

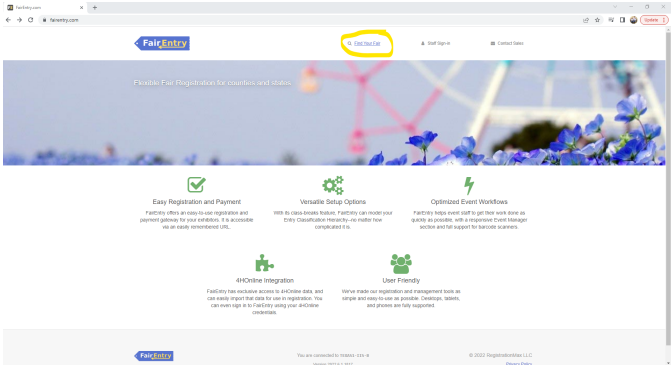
# Osage County Fair Entry

## Step-by-Step Guide

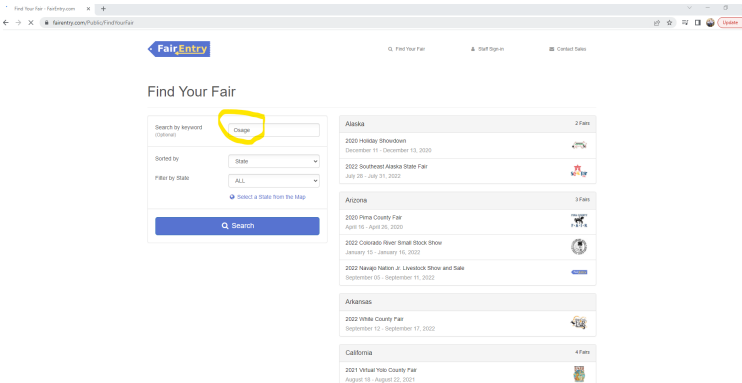
1. Open the online website below.

<http://osagecountyfair.fairentry.com>

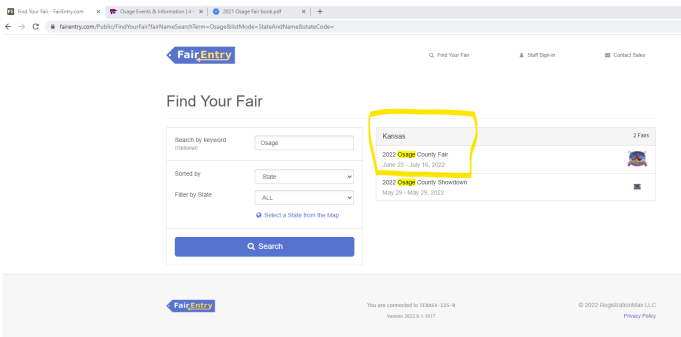
2. Select “Find Your Fair” at the top of the page if it doesn’t take you directly to the Osage County Fair



3. Type “Osage” in the search by keyword box and then select the blue “Search” button.



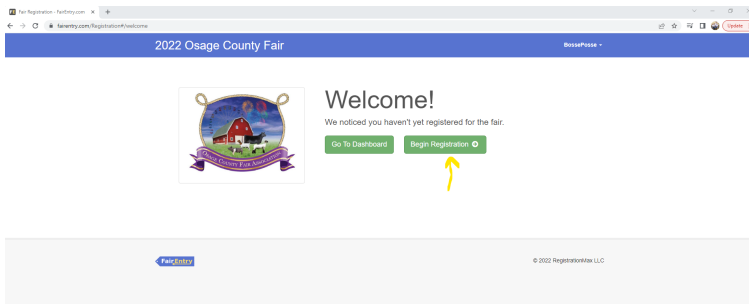
4. Select the Osage County Fair by clicking on “2022 Osage County Fair” on the right.



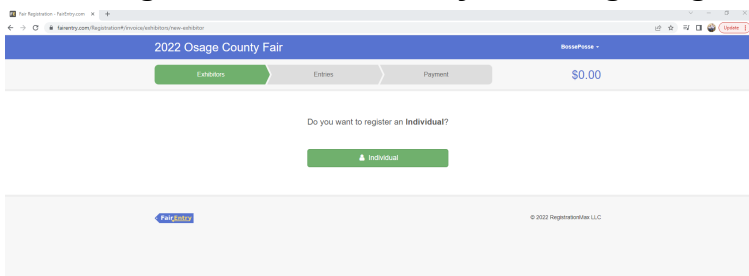
## 5. Scroll down to “Create” a login or “Login” to Fair Entry



## 6. Select “Begin Registration”



## 7. Register an individual by selecting the green “individual” button.



## 8. Create a new exhibitor or select an existing exhibitor

**9. Complete the Contact Info Section by entering a phone number and email address and then select the green “Continue” button**

**10. Enter the exhibitor’s address and select the green “Continue” button**

**11. Scroll down as you read through the Questions section. After reading check the box “We agree to follow the 4-H Code of Conduct” and then select the green “Continue” button**

**2022 Osage County Fair** BossePosse

Exhibitors Entries Payment \$0.00

Bosse, Hadley

Personal Details Contact Info Address Questions Review

**Questions**

We all are looking forward to an exciting fair and encourage 4-Her's to make new friends, help others and learn something new!

As we work to make the Osage County Fair a success by implementing the new online fair software we greatly appreciate your patience and understanding as we work through snags. Please know that with the 4-Her in mind, we will be working diligently to eliminate issues as they arise. For questions you can contact your 4-H leader, and extension agent (Jessica or Jo) or an Osage County Fair board member. We are here to help you!

Dates and Times to note:

- Fair Set Up: Thursday, June 30th @ 6pm
- Late Entry Fee \$10/exhibit or entry
- Fair Check In: Wednesday, July 6th, 8am - 11am
- Goat & Sheep Vet Check: Wednesday, July 6th 10am
- Mandatory Livestock Meeting Wednesday, July 6th at 12pm
- Livestock Sale Card and Withdrawal Forms must be turned in to Amanda Croucher, Josie Bosse or the Fair Office Mailbox (located outside the fair office exterior door) no later than 30 minutes following the conclusion of the Swine Show Friday Evening.
- Exhibits released on Saturday from 11am - 2pm
- Livestock will be released on Saturday, July 9th
- Fair Clean Up will be Sunday, July 10th from 12-3pm
- Premiums will be released to those who help with fair clean up on Sunday.

2. I (4-H member and Parent/Guardian of the member entering), will abide by the Kansas 4-H Code of Conduct. (<https://www.kansas4-h.org/resources/policy-guide/Kansas%204-H%20Youth%20Code%20of%20Conduct.pdf>) If an issue arises the Osage County Fair Association will work in partnership with the Frontier Extension Office to resolve the matters at hand.

We agree to follow the 4-H Code of Conduct

Continue

**12. Select the green “Continue to Entries”**

**2022 Osage County Fair** BossePosse

Exhibitors Entries Payment \$0.00

Personal Details Contact Info Address Questions Review

Please review the exhibitor registration.

Continue to Entries

**13. You can choose at this point to add all exhibitors in your family by selecting “register another Exhibitor” or start entering entries for the exhibitor you just created by selecting the green “Add an Entry” button to the right of the exhibitors name.**

**2022 Osage County Fair** BossePosse

Exhibitors Entries Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

Register another Exhibitor

Continue to Payment

0 Entries

Add an Entry

**14. We will continue the entry process by selecting the Department of the entry (4-H beef, 4-H Non-Livestock, Open-Beef, etc) You may need to scroll down to find the option you are looking for**

Choose Department and Division

4-H Bucket Calf	Select
4-H Dog/Pet/Cat	Select
4-H Horse	Select
4-H Non Livestock	Select
4-H/FFA Beef	Select
4-H/FFA Dairy	Select
4-H/FFA Dairy Goat	Select
4-H/FFA Meat Goat	Select
4-H/FFA Poultry & Rabbit	Select
4-H/FFA Sheep	Select
4-H/FFA Swine	Select
Open - Non Livestock	Select
Open Boy Scouts	Select
Open Girl Scouts	Select
Open-Beef	Select
Open-Bucket Calf	Select
Open-Dairy	Select
Open-Dairy Goat	Select
Open-Dog/Pet/Cat	Select
Open-Meat Goats	Select
Open-Poultry & Rabbit	Select

15. Choose a Division then select the green “Choose” button

Choose Department and Division

Department	4-H/FFA Meat Goat	Change
Division	Market Meat Goat	Change

Cancel Choose

16. Select Type of entry within the division (in some divisions this option will not appear, in that case skip to the next step)

Choose Department and Division

Department	4-H/FFA Meat Goat	Change
Breeding Meat Goat <span>Select</span>		
Market Meat Goat <span>Select</span>		
Meat Goat Showmanship <span>Select</span>		

Cancel Choose

17. Complete the Class information

-Select the Class by checking the correct box on the right

-Select the blue “Change” button in the Club box to select your club (4-H club, FFA Chapter, Open, Etc)

\*\*If this is a Non-Livestock entry you will check the box next to the correct class and select the number of entries you will be bringing in that class. Then skip down to step 21.

2022 Osage County Fair

Exhibitors | **Entries** | Payment | \$0.00

Create One or More Entries

Exhibitor: [Redacted] Individual [Change](#)

Department / Division: 4-H/FFA Meat Goat / Market Meat Goat [Change](#)

Make your Club, Animal, and Class selections to continue. [Continue](#)

Club: [Change](#)

No Club (Open)

When entering into an Open Class, your club selection will be treated as No Club (Open).

Class or Classes:

1520: Meat Goat Under 50 lbs.

1521: Meat Goat Over 50 lbs.

Animal(s): [Add Animal](#)

Allowed Animal Types:

- Goat

Enter a single animal (selected)

Enter a pen of animals

I will specify animal(s) later

You do not currently have any eligible animals.

## 18. Select the “Add Animal” button in the Animal(s) box

2022 Osage County Fair

Exhibitors | **Entries** | Payment | \$0.00

Create One or More Entries

Exhibitor: [Redacted] Individual [Change](#)

Department / Division: 4-H/FFA Meat Goat / Market Meat Goat [Change](#)

Make your Club, Animal, and Class selections to continue. [Continue](#)

Club: [Change](#)

Willing Workers **4H**

When entering into an Open Class, your club selection will be treated as No Club (Open).

Class or Classes:

1520: Meat Goat Under 50 lbs.

1521: Meat Goat Over 50 lbs.

Animal(s): [Add Animal](#)

Allowed Animal Types:

- Goat

Enter a single animal (selected)

Enter a pen of animals

I will specify animal(s) later

You do not currently have any eligible animals.

## 19. Add animal information by selecting the “Animal Type” from the drop down menu, then enter the information requested below. Select the green “Save” button to continue.

20. You will return to the Entry screen and select the green “Continue” button in the middle of the page.

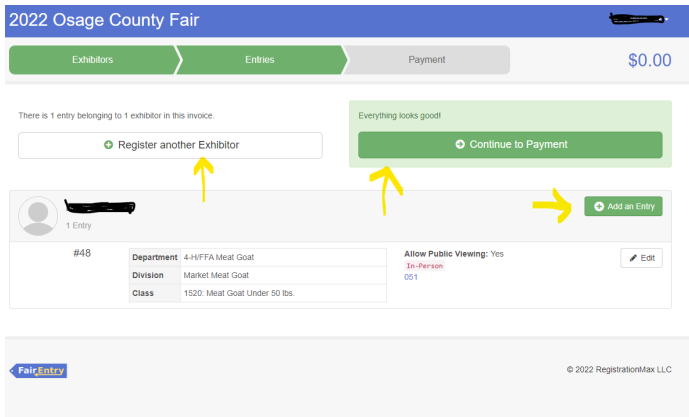
21. Review your selections will pop up. Double check the entry then select the green “Create Entries” button at the bottom.

22. You will then be redirected to the Entries tab you saw earlier. You can do the following from this point:

-Add another entry for this exhibitor (green “Add an Entry” button on right)

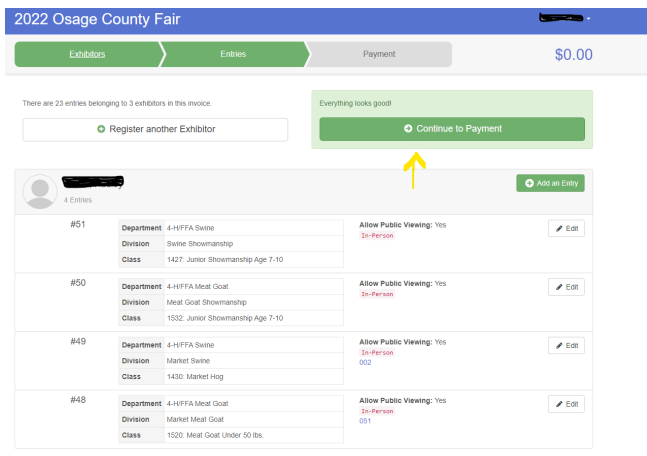
**-Register another Exhibitor (white box, top left)**

**- “Continue to Payment ” if you are completely done enter for all kids in the family and all entries are accounted for.**

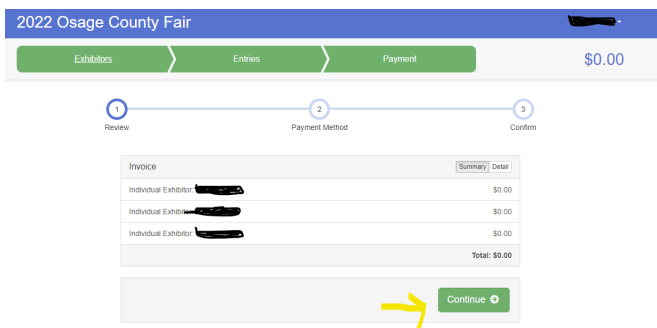


**23. When you have everyone and everything entered select the green “Continue to Payment” button at the top right**

**\*\*Don't forget to review your entries\*\***



**24. The payment screen showing the summary of Exhibitors will pop up. Select the green “Continue” button at the bottom right**



**25. Continue through the Payment Method screen by clicking the green button at the bottom right**



2022 Osage County Fair

Exhibitors > Entries > Payment \$0.00

Review (1) Payment Method (2) Confirm (3)

A payment method is not necessary because your invoice total is \$0.00

Continue

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**26. Select the green “Submit” button at the bottom right to complete your entries.**

2022 Osage County Fair

Exhibitors > Entries > Payment \$0.00

Review (1) Payment Method (2) Confirm (3)

One last step!  
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.


Payment Total

No payment is necessary

Submit

**27. You will see the “Thanks!” screen when you have completed your entries.**

2022 Osage County Fair



Thanks!

Thank you for participating in 2022 Osage County Fair.

An email confirmation of your submission has been sent.  
If the fair management finds any issues with your registration, you will receive another email.

Visit Dashboard Sign out

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**If you have questions please call the extension office at 785-828-4438 or email [osagecountyfair@hotmail.com](mailto:osagecountyfair@hotmail.com) and we will get back with you as soon as possible.**