To: 2019 Hays County Livestock Show Exhibitors

From: Hays County Livestock Show Board

Date: October 29, 2018

Re: Introducing FairEntry – the Online Fair Management System

The Hays County Livestock Show is excited to announce a transition to the FairEntry online fair management system for the 2019 Hays County Livestock Show. Beginning November 1, 2018, please log on to [https://hayscountylivestockshow.fairentry.com](https://hayscountylivestockshow.fairentry.com/) from your computer or any mobile device (including smartphones) to submit your entries to the fair. The new online entry system will streamline the entry process so, check-ins, show programs and results can be processed and posted quickly and efficiently at the fair.

Online entries will be required for all exhibitors. The deadline for online entries is December 12, 2018. This deadline will be strictly enforced since the system will close entries at 11:59 p.m. CT on this date. Late entries will not be allowed. We have attached instructions for the entry process on the next page. If you do not have internet access the Extension Office has a few paper forms available that can be filled out and turned in. If you need assistance with the entry process, some board members will be available at your November Club meeting to help set up your accounts and answer any questions.

If you have any questions about the process, please email [hayscountylivestockshow@gmail.com](mailto:hayscountylivestockshow@gmail.com) or contact Lexi Lugo 512-426-9292 or Misty Boland 512-644-1329 and we will get back to you as soon as we can. We look forward streamlining these processes to make your fair experience the best yet!

Thank you,

Hays County Livestock Show Board

Before you start the entry process, you will need to have your validation tag # for your Steer/Heifer, Goat or Lamb. All other animal projects have not been validated yet, so we will enter those at Check-In.

For all Home Skill projects, you will need to upload your HCLE Arts, Crafts, Clothing & Photography Form, Recipe Form and Preserved Food Form during the Entry Process.



Here is a 3-minute video that demonstrates the entry process for families.

[How to Register with FairEntry](https://vimeo.com/209918998)

A 2-minute video discussing [how to log in to FairEntry with 4HOnline](https://vimeo.com/265821971)

All 4-H members must be enrolled in 4-H Connect before you can submit your entries for the County Show. If you are enrolled in 4-H and FFA, please select the login option for 4-H Online and when creating entries, you can select your club/chapter for that entry.

Login Flow Chart:

[FairEntry.Exhibitor.Login.FlowChart.pdf](https://fairentry.zendesk.com/hc/en-us/article_attachments/360003317233/FairEntry.Exhibitor.Login.FlowChart.pdf)

**Tips for Exhibitors Making Online Entries:**

* Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected behavior.
* Register all entries for each exhibitor in the family before proceeding to the Payment section.
* Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
* Check your email inbox for a confirmation email with a list of your entries and any related fees.
* Once payment has been received entries you will receive a second email when your entries have been approved by your fair.

Helpful Step by Step Entry Process:

