

# 'FairEntry' How To Guide

1. Find the '2023 Kids & Cows Family Day' show at: <https://faireentry.com/Fair/SignIn/19411>  
And create a 'FairEntry' account if you have not used it for a previous show

The screenshot shows the registration page for the 2023 Kids & Cows Family Day show. On the left, there is a logo for NWPBA (Northwest Professional Breeders' Association) featuring a silhouette of a cow. The main heading is "2023 Kids & Cows Family Day". Below this, it states "Registration is currently **Open**" with a green button. The registration dates are "9/25/2023 - 10/13/2023" and there is a link for "View Details".

On the right, there is a "FairEntry Exhibitor, Staff Sign-In" section. It includes a "FairEntry" logo, an "Email" input field, a "Password" input field, and a "Sign In with FairEntry" button. Below the sign-in fields, there are links for "Forgot your password" and "Create a FairEntry", with a red arrow pointing to the "Create a FairEntry" link.

On the left side of the page, there is a welcome message: "Welcome to Kids & Cows Family Day Online Registration! Kids & Cows Family Day is an educational event for all ages and experience levels. You don't need your own cattle or any previous experience with cattle to join - the day is open to everyone. There will be educational seminars in the morning followed by Ag Olympics, a Clipping Contest, and a Fitting Contest during the late morning and through lunch. The day will conclude with open showmanship for various age groups followed by breed shows. Cattle are loaned for showmanship for participants without cattle. Showmen with their own halter broke cattle are encouraged to bring them. Additional information can be found at the following links:"

Below the welcome message, there are several links: "Agenda", "REQUIRED: Family Registration Form", "REQUIRED: Kids' Entry Form", "REQUIRED: Cattle Entry Form", "Clipping Contest Rules", and "Fitting Contest Rules". At the bottom of this section, it says "Pre-registration here is preferred to save time at registration."

2. Begin work on a new invoice

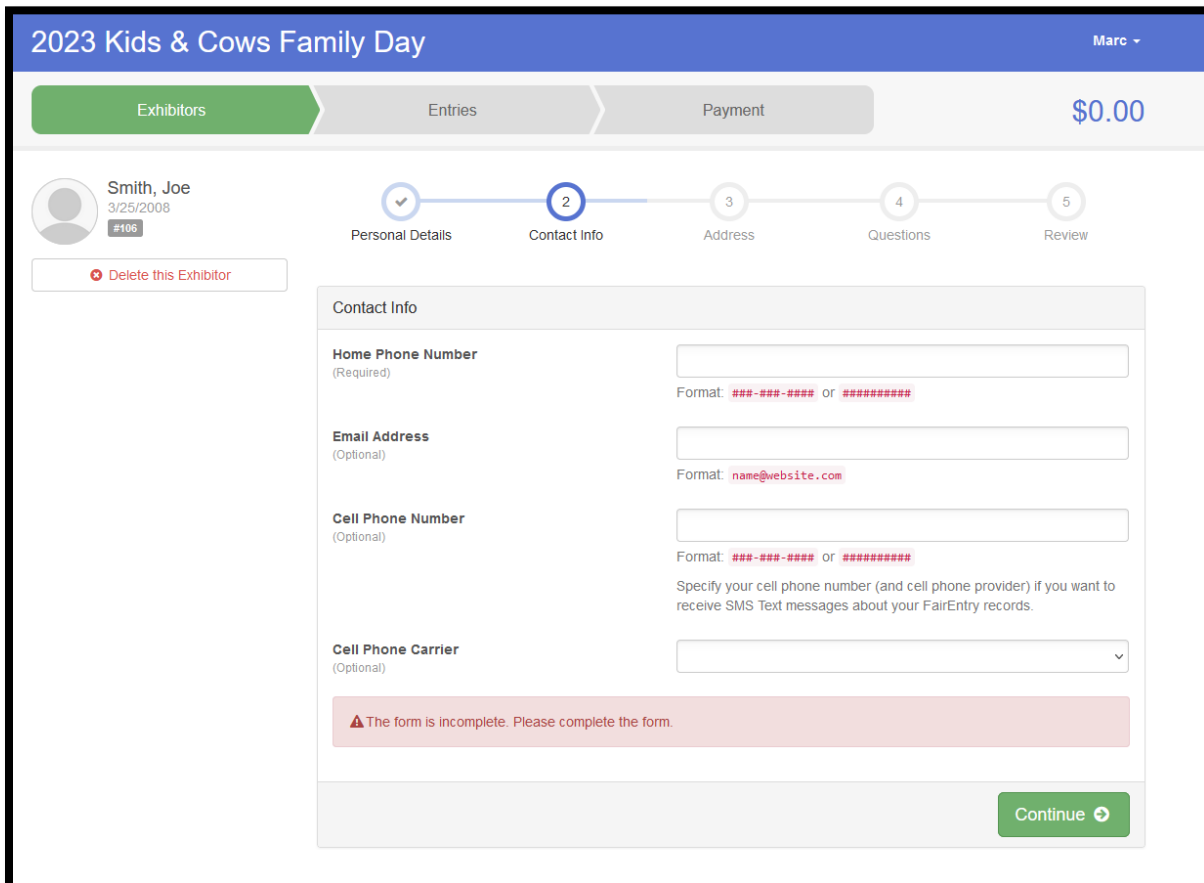
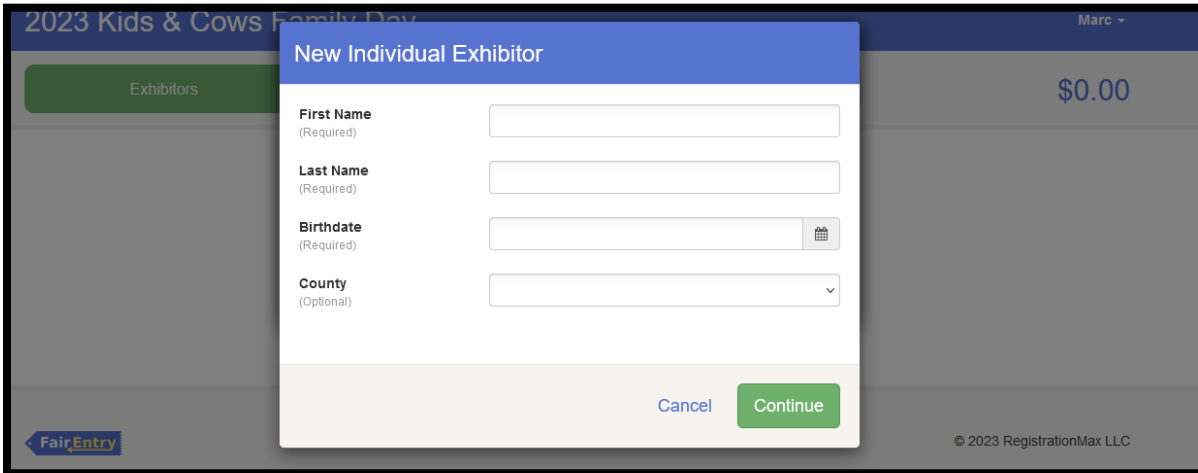
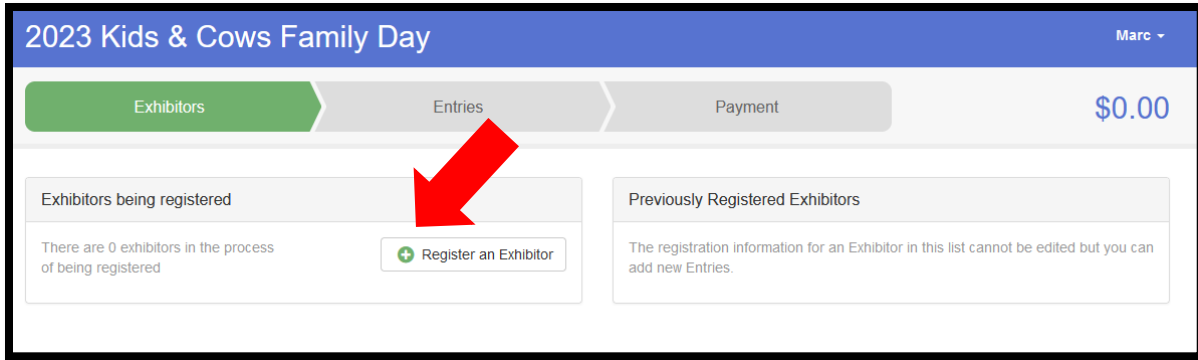
The screenshot shows the dashboard for the 2023 Kids & Cows Family Day show. The top navigation bar is blue and contains the text "2023 Kids & Cows Family Day" and a user profile icon labeled "Marc".

The dashboard is divided into three main sections:

- Registration is currently **Open****: This section shows the registration dates "9/25/2023 - 10/13/2023" and a "details" link.
- Your Completed Invoices**: This section states "These invoices are no longer editable by you."
- Your Approved Records**: This section states "These are all the records that have been approved by fair management (across all your invoices):" and shows two rows of data: "0 Exhibitors" and "0 Entries".

At the bottom of the dashboard, there is a section for "Your Current Invoice" which states "You do not have a current invoice." and a green button labeled "Begin work on a new invoice". A red arrow points to this button.

3. Register an Exhibitor (the youth who will be participating in the day)



4. Create Entries. Each exhibitor should have at minimum 1 'Kids & Cows Participant' Entry with showmanship

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$0.00

Smith, Joe  
3/25/2008  
#106

[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions **5** Registration

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

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$0.00

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

[Register another Exhibitor](#)

Everything looks good!  
[Continue to Payment](#)

Smith, Joe  
0 Entries [Add an Entry](#)

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$0.00

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

[Register another Exhibitor](#)

Everything looks good!  
[Continue to Payment](#)

Smith, Joe  
0 Entries [Add an Entry](#)

**Choose Department and Division**

Beef [Select](#)


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

### Choose Department and Division

Department	Beef	Change
------------	------	--------

01: Kids & Cows Participant	Select ↕
02: Angus	Select ↕
03: Hereford	Select ↕
04: Limousin	Select ↕
05: Mini Hereford	Select ↕
06: Red Angus	Select ↕
07: Shorthorn	Select ↕
08: Shorthorn Plus	Select ↕
09: Simmental	Select ↕
10: Foundation Simmental	Select ↕
11: All Other Breeds - Registered	Select ↕
12: Commercial	Select ↕
13: Fitting Contest	Select ↕
14: Clipping Contest	Select ↕

Cancel Choose



### 2023 Kids & Cows Family Day

Marc ▾

Exhibitors

\$0.00

There are 0 entries belonging to 1 exhibitor

Register to Payment

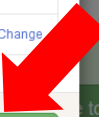
Smith, Joe  
0 Entries

Add an Entry

#### Choose Department and Division

Department	Beef	Change
Division	01: Kids & Cows Participant	Change

Cancel Choose



# Create One or More Entries

Exhibitor	Joe Smith <small>Individual</small>	<a href="#">Change</a>
Department / Division	Beef / 01: Kids & Cows Participant	<a href="#">Change</a>

Make your Club and Class selections to continue.

[Continue](#)



Club [Change](#)

No Club (Open)

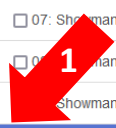
When entering into an Open Class, your club selection will be treated as No Club (Open).

Animal(s)

This Division does not allow animals.

Class or Classes

- 01: Showmanship Ages 02-05
- 02: Showmanship Ages 06-07
- 03: Showmanship Ages 08
- 04: Showmanship Ages 09
- 05: Showmanship Ages 10
- 06: Showmanship Ages 11
- 07: Showmanship Ages 12
- 08: Showmanship Ages 13
- 10: Showmanship Ages 15 Quantity: 1
- 11: Showmanship Ages 16
- 12: Showmanship Ages 17
- 13: Showmanship Ages 18-20



## Create One or More Entries

Exhibitor	Joe Smith <small>Individual</small>	<a href="#">Change</a>
Department / Division	Beef / 01: Kids & Cows Participant	<a href="#">Change</a>

Make your Club and Class selections to continue.

[Continue](#)

Club

No Club (Open)

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

Animal(s)

This Division does not allow animals.

### Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

Department	Beef
Division	01: Kids & Cows Participant
Club	No Club (Open Entry)
Animal(s)	No Animals

Entry Classes

1. 10: Showmanship Ages 15
----------------------------

[Cancel](#)

[Create Entries](#)



Class or Classes

- 09: Showmanship Ages 14
- 10: Showmanship Ages 15 Quantity: 1
- 11: Showmanship Ages 16
- 12: Showmanship Ages 17
- 13: Showmanship Ages 18-20

5. From here, you can add cattle entries or add another exhibitor. Follow steps 1-4 for another exhibitor or move on to step 6 for cattle entries.

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$10.00

There is 1 entry belonging to 1 exhibitor in this invoice.

[+ Register another Exhibitor](#) [+ Review/Complete Outstanding Records](#)

Smith, Joe + Add an Entry  
1 Entry

Incomplete	#13	Department	Beef	Allow Public Viewing: Yes	<a href="#">Edit</a>
		Division	01: Kids & Cows Participant	In-Person	
		Class	10: Showmanship Ages 15		

6. For cattle entries:

2023 Kids & Cows Family Day Marc ▾

Exhibitors \$0.00

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

[+ Register another Exhibitor](#) [Go to Payment](#)

Smith, Joe + Add an Entry  
0 Entries

**Choose Department and Division**

Beef [Select](#)

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


Choose your breed. For the demo we are choosing Angus.

### Choose Department and Division

Department	Beef	Change
------------	------	--------

01: Kids & Cows Participant	Select ↕
02: Angus	Select ↕
03: Hereford	Select ↕
04: Limousin	Select ↕
05: Mini Hereford	Select ↕
06: Red Angus	Select ↕
07: Shorthorn	Select ↕
08: Shorthorn Plus	Select ↕
09: Simmental	Select ↕
10: Foundation Simmental	Select ↕
11: All Other Breeds - Registered	Select ↕
12: Commercial	Select ↕
13: Fitting Contest	Select ↕
14: Clipping Contest	Select ↕

Cancel Choose



### 2023 Kids & Cows Family Day

Exhibitors

There is 1 entry belonging to 1 exhibitor

Register

Smith, Joe  
1 Entry

Incomplete #13

Department	Beef
Division	01: Kids & Cows Participant
Class	10: Showmanship Ages 15

Allow Public Viewing: Yes  
In-Person

Edit

Outstanding Records

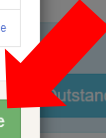
+\$10.00

Marc

### Choose Department and Division

Department	Beef	Change
Division	02: Angus	Change

Cancel Choose



Go to the left box and click "Add Animal" to start adding cattle under this exhibitor (Ex: Joe Smith). It will ask you cattle birthdate, ear tag, premise id, and breed.

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$10.00

### Create One or More Entries

Exhibitor	Joe Smith <small>Individual</small>	<a href="#">Change</a>
Department / Division	Beef / 02: Angus	<a href="#">Change</a>

Make your Club, Animal, and Class selections to continue. [Continue](#)

Club [Change](#)

No Club (Open)

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

Animal(s) [Import Animal From 4HOnline](#) [Add](#)

Allowed Animal Types:

- Beef

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

You do not currently have any eligible animals.

Class or Classes

- 01: Heifer Calf
- 02: Yearling Heifer
- 03: Bulls Born January to May 2023
- 04: Bulls Born June to October 2023
- 05: Steers Born in 2022
- 06: Steers Born in 2023

2023 Kids & Cows Family Day Marc ▾

Exhibitors \$10.00

### Create One or More Entries

Exhibitor	Joe Smith	<a href="#">Change</a>
Department / Division	Beef / 02: Angus	<a href="#">Change</a>

Make your Club, Animal, and Class selections to continue. [Continue](#)

Club [Change](#)

No Club (Open)

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

Animal(s) [Import Animal From 4HOnline](#) [Add](#)

Allowed Animal Types:

- Beef

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

You do not currently have any eligible animals.

Class or Classes

- 05: Steers Born in 2022
- 06: Steers Born in 2023

#### Add Animal from Scratch

Animal Owner:

Animal Type:

These are the animal types allowed in the Angus Division.

Birthdate:

Breed:

Premises ID:

Tag:

[Cancel](#) [Save](#)



Now that my animal is created, I can select which class it belongs in under the Angus breed. Please keep in mind that Kids & Cows requires 5 head to make a class. Even if you register for a breed, if there are not 5 head, you will be moved into AOB on the day of the show.

### Create One or More Entries

Exhibitor	Joe Smith <small>Individual</small>	<a href="#">Change</a>
Department / Division	Beef / 02: Angus	<a href="#">Change</a>

Make your Club, Animal, and Class selections to continue. **3** [Continue](#)

Club [Change](#)

No Club (Open)

**2** ➔

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

Animal(s) [Import Animal From 4HOnline](#) [Add Animal](#)

Allowed Animal Types:

- Beef

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

Smith, Joe

2301 **1** ➔

Class or Classes

01: Heifer Calf

02: Yearling Heifer

03: Bulls Born January to May 2023

04: Bulls Born June to October 2023

05: Steers Born in 2022

06: Steers Born in 2023

#### Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

Department	Beef
Division	02: Angus
Club	No Club (Open Entry)
Animal(s)	• 2301

Entry Classes

1. 01: Heifer Calf

[Cancel](#) [Create Entries](#)

**1** ➔

7. You will now see both the participant entry and the cattle entry under exhibitor 'Joe Smith' and a total cost of \$20 - \$10 for the youth entry fee and \$10 per head of cattle. You can add more cattle entries by clicking 'Add entry' and following step 6 or register another exhibitor by clicking 'register another exhibitor' and follow steps 1-4. We are going to 'Review/Complete Outstanding Records' because we are done with entries in the example.

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$20.00

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

[+ Register another Exhibitor](#)

There is 1 item that needs your attention

[Review/Complete Outstanding Records](#)

**Smith, Joe** + Add an Entry  
2 Entries

#14	<b>Department</b> Beef	<b>Allow Public Viewing:</b> Yes	<a href="#">Edit</a>
	<b>Division</b> 02: Angus	<b>In-Person</b> 2301	
	<b>Class</b> 01: Heifer Calf		

**Incomplete** #13 **Department** Beef **Allow Public Viewing:** Yes [Edit](#)

	<b>Division</b> 01: Kids & Cows Participant	<b>In-Person</b>	
	<b>Class</b> 10: Showmanship Ages 15		

8. Each exhibitor will be asked if they need an animal to show in the showmanship competition. This helps us plan classes and ensure every youth exhibitor has an opportunity to experience showing cattle. Because 'Joe Smith' entered 1 animal, he does not need an animal for showmanship and answers 'no.' Click continue.

2023 Kids & Cows Family Day Marc ▾

Exhibitors **Entries** Payment \$20.00

Entry #13

**Smith, Joe**  
3/25/2008  
#106

<b>Department</b>	Beef
<b>Division</b>	01: Kids & Cows Participant
<b>Class</b>	10: Showmanship Ages 15

[Delete this Entry](#)

**Questions**

1. Do you need a calf to show in showmanship?  
\*Required

Yes  
 No

[Continue](#)

9. This screen will ask what you want to do next. You can add more entries or register another exhibitor. If you are done with entries, click 'Continue to Payment.'

2023 Kids & Cows Family Day Marc ▾

Exhibitors > Entries > Payment \$20.00

Entry #13

Smith, Joe  
3/25/2008  
#106

Department: Beef

Division: 01: Kids & Cows Participant

Class: 10: Showmanship Ages 15

What do you want to do next?

For Joe Smith:

Everything looks good!

2023 Kids & Cows Family Day Marc ▾

Exhibitors > Entries > Payment \$20.00

1 2 3  
Review Payment Method Confirm

Invoice Summary Detail

Individual Exhibitor: Joe Smith \$20.00

**Total: \$20.00**

The next screen will have instructions for paying by check. **DO NOT MAIL PAYMENTS.** You can pay quoted amount by cash or check at check-in on 10/14/23 starting at 7:30 AM. You will be invoiced through Square for the entry cost PLUS \$1 per entry for service fees. You do NOT have to pay the square invoice if you'd prefer to pay cash or check the day of. Cards will be accepted at check-in as well with a service fee.

Click 'Submit' and now your entries have been received and you are pre-registered.

You can start a new invoice to add exhibitors or cattle through 10/13/23. Cattle and exhibitors can be adjusted the day-of, but will add time and forms to the check-in process.

**You HAVE to check-in at the registration table on the day of the show before 9 AM. You will receive your t-shirt, exhibitor number, and we need your family registration form signed 10/14/23.**