

## Entering Cloverbud Animal Exhibits

Have your Cloverbud Animal Showmanship Planning Form filled out and ready to assist you when entering exhibits.

1. Login to Fair Entry- see instructions for Getting Started
2. Select your Exhibitor
  - a. Click **Add an Entry**
3. Select the appropriate *Department*, then click **Choose**
4. Select the *Showmanship Section*
  - a. Click the green **Select** Button
  - b. If this is correct, click **Choose**
5. Find the *Cloverbud Showmanship Class*, which is always *03*
  - a. Click the green **Select** Button
6. Click **Continue**
  - a. You will be asked if you are bringing your own animal or using an animal exhibited by someone else
    - i. Please select the appropriate answer so we can plan stalling and cage assignments
    - ii. If you are planning to bring your own pig, please contact Mark at [mjw16@cornell.edu](mailto:mjw16@cornell.edu) or call 585-991-5420 | 585-335-1752
7. Click **Continue**

### What do you want to do next?

8. To add more entries for this Exhibitor, click **Add another Entry**
  - a. A **Choose Department and Section** window will pop up. You can:
    - i. Click the green **Choose** button to enter another exhibit in the same Section/Class
    - ii. Click the blue **Change** for *Department* or *Section* to find another entry.
  - b. Repeat steps 3 through 8 until complete
9. To add another family member, click **Register another Exhibitor**
  - a. Repeat steps 2-8 for each additional Cloverbud family member

When you have all Exhibits – Animal, Building, Contests, etc. entered for EACH family member, go to How to Submit

**\*\*See the next page for instructions on entering Cloverbud Building Exhibits\*\***

## Entering Cloverbud Building Exhibits

Have your Cloverbud Building Exhibit Planning Form filled out and ready to assist you when entering exhibits.

10. Login to Fair Entry- see instructions for Getting Started
11. Select your Exhibitor
  - a. Click **Add an Entry**
12. Scroll down the list of *Departments* and select **4-H Building Exhibits**
13. Scroll through the list and choose the corresponding *Section*
  - a. Click the green **Select** Button
  - b. If this is correct, click **Choose**
14. Find the *Cloverbud Class*, which is always *00*
  - a. Click the green **Select** Button
15. Click **Continue**
  - a. You will be asked for an **Entry Description**
    - i. Please give your exhibit a unique name, such as Solar System Poster, Peanut Butter Cookies
    - ii. If you don't have a specific name (for instance you plan to bring photographs, but don't know which ones yet, you can skip this question).
16. Click **Continue**

What do you want to do next?
17. To add more entries for this Exhibitor, click **Add another Entry**
  - a. A **Choose Department and Section** window will pop up. You can
    - i. Click the green **Choose** button to enter another exhibit in the same Section/Class
    - ii. Click the blue **Change** for *Department* or *Section* to find another entry.
  - b. Repeat steps 3 through 8 until complete
18. To add another family member, click **Register another Exhibitor**
  - a. Repeat steps 2-8 for each additional Cloverbud family member

Remember- **DO NOT CONTINUE TO PAYMENT OR SUBMIT** until all family members have been entered. Once you SUBMIT, you will be locked out until a 4-H Educator approves your entries.

When you have all Exhibits – Animal, Building, Contests, etc. entered for **EACH** family member, go to **How to Submit**