



June 16, 2020

Hello 4-H Families,

The Montgomery County 4-H program will again utilize the FairEntry system for registering all projects to be exhibited at the fair, checking in projects (building projects and livestock), building show programs, recording results, and communicating that information to the community and Indiana State Fair. All projects (animal and building projects) will be registered prior to the Montgomery County 4-H Fair through this online program.

NEW for 2020: While we are planning on holding an in-person 4-H Fair, we also must be proactive in building a virtual fair in the event that we do not reach Stage 5 in the Governor's "Back on Track" plan by July 4th. Therefore, 4-H members will be required to upload pictures (or other forms of media) of their project(s), completed project record sheets, and skills card (if applicable) when entering their projects into FairEntry. Therefore, all projects must be complete before entering them into the FairEntry system. IF, the Montgomery County 4-H Fair has to switch to a virtual fair, these pictures (or other media) are what the judges would use to judge exhibits. If a 4-H member still wishes to exhibit but is not comfortable with exhibiting in-person, these pictures would be judged along with all the other projects.

The FairEntry program is now open, Tuesday, June 16th and all projects must be registered in the FairEntry system by Sunday, July 12th.

Following are some key details about this process and other important information:

- Complete FairEntry between **June 16th and July 12th**
- Please enter all projects (building and livestock) that your 4-H member will be exhibiting at the in-person 4-H Fair. 4-H members must have project(s) complete before entering them into FairEntry.
- Use the attached "Virtual Exhibit Tips" sheet to see what pictures, documents, videos, etc. you need to have completed BEFORE entering your project(s) into FairEntry.
- Do not use Internet Explorer as your web browser. The 2 recommended browsers for FairEntry are either Google Chrome or FireFox. Mobile devices are also supported.
- 4-H members will pre-register each project one at a time. Do not hit the submit button to submit project information UNTIL you are sure all is correct.
- Please see the "MontgomeryCounty_FairEntryHowTo" for step-by-step instructions on how to enter projects in the FairEntry System.
- Use your 4-H Online username and password to login to FairEntry.
- 4-H members are required to upload a copy or photo of completed project record sheet when they enter photos, videos, etc. of that project. For 2020 only, members will NOT be required to have project record sheets signed by their 4-H Club Leader and will NOT need to bring project record sheets to check-in.
- Green Record Books will not be collected this year but we strongly encourage members to fill in their Record of Achievement sheet to keep track of their 2020 4-H activities and projects. This information will be useful to members in the future when applying for scholarships and awards selection.
- We can make changes, so please do not be afraid that you will be locked into a class when registering your projects.
- There is no additional fee for registering projects in FairEntry.

Building Projects:

- The 4-H member will select the project, division, and class for each project they plan to bring to the Fair. If prompted, please enter a description of the project.
- When selecting department, division, and class please note that there are several options so be careful when entering.
- The information entered will be used to create judging sheets, exhibitor tags, and is where fair results will be recorded.
- 4-H members are **REQUIRED** to upload information such as, pictures, videos, presentations, etc., in case we must switch to a virtual fair. This information will also be used for public “display” of projects and results on social media.
- Those projects that require a Skills Card will have youth upload those with the picture(s) (or other form of media) of their project.
- **Example:** For Photography, the 4-H member would need to enroll in the correct class/grade level such as “Grade 3-5, Level 1, Black and White Prints”.

Livestock Projects:

- Enter all livestock that the 4-H member plans to exhibit at the in-person 4-H Fair.
- Livestock classes determined by the weight will require members to enter the animal’s weight into FairEntry. If the 4-H member does not have access to scales, please estimate the weight of the animal. You may also contact your species superintendent for guidance.
- For livestock exhibitors, select the project, division, and class. If the 4-H member plans to show several different animals, they may need to go through this multiple times.
- An example, a 4-H member must enter their born and raised Angus steer in the Angus steer class and then in the born and raised Angus steer class.
- The information entered will be used to create check-in sheets, break classes, create a show program, and is where fair results will be recorded.
- If you are not comfortable exhibiting in-person but still wish to exhibit virtually, please upload applicable information (pictures, videos, presentations, etc.) as your exhibit.
- 4-H members are **REQUIRED** to upload pictures, videos, presentations, etc. of their animal(s) in case we must switch to a virtual fair. We also plan to use pictures, videos, etc. to help with publicizing results and highlighting our youth to the community.
- For Horse and Pony and Llama, multi-entry may be used if the 4-H member plans to show the same horse or llama in multiple classes of a particular division.
- Please select which 4-H member is going to show which animal and whether they want to show their ewe lamb in a breeding or market class.