Getting Started
!*!*Do not use Internet Explorer as your internet browser*!*!

Important Information to Remember
- When navigating through the fair entry system, DO NOT use the back button
- **DO NOT SUBMIT** your invoice until all entries have been made for all family members
    - Once you submit your invoice (entries) you are locked out until they are approved by the 4-H Staff
- Please plan ahead and do not wait until the deadline to enter your exhibits. We do anticipate families having questions on the entry process. If you have questions or run into problems do not hesitate to contact us! Please *do not wait.*
    - Mark: mjw16@cornell.edu or 585-991-5441
    - Jenn: jls669@cornell.edu or 585-991-5439

- Print your list of entries after they have been approved. Once the entry period has closed, you will no longer have access to your Fair Entry Account
- We have set up a Fair Entry Help Night (see the Livewire for details). Please bring your Exhibit Planning Forms and we will help you with entries. If you cannot attend, we can make an appointment to meet with you.

Instructions
1. Go to fairentry.com
2. Click **Find Your Fair** at the top
3. Use the *Search by keyword* option and type **Hemlock**
4. Click on **2024 Hemlock Fair**
5. On the right, click **Create a FairEntry Account (**under the Sign-In boxes**)**
    a. Enter your email. This email will be used to create entries for your entire family
    b. Click **Create Account**
    c. Enter the requested information
        i. Please enter your last name as the Account Name
    d. Click **Create Account**
6. Click **Begin Registration**
7. Click on **Register an Individual**
8. Enter all information requested. Click **Continue** after each section
9. Click **Continue to Entries**
    a. There are separate instructions for entering each of the different departments found below. Please follow the correct set of instructions
        i. Animal Departments
        ii. Horse & Dog Departments
        iii. Building Exhibits
        iv. Club Exhibits
        v. Cloverbud Exhibits
10. Click **Add an Entry** to start your entries