

This is just a sample of how to register, our fair pages/
classes might look a little different from this fair.

OPEN CLASS FAIR ENTRY INSTRUCTIONS

Website: Jackson-KS.fairentry.com

2016 Central Kansas Free Fair

Registration is currently **Open**

Registration dates: 5/22/2016 - 8/10/2016

Exceptions may apply [View Details](#)

Exhibitor and Staff sign-in



Sign in with 4HOnline

If you don't have a 4HOnline account, sign-in with
your FairEntry account:

Sign in

[Forgot your password?](#)

[Not in 4-H and need to create a FairEntry account?](#)

1. Select Not a 4-Her and need to create a new account:

[← Back](#)

2016 Central Kansas Free Fair

Create a FairEntry Account

With this account, you will be able to register Exhibitors and Entries for this fair.

Important! If you are a 4-H member, there is no need to create a FairEntry account. Please sign in via 4HOnline instead.

✉ [redacted]@gmail.com

✉ [redacted].@gmail.com

[Create Account](#)

2. Fill in information. If you don't have an e-mail, put your "your last name"@nomail.com.

[Back](#)

2016 Central Kansas Free Fair

Account Creation

To continue with registration for this fair, please provide the following details.

Email
[change](#)

Account Name
Example: Your last name

Phone Number
Format: ###-###-#### or #####


Password

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

Confirm Password

[Create Account](#)

3. Begin Registration.

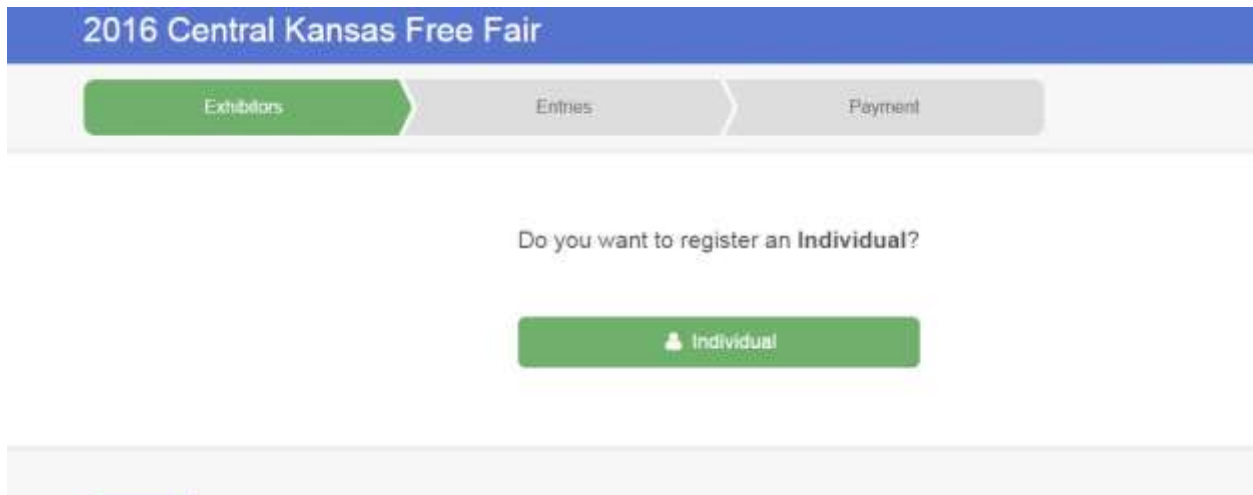


Welcome!

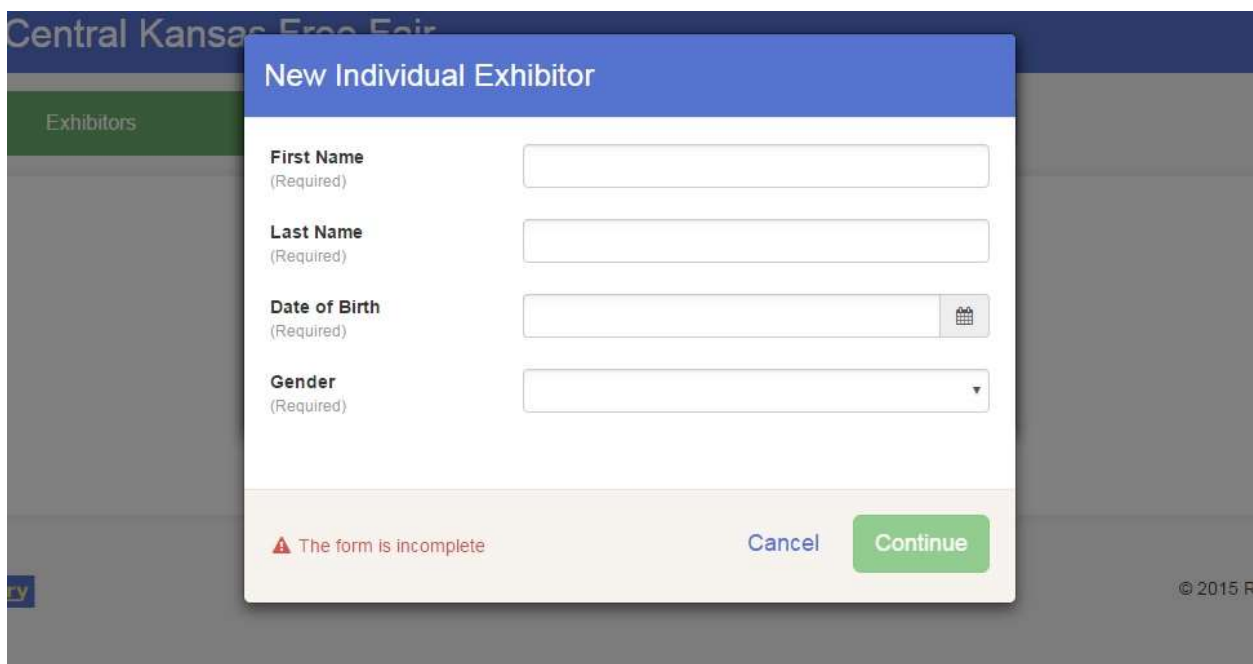
We noticed you haven't yet registered for the fair.

[Begin Registration](#)

4. Select Individual




5. Fill in the information. Don't want to provide your date of birth, put a fictitious one in.



6. Fill in additional information.

Exhibitors Entries Payment \$0.00

Personal Details **Contact Info** Address Questions Review

 [Delete this Exhibitor](#)


Contact info

Home Phone Number
(Required) Contact Info
Format: xxx-xxx-xxxx or xxxxxxxx

Email Address
(Optional)
Format: name@website.com

Cell Phone Number
(Optional)
Format: xxx-xxx-xxxx or xxxxxxxx
Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

Cell Phone Carrier
(Optional)

 The form is incomplete. Please complete the form.

[Continue](#)

7. Fill in Address.

Personal Details Contact Info **3** 4 5
Personal Details Contact Info Address Questions Review

Address

i The exhibitor's address is very important!
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

Address (Required)

Address continued (Optional)

City (Required)

State (Required)

Zip Code (Required)

[Continue](#)

8. Answer any questions listed.

Entries Payment **\$0.00**

Personal Details Contact Info Address **4** 5
Personal Details Contact Info Address Questions Review

Questions

There are no questions to answer.

[Continue](#)

2015 Exhibitor

9. Review supplied information and select Continue to Entries

Progress indicator: Personal Details, Contact Info, Address, Questions, Review (5)

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name		Email	
Last Name		Home Phone	
Date of Birth		Cell Phone	
Gender		Cell Phone Carrier	

Address: [Edit](#)

Additional Questions

There are no questions or answers.

10. Select Add an Entry

Exhibitors | **Entries** | Payment | \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

[Add an Entry](#)

[Fair Entry](#) | © 2015 RegistrationMax

11. Choose your department

4-H/FFA Sheep	Select →
4-H/FFA Small Animal (Dogs, Poultry, Rabbits)	Select →
4-H/FFA Swine	Select →
Open Class Armory	Select →
Open Class Beef	Select →
Open Class Dairy	Select →
Open Class Dairy Goat	Select →
Open Class Equine	Select →
Open Class Meat Goat	Select →
Open Class Poultry	Select →
Open Class Rabbit	Select →
Open Class Sheep	Select →
Open Class Swine	Select →
Open Class, EEU, Special Baking	Select →
Volunteers	Select →

12. Choose your Division

Starting an Entry	
Department	Open Class Beef Change
<i>i</i> Select a Division to continue	
Old Timer Beef Showmanship	Select →
Open Class Beef	Select →

13. Choose your Class

Starting an Entry	
Department	Open Class Beef Change
Division	Open Class Beef Change
<i>i</i> Select a Class to continue	
1002: Junior heifer calf, born after Jan 1 of current year	Select →
1003: Late senior heifer calf, born Nov 1 to Dec 31 of previous year	Select →
1004: Early senior heifer calf, born Sept 1 to Oct 31 of previous year	Select →
1005: Late summer yearling heifer, born July 1 to Aug 31 of previous year	Select →
1006: Early summer yearling heifer, born May 1 to June 30 of previous year	Select →
1007: Late junior yearling heifer, born March 1 to April 30 of previous year	Select →
1008: Early junior yearling heifer, born Jan 1 to Feb 28 of previous year	Select →
1009: Late senior yearling heifer, born Sept 1 to Dec 31 of two years prior	Select →
1010: Early senior yearling heifer, born May 1 to Aug 31 of two years prior	Select →

14. Select Continue

ExhibitorsEntriesPayment

Starting an Entry

Department	Open Class Beef	Change
Division	Open Class Beef	Change
Class	1002: Junior heifer calf, born after Jan 1 of current year	Change

Continue

If you are entering a class with animals, please continue with Step 13. If it is not an animal entry, please go to Step 22.

15. Select Add an animal

1
Animals

2
Questions

3
Review

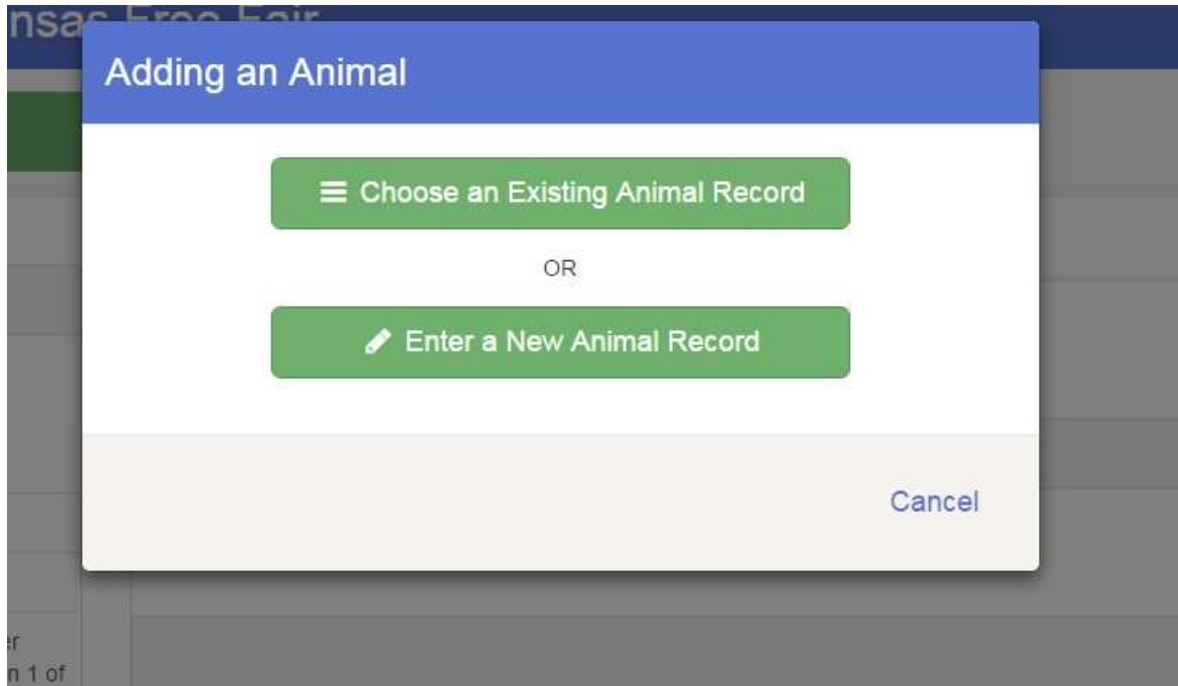
Entry Animals

There is no animal in this slot Entry Animals

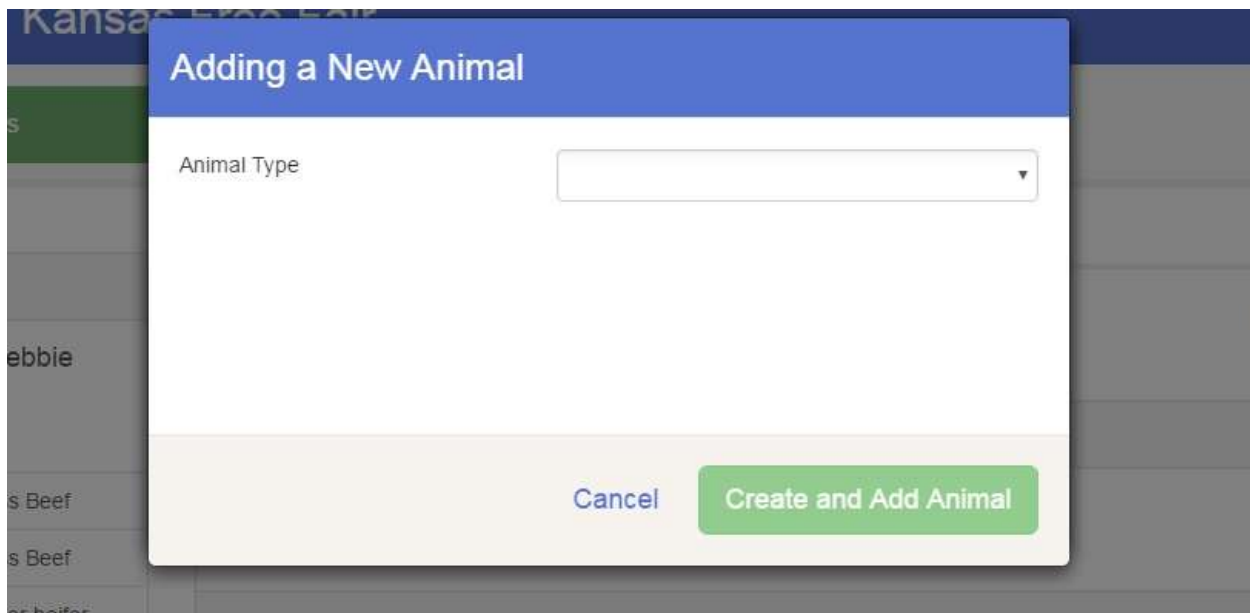
Add an animal

Continue

16. Enter a New Animal Record



17. Select animal type, and then answer other questions as required based on animal type. Select Create and Add Animal.



18. Fill in the animal information and select Continue.

Adding a New Animal

Animal Type

Breed *

Tag or Tatoo *

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

19. Review the information and select Continue.

1 Animals 2 Questions 3 Review


Entry Animals

[Remove From Entry](#) [Edit Animal Details](#)

Identifier (Tag)	98756
Animal Type	Beef
Breed	Angus (Black)
Tag or Tatoo	98756

[Continue](#)

20. Answer any questions related to your animals and select Continue.



Animals Questions Review

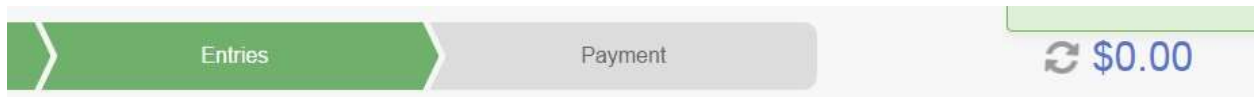
Questions

There are no questions to answer.


Continue ↻

Questions

21. Review the information.



Entries Payment \$0.00



Animals Questions Review

i Please review the information entered for this entry.

Animals Edit


Identifier (Tag)	98756
Animal Type	Beef
Breed	Angus (Black)
Tag or Tatoo	98756

Additional Questions

There are no questions or answers.

22. Now you can add another entry, add another entry in this division, or register another exhibitor. If you are done, you can select Continue to Payment.

What do you want to do next?

For 

[+ Add another Entry](#)

[+ Add another Entry in this Division](#)

[+ Register another Exhibitor](#)

[Continue to Payment](#)

23. Your Invoice will total Zero, we don't charge fees for our fair. Select continue.



Invoice		Summary	Detail
Individual Exhibitor			\$0.00
			Total: \$0.00

[Continue](#)

24. No payment required, so select Continue

The screenshot shows a progress bar at the top with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted in green. To the right of the progress bar, the amount '\$0.00' is displayed. Below the progress bar, a horizontal timeline shows three steps: 'Review' (with a checkmark), 'Payment Method' (with a '2' in a circle), and 'Confirm' (with a '3' in a circle). A message box in the center states: 'A payment method is not necessary because your invoice total is \$0.00.' At the bottom right of this message box is a green 'Continue' button with a right-pointing arrow.

25. Select Submit.

The screenshot shows the same progress bar as in step 24, but now the 'Payment' step is also highlighted in green. The '\$0.00' amount remains. The timeline below shows 'Review' and 'Payment Method' both with checkmarks, and 'Confirm' with a '3' in a circle. A light blue banner reads 'One last step!' followed by 'Agree to the terms below and press submit.' Below this are two side-by-side boxes. The left box, titled 'After you Submit', contains a bulleted list: 'Records will be locked to editing awaiting manager approval', 'Your credit card will not be charged until a manager approves the records', and 'If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.' The right box, titled 'Payment Total', contains the text 'No payment is necessary' and a large green 'Submit' button with a right-pointing arrow.

26. This will take you back to where you can view your Dashboard or Sign Out.

The screenshot shows a confirmation page. On the left is a logo for 'Central Kansas FREE FAIR' featuring a cowboy on a horse, a red car, and a Ferris wheel. To the right, the text reads 'Thanks!' followed by 'Thank you for participating in 2016 Central Kansas Free Fair.' Below this, it says 'An email confirmation of your submission has been sent.' and 'If the fair management finds any issues with your registration, you will receive another email.' At the bottom, there are two buttons: a white 'Visit Dashboard' button and a red 'Sign out' button.