

EXHIBITOR INSTRUCTIONS FOR 2022 FAIR ENTRY

A. 4-H Online: If your contact information needs *updating*, send to bildnert@msu.edu (Fair does NOT use any 4-H project information) This step needs to be done 24 hours prior to starting Fair Entry !

This servers as the exhibitor link into Fair Entry.

B. If not in 4-H (FFA or Independent) Create all your exhibitor information here.

If contact info is updated for 4-H online, please ensure it's correct in fairentry too!

Visit: <https://branchcountyfair.fairentry.com>

FAIR ENTRY WILL OPEN JUNE 6, 2022

DEADLINE TO ENTER 2022 FAIR: JULY 6, 2022

CHANGES CAN BE MADE UNTIL: JULY 13, 2022-NO ADDITIONS CAN BE MADE! Program will close at 11:59 pm

MAKE A LIST OF ALL PROJECTS YOU PLAN TO EXHIBIT AND GROUP THEM TOGETHER BY DEPARTMENT (CRAFTS, SPECIES, ETC)
REMEMBER: YQCA, JR LIVESTOCK CERT, EQUINE Online Course must be uploaded to fair entry prior to July 6, 2022.

1. On the Fair Entry Welcome Page if you are SHOWING LIVESTOCK:
 - a. Click on the link for Owners Certificate and complete.
(An email will be sent to the fair office and returned to your email-PLEASE SAVE)
 - b. Click on the link of Leased Animal Certificate and complete
(An email will be sent to the fair office and returned to your email-PLEASE SAVE)
 - c. NOTE: YQCA certificates will be uploaded under animal department. (Make sure you have your 2022 certificate saved to your computer)
2. Enter Branch County Fair- Search for your last name- Click on your name to view
3. Click on Register exhibitor via invoice (there are no fees, this is the method to enter)
4. Make sure registration information is correct!!
5. Continue to Entries.
6. Choose Add an Entry. Select the department for the first project. Select the first section, select the correct class or classes. CONTINUE Review before Create Entries.
7. Make sure the correct club is listed on the left (housing in the barn together) All Independent Exhibitors will be penned together.
8. A blue box may appear...IE YQCA, Upload here. If a blue box: INCOMPLETE, choose edit and complete what is missing.
9. Add another entry
10. When entering animals, you must add each animal individually. Be prepared to complete tag, or tattoo number (small animal, dogs & horses use names) Include details at that time.
11. Continue with all projects. On the last page, you can view the details. After you submit, a copy goes to the fair office and one returns to your email. Changes can be made until 7/13/22.
12. Please forward a copy to your Club's Organizational Leader so they have a copy of your entries.

OUR FAIR IS FREE FOR EXHIBITS, SO NO PAYMENT IS REQUIRED.