

# Delaware County Open Fair - Online Entry Instructions

All Open Fair exhibitors must make their entries online through FairEntry.

- The enrollment process will be open thru midnight August 26, 2016.
- August 26, 2016 is the last day you will be able to submit entries without a late fee. A \$50 late fee will be assessed to entries from August 27<sup>th</sup> thru September 2<sup>nd</sup>; after September 2<sup>nd</sup> no entries will be accepted.

To enter your entries, please go to:

<https://DelawarecoOpenShow.fairentry.com>

Note: DO NOT use WWW in address

## 1. Confirm Information and Continue to Entries



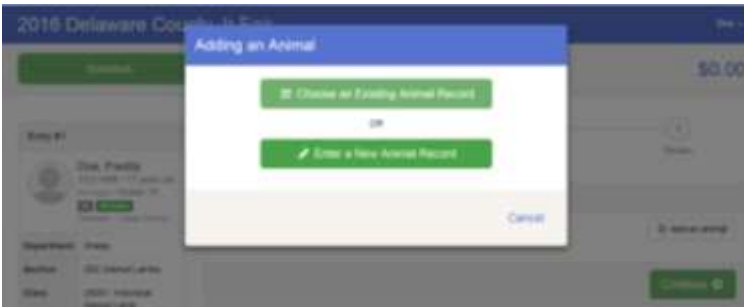
## 2. Select Add an Entry



3. Select Department then Section then Class you want to enter
4. Select the club you are participating in with this project.
5. If it is a livestock entry you must add an animal. Select the add animal button



- a. Click the "Enter a new animal record"



b. Select the animal type-(normally only one option) and input the information. **IF YOU DO NOT HAVE A TAG OR ARE NOT 90% SURE YOU ARE BRINGING THAT CERTAIN ANIMAL PLEASE ENTER 0 IN THE TAG # LINE.** It is ok to bring a different animal than is entered.

6. Read and answer required class questions if any. (Goat entries will ask number of pens per exhibitor) click continue
7. Review your entry and click continue



8. To Continue Select: Add another entry / Add another entry to this section/ Register another Exhibitor / Continue to payment. (payment is \$0 unless you owe the late fee)



- a. Continue with the necessary steps for additional family members
- b. **YOU MUST REGISTER ALL EXHIBITORS AND PROJECTS WITH SAME FAMILY EMAIL BEFORE YOU PROCEED TO PAYMENT (CHECKOUT).**

9. When finished, click continue to payment. Review your detailed family invoice, click the “detail” button (beside the summary button) on the invoice line. Click continue 3 times.
10. Check the agree to terms box and click Submit. **ONCE YOU HAVE SUBMITTED YOU CAN NO LONGER EDIT YOUR ENTRIES.**
11. You will receive an email confirmation.
12. When the entries are reviewed and approved by our staff, 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.

Thank you for your patience during the transition to our new fair software system.