all information is entered.

3. Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. Click "Continue" when you are finished entering data.

Enter your mailing address. All fields, except Address continued, are required.

IMPORTANT: The address entered here will be used for mailing premium checks.

Click "Continue"



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4. Questions: Living Arrangements: If any animal(s) are not being raised at your listed residence, it is required to provide the following: 1) Species of Animal(s) 2) Name and Relation of Host 3) Location Address 4) Reason

6. Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it.

When all information is correct, click "Continue to Entries."

STEP 5: Creating Entries

Each exhibitor can have multiple entries. **One entry must be made for each animal and/or class, etc. FOR EXAMPLE:** If an exhibitor is showing 2 market hogs, two entries into the market hog class must be created.

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

2. Click "Select" beside the first department you wish to enter.



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3. 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 option.*

The screenshot shows a form titled "Choose Department and Division". At the top, there is a header with "Department" set to "Goat" and a "Change" link. Below this is a list of divisions, each with a "Select" button and a dropdown arrow:

- 030: Angora Goats
- 031: Boer Goats
- 032: Dairy Goats
- 033: Harness & Pack Goats
- 034: Market Goat
- 035: Pygmy Goats
- 036: Market/Boer Goat Showmanship
- 037: Dairy Goat Showmanship
- 038: Pygmy/Angora Goat Showmanship
- 039: Overall Master Goat Showmanship

At the bottom of the form, there are "Cancel" and "Choose" buttons.

4. Select Class

The screenshot shows a form titled "Starting an Entry". It has two rows for selection:

- Department: Goat (with a "Change" link)
- Division: 034: Market Goat (with a "Change" link)

Below these is a blue box with an information icon and the text "Select a Class to continue". Underneath, there is a list of classes with a "Select" button:

- 001: Market Goat

5. Select the circle next to the 4-H Club or FFA Chapter associated with your entry. (With logging in with 4-H Online, your club is preselected.)

6. After you have selected the club click the green "Continue" button.

The screenshot shows a multi-step process for selecting a club. At the top, there are tabs for "Exhibitors", "Entries", and "Payment", with a "\$0.00" amount. A progress bar shows step 1 "Club/Chapter" is active, and step 2 "Animals" is next. On the left, there is an "Entry #1" summary card with the following details:

- Account, Example
- 1/20/2014 • 8 years old (4-H age) • Grade: 3
- #7 4HOnline Morrow • Johnsville Jolly Farmers & Farmerettes
- Department: Beef
- Division: 002: Market Beef
- Class: 014: Crossbred Breed Steer
- Delete this Entry

The main area is titled "Club/Chapter" and contains the instruction: "Please select the 4-H Club or FFA Chapter that is associated with this entry." Below this, it says "Selected Club: CARDINGTON FFA". There is a search bar and a list of clubs with radio buttons:

- BOY SCOUTS (Other)
- CARDINGTON FFA (FFA) - Selected
- GIRL SCOUTS (Other)
- HIGHLAND FFA (FFA)



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- If this is an **animal class entry**, "Add an animal".
- Select "Enter a New Animal Record" unless a family animal was already entered in the existing invoice. If utilizing an existing Animal Record, skip to 13.
- Select the appropriate Animal Type and fill in all the required fields with information about the animal you intend to exhibit.
- If you also wish to exhibit as a Bred, Born, and Raised (BBR) it is required to fill out the BBR Animal type, with complete Breeder information, and County Raised Box marked.
- For Market Goats, Market Lambs, and Market Swine click create and add files. All others will click create.

Entry Animals

There is no animal in this slot

[Add an animal](#)

[Continue](#)

Adding an Animal

[Choose an Existing Animal Record](#)

OR

[Enter a New Animal Record](#)

[Cancel](#)

Add Animal from Scratch

Animal Owner: Entry, Fair

Animal Type: BBR Market Goat

Birthdate *: 01/31/2023

Breed *: Boer

Breeder Location *: 123 Co Rd 99, Mt Gilead OH 43338
Full Address is required to Show in BBR

Breeder Name *: John Entry 419-614-0000
Name & Phone Number Required to Show in BBR

County Raised *:
Required to be in Bred Born and Raised

Sex *: Male Female

Tag *: OH6209300
Full Scrapie ID

[Cancel](#) [Create and Add Files](#)

Adding a New Animal

Animal Type: Market Goat Not BBR

Birthdate *:

Breed *:

Sex *: Male Female

Tag *:
Full Scrapie Identification

[Cancel](#) [Create and Add Files](#)

12. Upload clear images of Front, Back, and both sides. Once complete, click done with files. The tag number must be readable, and the animal must be still. No Blurry images will be accepted. Examples below:



The animal's full head is visible, along with a tag that is easy to read.




The animal's complete top line is visible, along with a visible tag.




The animal is still, with the complete side visible, along with a readable tag.


Front
Required

✓ File
Uploaded



Rear
Required

✓ File
Uploaded


Side 1
Required

✓ File
Uploaded


Side 2
Required

✓ File
Uploaded


Done with Files



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13. If using a family animal, choose the tag number and click select animal.
14. When each class entry is complete, you have 3 choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
 - b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

(Do Not Submit if you have a second exhibitor in the same family)

15. If all entries for all exhibitors in the family have been completed, **“Continue to Payment”** to finalize and submit your entries.

The screenshot shows a form titled "Adding an Existing Animal". Under "Allowed Animal Types", there are two options: "Market Goat/Lambs" and "BBR Market Goat". Below this is a section for "Fair Entry" with two radio button options, each with a "View Info" button: "Tag: OH65040002" and "Tag: OH65040022". At the bottom right, there are two buttons: "Cancel" and "Select Animal".

The screenshot shows the main application interface with three tabs: "Exhibitors", "Entries", and "Review and Approval". The "Review and Approval" tab is active, and the balance is "\$0.00". There are two red arrows: one pointing to the "Register another Exhibitor" button and another pointing to the "Review/Complete Outstanding Records" button. Below the tabs, there is a section for "Entry, Fair" with 1 entry and an "Add an Entry" button (indicated by a red arrow). A table shows entry details: #1, Department: Goat, Division: 034: Market Goat, Class: 001: Market Goat. Below this is a section for "Entry, Little Fair" with 0 entries and an "Add an Entry" button.

Department	Goat
Division	034: Market Goat
Class	001: Market Goat



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16. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click “Continue” when all information is correct.

1 Review 2 Payment Method 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Example Account

Individual Exhibitor: Fair Entry

Entry #1: 2023 Morrow County Fair / Goat / 034: Market Goat / 001: Market Goat

Entry #3: Goat / Market Goat / 001: Market Goat

Individual Exhibitor: Little Fair Entry

Entry #2: 2023 Morrow County Fair / Goat / 034: Market Goat / 001: Market Goat

Total: \$0.00

Continue

17. **NO fees will be charged;** However, you must click Continue to the last “Confirm” step to submit your entries.

1 Review 2 Payment Method 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

Continue



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18. Read the information in the “After you Submit” section and the “Agree to Terms” (Code of Conduct) and Click “Submit” to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

Exhibitors
Entries
Payment

\$0.00

✓
Review

✓
Payment Method

3
Confirm

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.

Payment Total

No payment is necessary

Submit

Agree to Terms

Code of Conduct for the Morrow County Agricultural Society

The Morrow County Agricultural Society (MCAS) is an agricultural expositions and youth-service, community-based organization dedicated to providing a show place for youth and adults. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. The activities outlined below are strictly prohibited while representing the MCAS, while on the job or performing any duties. Any participant or staff member who violates the Code is subject to discipline, up to and including discharge.

- Use of foul, vulgar, inappropriate language or gestures towards a board member, staff member, employee, volunteer, or another participant.
- Possession or use of alcoholic beverages on MCAS property or reporting to the program while under the influence of drugs or alcohol. Officials/Directors off duty and at the place of residence on the fairgrounds during the fair are exempt.
- Possession or use of illegal drugs on MCAS property or reporting to the program while under the influence of drugs.
- Bringing onto MCAS property dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items, unless permitted by Federal or State law.
- Discourtesy or rudeness to a board member, staff member, employee, volunteer, or other participant.
- Verbally, physically, visually, or sexually harass another board member, staff member, employee, volunteer, or another participant.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health, or well-being of others.
- Failure to follow any agency policy or procedure.
- Taking unfair advantage of any participant thru bribery, blackmail, bullying, intimidation, or belittling.
- In appropriate dress (ie short shorts, low cut tops, short skirts, top with vulgar graphics or wording).
- Destruction of property (ie graffiti, etc....).
- Posting, listings, pictures that are deemed inappropriate regarding the fair/ fairgrounds on social media forums.
- Steal or be in possession of stolen property.
- Commit a felonious act.
- Abuse towards any animal or livestock

Consequences of Misbehavior:

- Notification to appropriate member, volunteer, participant, employee/staff. The adult, youth and/or volunteer involved in the violation will be notified or made aware of the violation by the MCAS Executive Committee or the MCAS Board of Directors.
- Restricted and/or prohibited from participation in future events.
- Paying for financial cost of damages and repairs for damages or the destruction of property.
- Released to the nearest law enforcement agency and/or the proper authority.
- Removal from the MCAS Board of Directors or club organization.
- Premiums or prize monies may be forfeited upon MCAS Board ruling.

Complaints to be brought before a Review Committee. Both sides of the complaint to be heard/reviewed by the committee and any necessary action will be determined by a majority vote of the committee. Committee to be made up of MCAS President, MCAS Vice President, 2 MCAS Board Directors, and 1 member appointed by MCAS President. NOTE: Department head and 1 Jr. Fair Advisor/Member may be asked to participate if the situation deems their involvement.

I have read and I understand the MCAS Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

I agree to the above statement

STEP 6: Confirmation

1. You should immediately receive a confirmation email listing the number of exhibitors and number of entries made. Each animal needs an individual entry, unless animals are exhibited as a pen (ex. pen of rabbits).
2. Once the entries have been reviewed and approved by the Jr. Fair Manager, you will receive a second confirmation email with all entry data.

Please do not hesitate to call and ask if you have questions as you work through this system.

Flexible fair registration for counties and states

Thanks for registering with 2023 Morrow County Jr Fair

We received your registration on
January 25, 2023 at 9:00:56 AM

Invoice #:	130340
Exhibitors:	2
Entries:	3
Total Fees:	\$0.00

Individual Exhibitor: Fair Entry
Entry #1: Goat / Market Goat / Market Goat
Entry #3: Goat / Market Goat / Market Goat
Individual Exhibitor: Little Fair Entry
Entry #2: Goat / 034: Market Goat / Market Goat



Morrow County Fair Help Sheet

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