User Guide

Use this QR code to get to the Republic County Fair Entry Website or go to (https://nckfreefair.fairentry.com/)
FFA Families will need to create a Fair Entry Account.
Do you want to register an Individual?

Click Individual and follow the prompts to add your information.
We don't have any questions, click continue.

Make sure information is correct if it is click Continue to Entries. If something is wrong, click edit in the area that needs changed.

If your family has more than one exhibitor, you will click register an Exhibitor. You will fill out the information for that child. Repeat that step for all exhibitors in your family.

Once all your exhibitors have been registered, they will be listed here. Click on create entry and begin selecting items that exhibitor is going to bring to the fair.
Select your first division and follow the steps. For this example, we chose Beef. With all animals there will be extra steps that you will not have with static projects.

*Note: You will have to enter into showmanship for each species you plan on showing in. It will not automatically enter you.
Create One or More Entries

Exhibitor: Concorde River Valley FFA
Department / Division: Beef / Beef Showmanship

Make your Club and Class selections to continue.

Club
Concorde FFA

Class or Classes
- 0101: Senior Beef Showmanship (4-H Age 14-18)
- 0102: Intermediate Beef Showmanship (4-H Age 10-13)
- 0103: Junior Beef Showmanship (4-H Age 7-9)

Quantity: 1

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

- Department: 2022 Cloud County Fair
- Division: Beef
- Club: Concorde FFA
- Animal(s): No Animals

Entry Classes
1. 0102: Intermediate Beef Showmanship (4-H Age 10-13)

Create Entries
Cancel
When you are done, look over your entry. You will see here ours is incomplete.

In our case, we forgot to select our animal. For whatever the problem is, if you have an incomplete, you should get a pop up asking for what you need still.

Click Edit to fix the problem.

If you have more to enter, click add an entry. If you are done, click Review/complete Outstanding Records.
If you are bringing a livestock animal to fair, Fair Entry will ask you these questions. The weight and weight date are not required. The Tag, Breed and Birthdate are required.

Once you are finished, click review/Complete Outstanding Records. Then follow the steps until you get the window that says Submit. Once you submit, you are finished.
A payment method is not necessary because your invoice total is $0.00.

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

- Records will be locked to 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