Staff Login Accounts for 4-HOnline Managers

Approved logins and permissions can be created for each person who will be working in FairEntry. Each account, with the exception of the Organizational Administrator account, can be linked to a 4-HOnline MANAGER (not family) login account, or to any other email address. Permissions can be as broad, or narrowly constrained, as necessary.

The following “rules” are very important to remember as you set up staff, so that they will be able to successfully login to the fair(s) with the correct permission level.

* Each person needs to only have ONE login account (email address). Don’t set any individual up with two different email account logins for one fair—like their 4-HOnline Manager email and their personal email.
* Each email address must be used as EITHER “invite by email” or “4-HOnline account”. Don’t set an email address up with permissions for two fairs in your organization, one as 4-HOnline and one as FairEntry (“invite by email”).
* A FAMILY 4-HOnline email account cannot be assigned to a fair staff login, only 4-HOnline manager accounts.
* The 3 roles of Organizational Admin, Fair Admin, and Fair Manager should always be the ONLY role for one email address within one fair. Don’t ever set up an account that is both the Organizational Admin and the Fair Admin, or Fair Admin and Check-in Agent, for example.
* The staff roles of Check-in Agent, Results Agent, Class Breaks Agent and Sale Agent can be added to the same email address, but not in combination with any of the higher roles. So, a person could be a Check-in Agent and a Results Agent, just not in combination with Admin or Manager roles.

Account Types/Permissions

**Organizational Administrator**

* This is set up by the company at initial subscription. This account represents the “owner” of the license for the program. It can only be changed by contacting support@fairentry.com
* This is the only account type that cannot be linked to a 4-HOnline manager account, although the same email address could be used. *However, using the 4-HOnline email address may result in confusion, as the person logging in will not be able to use the green “Login with 4-HOnline” button for this administrator account.*
* Complete permissions to the program, setup, and data, including creating a new fair, deleting a fair, and setting the custom URL for the fair’s public login page.
* DO NOT combine this role with any other(s).

**All Other Account Types:**

* Created by the Organizational Admin or other Fair Admin,
* Can be linked to 4-HOnline manager account, or to another email account.

**Fair Administrator** (Cannot be combined with any other permission level)

* Complete permissions to the program, setup, and data
* Cannot create a new fair, delete a fair or set the custom URL for the fair’s public login page.
* DO NOT combine this role with any other(s).

**Fair Manager** (Cannot be combined with any other permission level)

* Complete permissions to entry data in all departments, no Setup, Hierarchy or Finance menus/functions.
* DO NOT combine this role with any other(s).

**Check-in Agent**

* Permission only to check in entries at the fair
* Can change an entry to a different class before the entry is checked-in
* No Setup, Hierarchy, Finance, Exhibitor or Entry menus and functions
* Can be configured to only specific department(s), division(s), class(es) if desired
* Can be combined with Class Breaks Agent, Results Agent and/or Sale Agent permissions

**Class Breaks Agent**

* Permission only to break classes
* Cannot change entry data
* No Setup, Hierarchy, Finance, Exhibitor or Entry menus and functions
* Can be configured to only specific department(s), divisions, class(es) if desired
* Can be combined with Check-in Agent, Results Agent, and/or Sale Agent permissions

**Results Agent**

* Permission only to enter results
* No permission to change entry data
* No Setup, Hierarchy, Finance, Exhibitor or Entry menus and functions
* Can be configured to only specific department(s), division(s), class(es) if desired
* Can be combined with Check-in Agent, Class Breaks Agent, and/or Sale Agent permissions

**Sale Agent**

* Permission only to configure the Sale Order, upload buyers, setup destinations and donation recipients, record bids and add-ons, apply adjustments and record buyer payments
* No permission to mark entries for sale, generate or print sale checks or print reports (includes invoices and statements)
* Can be combined with Check-in Agent, Class Breaks Agent, and/or Results Agent permissions

Creating Staff Accounts

* Select the Setup Menu, Staff tab.
* Click “Add a Staff Member”
* Select “Choose from 4-H Managers” or “Invite by Email”
* 4-H Managers - Either select the appropriate manager account from 4-HOnline (it’s a pull-down) or enter an email address, then click Continue.
* Invite by Email - enter the First and Last name of the staff being added and click “Create Account and Add Staff Member”.
* Back on the Staff screen, click on the down-arrow beside the name, and select “Add Permission”, selecting the permission set that you wish to assign to that person, using the definitions on the previous page.
* An email message with login instructions is mailed to the newly created staff person within a few minutes.

Login Options

**All accounts, including Organizational Admin**

The staff login method below is the best one to use for all staff logins. Using the custom URL for the home page of the individual fair has these constraints:

* Login is only available when registration is open. Once the last registration date passes, no logins from families or staff will work.
* If the fair is configured to allow only 4-HOnline exhibitors/families to sign in, staff with non-4-HOnline accounts will not be able to login.

Staff Login

* Go to <http://www.fairentry.com> and click on the “Staff Sign In” link in the upper right corner.
* Sign in with 4-HOnline: accounts linked to 4-HOnline manager accounts (NOT for Organizational Admin): Select 4-H Organization (state) and Role (State, District, County), then click the green “Sign in with 4-HOnline” button.
* Sign in with FairEntry: accounts not linked to 4-HOnline (including Organizational Admin). Enter Email and Password. If staff member is linked to multiple fairs, they will be asked to select which fair on the following screen.

Things to remember:

* FairEntry staff can only be added with their 4-HOnline account if they have permissions in 4-HOnline to the county linked to FairEntry in 4-H Integration. Example: 4-HOnline staff in CountyA cannot be added as FairEntry staff in CountyB, even if they are a volunteer in that county. Only CountyB 4-HOnline managers can be added as FairEntry staff (linked to 4-HOnline) in CountyB fair.
	+ Managers could be added as “invite by email” using their 4-HOnline login for a different county. *However, that will cause a great deal of confusion when they are logging in and deciding whether to “Sign in with FairEntry” (for their volunteer county) or “Sign in with 4-HOnline” (for their staff role county).*
* FairEntry Staff with accounts linked to their 4-HOnline account will only be able to login to the fair with their correct level of 4-HOnline manager. If they have 4-HOnline and FairEntry permissions in multiple counties, when they login, they will select which fair they are logging into.
* FairEntry Managers with accounts linked to their 4-HOnline account can be restricted to only accessing information for their County in the case of a multi-county event. Click the drop-down arrow next to the Staff Member’s name and select Restrict to County. If you would like to allow the County manager to create entries, but sure to click on the toggle at the top of the page to allow County-Restricted managers to create approved entries.