

# County Fair Online 4-H Entry Instructions

This year you **MUST** enter your fair registration online for 4-H. The online entry is located at [utahcounty4h.org](http://utahcounty4h.org). Click on “*County Fair*” on the left side of the page and then select “*Register Your Entries Online*” under the information heading on the right side of the page. The system is tied to our current 4-H database and your user ID is the email address we have for you in the system. The first step is to establish a new password. Once you are registered, you can enter the information needed for your exhibit tags and forms. Print and **attach exhibit tags** at home and also print off a list off of all your exhibits as an entry form. You will need to **bring 2 copies** of the exhibit list with you to the fair. This will also be your claim ticket to pick up exhibits. On-line registration will be active from July 19th until check-in day on August 16<sup>th</sup>. All exhibits need to be delivered to the county fair Monday, August 16<sup>th</sup> between 3:00 and 6:00 p.m.

1. Go to [utahcounty4h.org](http://utahcounty4h.org), click on Utah County Fair 2010 under the left-hand side section.
2. Select “**Register Your Entries Online**” under information on the right-hand of the screen.
3. This will bring you to the online fair program.

Everyone will need to select “**add entries**” to take you to the County Fair Validation screen. Every year everyone will need to select “**HELP! I don’t know/forgotten my Password**” to create a new password.

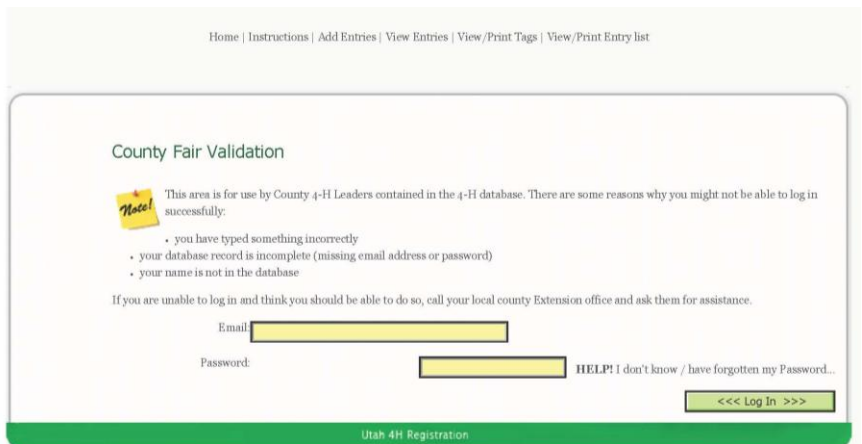
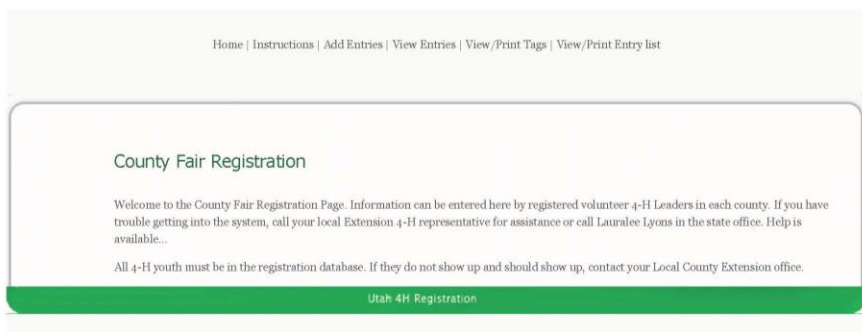
On the new screen, type in your email address and an email from JoLene Bunnell will be sent to you with your new password. You are welcome to change your password on this screen from then on. Once you have established a password you will just log-on at this screen every time you want to enter the system.

4. You can now enter exhibits by selecting the “add entries” tab on top.

- First select participants’ name

## \* Special Note\*

You can begin typing youth’s last name and it will take you to that section in all fields.



- Then select which lot

**\* Special Note\***

Remember if you have a youth 2<sup>nd</sup> grade or younger they are considered a **Cloverbud** and all exhibits should be entered under **FD lot 1**.

- Then years in project
- Then number of items

**\* Special Note\***

Number of items means the number of exhibit tags needed for one entry. Example: a 2-piece suit that has a skirt and jacket would be 2 items and one plate of cookies (which has 4 cookies on it) would only be 1 item.

- Then write a very short description. You only have the space provided.
- Finally select “**Add Entry**” at the bottom right hand corner.

5. Once you have entered your first exhibit, continue to add additional exhibits.
6. Once entries have been entered, **print off exhibit tags** and securely attach to the exhibit. **Print off 2 copies of the list of entries** and bring to the fair on Monday, August 16<sup>th</sup> from 3:00 p.m. to 6:00 p.m. in the Exhibit Hall (tennis court building) at the Spanish Fork Fairgrounds at 475 South Main, Spanish Fork.
7. Pick up exhibits and premium money on Monday, August 23<sup>rd</sup> from 11:30 a.m. -12:30 p.m. in the Exhibit Hall (tennis court building) at the Spanish Fork Fairgrounds at 475 South Main, Spanish Fork. **All premium money not picked up at the fair will be forfeited.**
8. A \$25 handling fee will be charged for all exhibits not picked up at the fair.



**Utah County Fair**

**Check In Day – Monday August 16, 3:00 p.m. to 6:00 p.m.**  
**Pick Up Day – Monday August 23, 11:30 a.m. to 12:30 p.m.**

**Spanish Fork Fairgrounds**  
**475 South Main**  
**Spanish Fork**

**If you cannot log-on as a leader or your youth are not listed in the database. Call the 4-H Office at (801) 851-8470 and we will try to assist you.**

Good Luck!!!