

Questions from FairEntry#4 Skype session – April 16, 2019

Q: Where can I find the recordings of the previous FairEntry sessions?

A: These have not been recorded, unless you have recorded them yourself so they are on your computer. You will get a much shorter, better quality video on specific topics from the FairEntry help site.

<https://fairentry.zendesk.com/hc/en-us>

Q: Is there a way for their 4-H age to be imported, instead of their birthdate?

A: 4-H age is imported, and is shown in the upper left corner. Some data can be manipulated in FairEntry, however, the imported 4-H age cannot be changed.

Q: Where do I go to see who and what entries have been submitted?

A: Go to invoices

Q: Do you have to approve each exhibit separately? Or is there an option to approve them all at once?

A: You can approve all of the entries on one invoice at one time. That might be an individual member or it might be a family.

Q: Can County staff edit ("fix") an entry, and then accept it? (Rather than reject it)

A: from Kari: yes. You can

Q: Can county staff add an entry from start to end?

A: Yes

Q: If you reject an entry, will it go back to that member?

A: Yes, an email will go back to the family with a statement indicating there was an issue with the entry. For example, yesterday I wrote "exceeding something or nothing" just to show you can write what the issue was. And it will say who rejected the entry.

Your registration with 2019 ND Demo County Fair has 1 or more issues:

Entry #7: 4-H Static / Crop Production / 2114: oat grain sample
"exceeding something or nothing" - Dean Aakre

Don't worry! You can still fix these issues and re-submit.

[Sign in to Fix Issues](#)

Q: What if we have families that cannot enter by computer?

A: You can always enter the exhibits. In fact you can take entries on paper like you have done in the past and enter all of them if you wish. Keep in mind, part of the reason for purchasing this program was to reduce office time. While that may not happen this first year, in the long run it should.

Kari stated: We had some families come in that were not able to use the computer, so we just added all the exhibits for them.

Q: If family does not enter in the entry description (that is required) can they continue? Or is there an error message?

A: It will not let them continue until they have entered something in the description line.

Q: Will we get a notice if there are entry submissions to approve from Fair Entry or 4H Online by email?

A: I do not think so. Once you open entry registration, you should be checking your FairEntry program for entries needing approval every day.

Q: If we anticipate families being resistant to this change, or easily frustrated with it, is there a great way to sell them on it, convince them, and support them? (Other than do it for them)

A: I doubt that doing it for them will convince them. On the other hand, offering to assist them in the process (perhaps in your office), may do the trick. I do think the process for families entering exhibits will be much easier than setting up the program – like you are doing now.

Comment from Taylor: our committee has recommended that we (extension staff) have a "training" for the families and club leaders so they can walk through entry process with us.

Comment from Kari: We sent out the help sheets and the training video, plus we showed the video at the council meeting.

Q: Dean, I'm sorry but I don't remember, Where do they go to populate the Breeds, so the 4-Hers can just choose the Breed?

A: If you want to create a breed list, you need to go into each Animal Type which you have created. I have created a list of breeds available to use as a good start to create your lists of breeds. It is available on the 4-H website: https://www.ndsu.edu/4h/4honline_enrollment_and_registration/

From Kari: I've broken down my poultry to breeding bantams, etc.

Q: So - we can't add breeds to the 4honline types that were brought over???? I can't get to that place....

A: I cannot find a way to do that – one of many reasons to create your own Animal Types.

(Note: The Animal Types piece of this program was an area I was personally struggling to understand.)

Q: Who prints your exhibit tags? The family or the office?

A: The office prints the tags.

A: Can we put an entry cut-off deadline so we have everything done before printing tags?

Q: You establish when entries open and when they close in the Entry Settings tab under Hierarchy. I would think you would not want to print tags until after entries close. However, that is an individual management decision. Most likely, you will have to print some tags later, for changes in entries that occur, etc.

Q: When you set the time for the registration to close. Is that at 11:59 p.m. of that day?

A: I think the answer to that is yes, as I cannot see a place to set the hour – just the day.

Q: Will there be a large order of exhibit tags for all of the offices that need to adapt FairEntry? If so, when should we expect these to arrive?

A: We ordered 20,000 tags (the 4 to a sheet type) MarTech Systems. We will let you know when they arrive and they will be available through the Distribution Center.

Q: Can we make changes to set up once we open it up to registrations?

A: The Administrator can make changes in the set-up, however, keep in mind that set-up changes made after entries have been started may result in errors later on – depending on what the change is.

Q: Family instructions available soon?

A: We have posted a family instruction help sheet on the 4-H website. The last page are comments from Lisa Braton, as she shared some of the different options which Cass County used. We also posted the help sheet Cass County used for their families. So there are two options for you to use, but each county will need to determine, how you want that to work.

Q: Will the number of years they are enrolled in a project sync over?

A: I do not think that information comes over from 4honline – at least I cannot see it.

Q: can we integrate the animal types now, or did I miss that?

A: Do not import Animal Types, please create your own, so you can get the information you need regarding specific animals.