

FairEntry

Entry Settings and Points & Premiums Planning Guide

Please use this guide as a tool to collect information you will need to set up for entry settings, points & premiums and livestock

Who will participate in your fair/show? (check all that apply)

- 4-H Exhibitors
- FFA Exhibitors
- Open Class Exhibitors

Which areas are you planning to set up in FairEntry? (check all that apply)

- Building Exhibits (static)
- Livestock
 - Market Animals
 - Breeding Animals
 - Other Animals (ie Horses, Dogs, Pets)
- Special Contests (ie. Fashion review, Tractor Pull, Shooting sports)

General Set Up Questions:

Do you plan to integrate with 4HOnline? Yes No

If you are integrating with 4HOnline, are your 4-H exhibitors required to be enrolled in specific projects in order to enter certain divisions? Yes No

If yes, you will need to know which project(s) correspond(s) with each division (Example: enrollment in the photography project is required for entries in the photography division; NOTE: this only applies to 4-H exhibitors)

Do you charge any entry fees? Yes No If yes, you will need to know what those fees are and the departments/divisions/classes to which they apply:

Do you need exhibitor Social Security numbers for 1099 purposes? Yes No

Do you need your exhibitors to enter their birthdate or grade (this will apply to all exhibitors who are not entering with a 4HOnline account)? Yes No

Do you plan to promote entries to a district or state fair that is also using FairEntry? Yes No

If yes, you will need to know to which fair/show the entries will be promoted

Do you need your exhibitors to enter a detailed description about any of their exhibits? Yes No

If yes, you will need to know which departments, divisions or classes require a detailed description:

Do your exhibitors need to associate their entries with a Club/Chapter? Yes No

If Yes, does this apply to all departments (including open class) or just certain departments? If it applies to certain departments you will need to know which:

Are there any areas of the fair that are restricted to only 4-H exhibitors? Yes No

If yes, you will need to know the departments/divisions or classes to which this applies:

Are there any areas of the fair that do not allow 4-H exhibitor entries? Yes No

If yes, you will need to know the departments/divisions or classes to which this applies:

Are there any areas in which an exhibitor is not allowed to enter his/her own entry and an Agent (aka FFA Advisor, Club Leader) must create and submit the entry on their behalf? Yes No

If Yes, you will need to know which departments, divisions and classes are only allowed to have entries made by an Agent on behalf of an exhibitor:

Is there a maximum number of entries a single exhibitor may submit in the fair/show or specific departments, divisions or classes? Yes No

If yes, you will need to know what these limits are and to which departments/divisions/classes they apply:

Premium Set Up Questions:

Would you like FairEntry to calculate the total amount of premium money due to each exhibitor after the fair?

Yes No We don't award premium money for ribbons or placings

Do you plan to print exhibitor premium checks within FairEntry? Yes No

If premiums are paid out, are they all paid in one check/cash payout for all exhibitors? Yes No

Do different Departments pay premiums at different times or on separate checks? Yes No

If yes, you will need to know what departments pay out together and which ones are separate.

Results Set Up Questions:

Please select the type of results each entry could receive in your fair/show: (check all that apply)

- Ribbons
- Placings

- Special Awards (Grand/Reserve Champion, best of show, state fair eligibility)

If you have selected placings, what is the largest number of placings (1st – 100th) that you will need to award in one class? _____

If you have a sale/auction do the Grand and Reserve champions sell before first place class winners? Yes No

You will need to know how Ribbons, Placings and Special awards are given and which classes are eligible for each of the results.



Livestock Set Up Questions:

If your exhibitors' animal data is not entered in the 4HOnline Animal ID system, you will need to know the information needed for show programs, judging sheets and sale programs and reports for each species of animal (ie. Tag, tattoo, animal name, RFID number, birthdate, breed, breeder name, owner name...)

**see list of available fields on page 8*

If you need to collect breed, you will need to know the available breeds for each species of animal.

If you are integrating with 4HOnline is the exhibitors' data regarding their animals entered in the 4HOnline Animal ID system? Yes No

If you are integrating with 4HOnline, are your 4-H exhibitors required to use only the animals they have identified in 4HOnline? Yes No

If yes, you will need to know the divisions to which this restriction applies:

If you are integrating with 4HOnline and your exhibitors have entered their animal information in 4HOnline, are your exhibitors allowed to share an animal with someone else in their 4HOnline family? Yes No

If yes, you will need to know the divisions in which they are allowed to share an animal:



Are there any classes that allow more than one animal to be associated with a single entry (i.e. Pen of 3, cow/calf pair)? Yes No

If yes, you will need to know which classes allow for more than one animal and how many animals may be associated with a single entry in that class:

Do you need to collect weights for animals at check-in? Yes No

If so, you will need to know which divisions will require a weight at check-in:

Will you need to collect any of the following information at check-in (check all that apply):

Height

Paint/Pen
Number

Sale Tattoo

Which divisions will require the items above?

Height: _____

Paint/Pen Number: _____

Sale Tattoo: _____

Will you need to calculate an average daily gain or rate of gain for your animals?
Yes No

If yes, you will need to know which species will require an average daily gain:

Do your animals need to meet a minimum average daily gain at check-in?
Yes No

If yes, you will need to know which divisions this applies to and what the minimum average daily gain is for each division or class:

Are there any rules regarding a limit of how many animals an exhibitor may show in a department/division or class? Yes No

If yes, you will need to know what these limits are and to which departments, divisions or classes they apply:

Are there any rules regarding a limit of how many entries may be associated with a single animal? Yes No

If yes, you will need to know what these limits are and to which departments, divisions or classes they apply:

Animal Type Fields

The Animal Type is a form the exhibitor will fill out with information about the specific animal associated with an entry. This data is often used on Show Programs, Judging Sheets, Entry Cards, Sale Programs and any other livestock reports needed.

Identifier fields – one of these fields is required for each type of animal:

- Tag Tattoo Animal Name

The following fields are available and may be set as required or optional:

Animal Age	FVRCP Vaccination	Rabies Product
Beginning Weight	Date	Serial Number
Beginning Weight	Health Certificate	Rabies Tag Number
Date	Number	Rabies Vaccination
Bordetella	Health Inspection	Date
Vaccination Date	Health Inspection	Rabies Vaccination
Brand	Date	Date Given
Breeder Location	Height	Registered Name
Breeder Name	Height (In Hands)	Registered
Brucellosis Tag	Height Certificate	Association
Number	License Number	Registration Number
Coggins Test Date	Microchip Number	RFID Number
Colors and Markings	NAIS Animal ID	Scrapie Flock ID
Dam Breed	NAIS Permits ID	Sex
Dam NAIS Animal ID	NPIP Identifier	Sire Registration
Dam NAIS Premises	Owned or Leased	Number
ID	Owner Name	Spayed or Neutered
Dam Owned or	Parvo Expiration	Tag Color
Leased	Date	Tattoo
Dam Owner Name	Parvo Vaccination	Type of Pet
Dam Registration	Date	Type of Poultry
Number	Premises ID	Vet-Client-Patient-
Description	Pullorum Test Date	Relationship
Detailed Animal	Purchased or	Weigh-In Location
Type	Leased Date	
Distemper	Rabies Expiration	
Vaccination Date	Date	
Earnotch		