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
12. Select the green “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.

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

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

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.

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

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

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

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