How to register on FairEntry

Please follow these step-by-step instructions for a smooth entering process.
New Exhibitors
- Click on "New to Site"
- You will be taken to the FairEntry website to create a new account.
- Enter your email address1.
  - Which must be formatted with @ and .com or .net
  - Confirm your email by entering it again
- Click Blue "Create Account" Bar
- Provide your details (Account name is normally your last name)
- Click the Blue "Create Account" Bar
- If your email address is not valid you will not be receiving messages from FairEntry or be able to reset your password.
- Your account can be for an individual or for the whole family
- Click on Green "Begin Registration" Bar
- Click on Green "Individual" Bar, Fill in your name click "Continue"
- Fill in the Required information Clicking "Continue"
- You will have an option if you want to "Register another individual" or "Continue to entries"
  - If you "Register another individual" (family member) you will be able to copy their address information.
  - If you "Continue to Entries, Click the Green "Add and Entry" bar

Returning Exhibitors (if you have previously made an account):
- Click on "Been Here Before"
- Enter your email and password (if you have forgotten your password, click Forgot Password and reset)

Entering Exhibits Process:
1. After you clicked on "Add an Entry"
2. Select your Department, Section and Subdivisions
3. All exhibitors:
   a. After Selecting your Department, Section and Subdivisions
   b. Look for the button "ADD an Animal"
   c. Click "Enter a new animal"
   d. Fill in all the required animal information
   e. 4-H & FFA exhibitors must select your club for your project to associate it with your entry
4. You will be asked to "Review your Selections", if everything is correct Click "Create entries", if not cancel
5. You may be asked "Register your exhibits", "Create an entry", "Add anEntry" or "Continue with this invoice" to enter exhibits
6. You are able to edit your entry any time before you click on the green "SUBMIT" Bar.
7. Non-Animal Exhibitors DO NOT HAVE PAYMENTS (FEES)
   a. You still continue through the whole process to payment (Invoice)
8. Once you Click "Submit" only the Fair Administrator will be able to edit.
9. When you are done entering all your exhibits: Click "Continue to payment"
10. At the top you will see the beginning three Fields(Exhibitor>Entries>Payment)
    a. Exhibitor: Click and you are able to see and edit all your personal information
    b. Entries: Click and you are able to see and edit all your entries
    c. Payment: Click and you will see your invoice with your total animalfeeds. You also can check out your Summary/Detail
11. Read this page. If completely done, click on "SUBMIT". Now:

    a. Your account is locked out until the Fair Administration Approves Your entry. Your account should be unlocked the next day.

    b. You will get an email when it is approved or rejected.

    c. If you want to REVIEW your entries, you can click on the DASHBOARD.

        i. On the Dashboard click "Details" Print out for your records

12. ANIMAL Exhibitors PAYMENT:

    a. If paying with a credit card and you are finished, email in the Animal Entry Payment Confirmation Form to ccfair@crawford.co.pa.us.
https://www.crawfordcountyfairpa.com/download/animal-entry-payment-confirmation-form/to

    b. If paying with a check please fill out and send in the Animal Entry Payment Confirmation form and the check. Checks made payable to "CRAWFORD COUNTY FAIR"

    c. Checks must be postmarked by Friday, July 19, 2024.

    d. Questions: Call the Fair Entry Hotline 814-807-2601 or email ccfentry@netzero.net