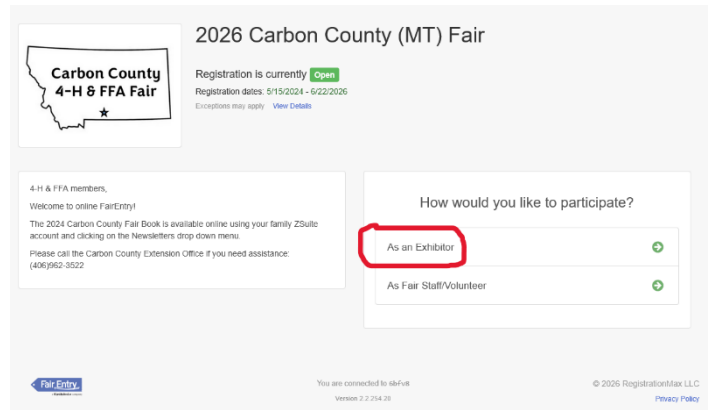


Fair Entry

1. Go to carboncountymt.fairentry.com

and click “As an Exhibitor”

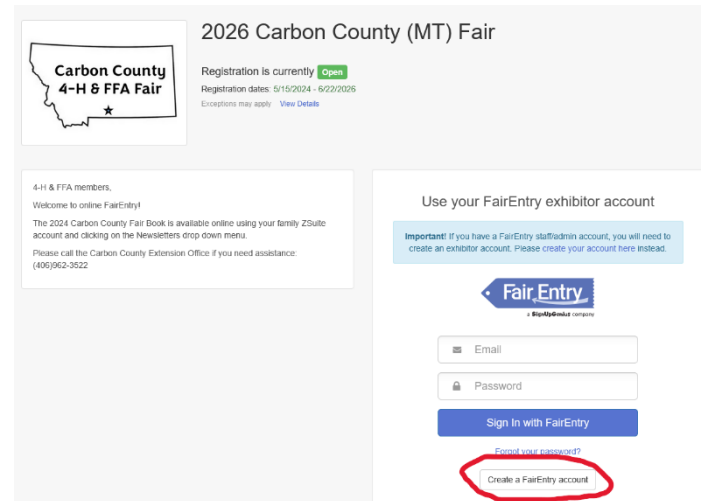
Registration is easier if you use a computer or tablet rather than a cell phone. Use the Fair Book planning sheet as an entry guide.



2. Click “Forgot Password” and go through the steps to create a password. Password must have one symbol and one capital letter.

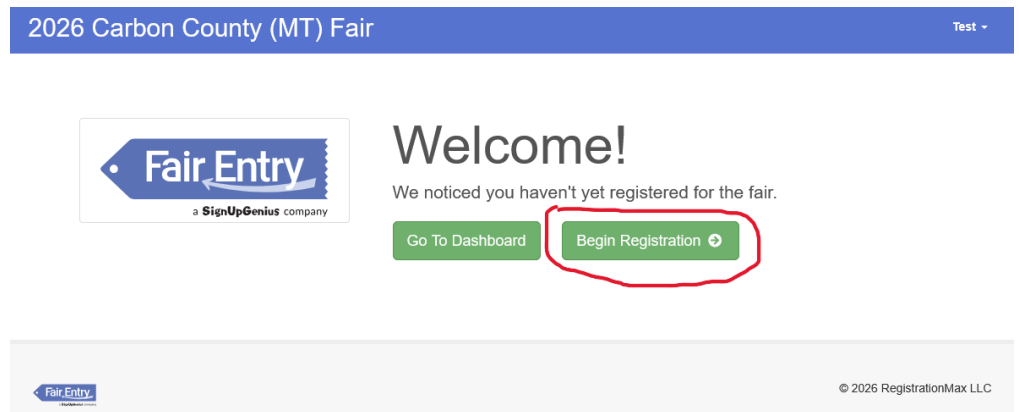
***It is important to use an email that is attached to all fair family members, not just one exhibitor.** Your ZSuite family email is a good option.

If Fair Entry does not recognize your email, you will need to “Creat a Fair Entry Account”.



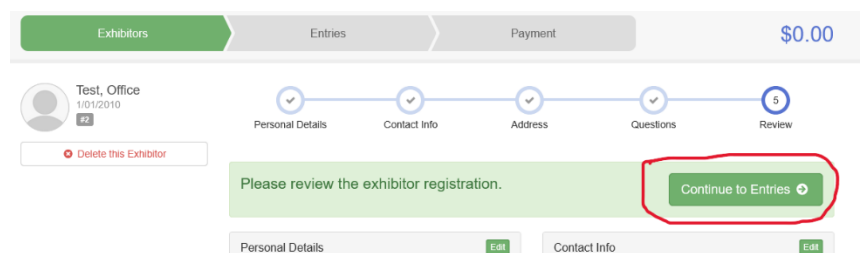
3. When your account has been created, you will be directed to the Welcome! page where you can click on “Begin Registration”.

TIP: Register family members in REVERSE alphabetical order.



4. The next page will ask “Do you want to register an Individual?” New families or families adding a sibling will “Create Exhibitors”. (Returning families will choose from existing listed exhibitors.) Click on the green “Individual” tab. From there fill out or confirm Individual Exhibitor information and continue on with Contact Information and Address pages.

***Please add your email address again even though it is indicated as optional.**



Next, select your T-Shirt Size & Age Division and “Continue”. Review your information then click on the green “Continue to Entries” tab.

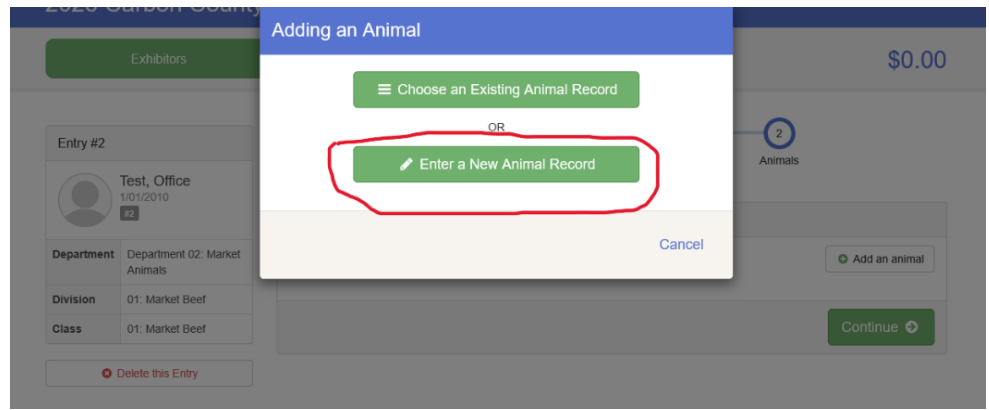
- The name of the person you have registered will appear on this page. Click on the green “Add an Entry” to begin registering for fair classes. Select from the Department dropdown menu and continue to follow the prompts, making selections as you go. (Refer to the Fair Book for fair entry options or fill out the entry worksheet in the Fair Book before starting fair registration.) After finishing an entry, click on “Add Another Entry” to continue adding more fair entries.

TIPS:

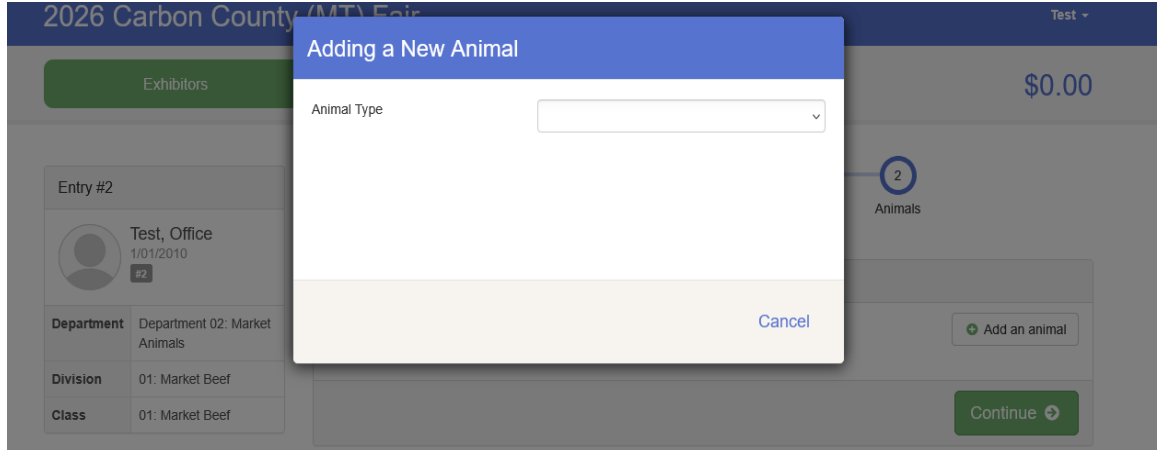
- You may exit Fair Entry anytime and go back to edit an exhibitor’s entries anytime as long as you haven’t clicked on the final “Submit” screen.
- After adding an entry, choose the 4-H club or FFA chapter associated with that entry. Add all of your 4-H entries first, then add FFA entries.
- Remember that every animal exhibitor must enter in a showmanship class AND an animal premium class. For example: Novice Beef Showmanship (Dept 1 Div 1 Class 3) and Breeding Beef Cow Calf Pair (Dept 3 Div 1 Class 3)
- Indoor project exhibitors may enter 3 items per Division, but must register for all 3 classes separately in Fair Entry to bring that many items. For example: Division 1 – Sewing; 3 items should be entered as Class 1, Class 2, and Class 3 (Dept 11 Div 1 Class 1, Dept 11 Div 1 Class 2, Dept 11 Div 1 Class 3)

- Adding Market Animals:** If you have tagged more than one FFA animal and/or 4-H animal of the same species, please enter the animal that you are most likely to exhibit at fair. After choosing the Market Animal Department and appropriate Division and Class, you will move to the Entry Animals screen. Click on “Add an animal”

Next you will choose
“Enter a New Animal
Record”

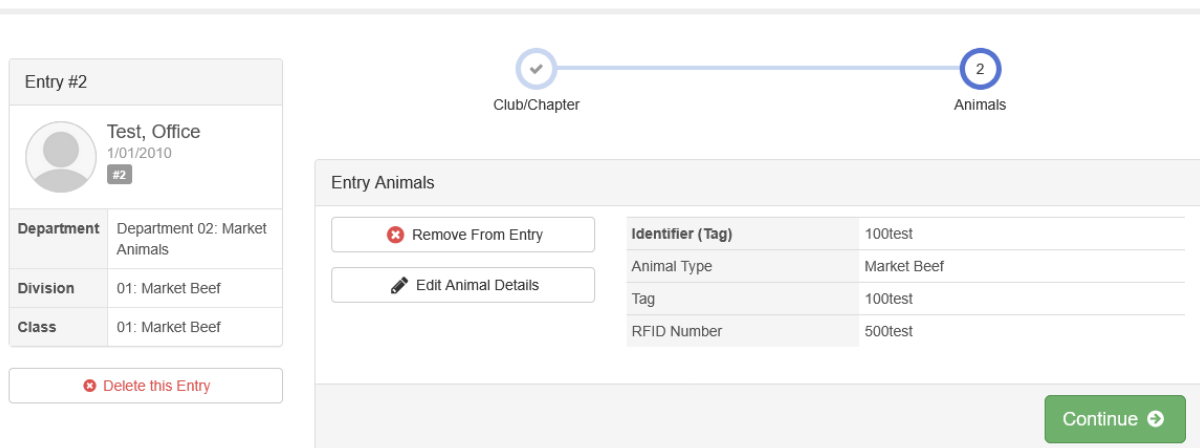


You will be
prompted to
add an
animal from
the
dropdown
menu (beef,
sheep,
swine, goat)
then add
ear tag



number and RFID or scrapies number and click on the green “Create and Add Animal”

This is what you should see on the next screen: Is the tag information is correct? If so, click on
“Continue”. If you need to edit animal information, click on “Edit Animal Details”.



To add **Carcass Ultrasound**, click “Add an Entry” and choose Market Animals Department then the appropriate market division (beef, sheep, goat, swine) and keep clicking until you get to the ultrasound class which will be Class 2 in that market division. Click Select then Add an Animal.

Starting an Entry

Department: Department 02: Market Animals [Change](#)

Division: 01: Market Beef [Change](#)

Select a Class to continue

01: Market Beef [Select](#)

02: Market Beef Ultrasound Carcass Contest [Select](#)

Test, Office
1/01/2010
#2

Existing entries (2)

#2

Department: Department 02: Market Animals
Division: 01: Market Beef
Class: 01: Market Beef

#1

Department: Department 01: Animal Showmanship
Division: 01: Beef Showmanship
Class: 01: Senior Beef Showmanship

Since you have already Created an Animal in the market class, you will “Choose an Existing Animal Record”

2026 Carbon County (MT) Fair

Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel

Exhibitors

Entry #3

Test, Office
1/01/2010
#2

Department: Department 02: Market Animals
Division: 01: Market Beef
Class: 02: Market Beef Ultrasound Carcass Contest

Delete this Entry

Animals

\$0.00

Add an animal

Continue

You will see “Adding an Existing Animal”. Click on “Select Animal” then the green “Continue” button to add the entry.

2026 Carbon County (MT) Fair

Adding an Existing Animal

Allowed Animal Types:

- Market Beef

Office Test

Tag: 100test [View Info](#)

Cancel [Select Animal](#)

Exhibitors

Entry #3

Test, Office
1/01/2010
#2

Department: Department 02: Market Animals
Division: 01: Market Beef
Class: 02: Market Beef Ultrasound Carcass Contest

Delete this Entry

Animals

\$0.00

Add an animal

Continue

7. When you have finished entering all of your fair projects and a sibling does not need to be registered, click “Continue to Payment” (no payment is due).

8. You can see a detailed summary of your fair entries by clicking on “Detail”. If you need to make changes or add entries, just click on the green “Entries” tab on the top bar.

9. If everything looks good, click “Continue” and on the final screen click “Submit”. At this point your fair entries will be submitted for approval and you will not be able to make changes. (But don’t panic, you can call the Extension Office for help!)

You will receive an automatic email from Fair Entry confirming entries; submitted entries will be listed. Check your email! Contact the Extension Office if you need assistance: 406-962-3522