

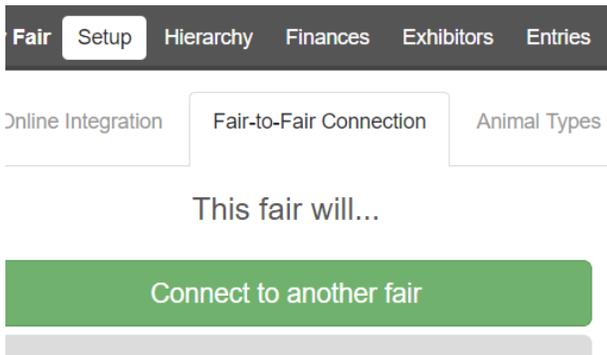
FairEntry—Synchronization

Fair-to-Fair Connection

If your fair is connected to another fair that is using FairEntry (i.e. County and State Fairs), it is necessary to establish the connection between the two fairs in order to promote selected exhibits from one fair to another. Follow the on-screen instructions to find and request a connection to the fair. *This may have been done for you in the initial account setup, but will need to be re-established each year.*

Start by clicking the “Set-up” tab. Once there, click on the lower tab “Fair-to-Fair Connection”.

Once here you are going to choose the fair to connect to. Click the green button “Connect to another Fair”. You should have the option to choose the ND State Fair. See below:



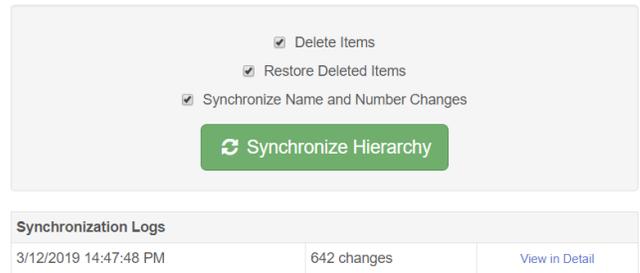
As you scroll down the screen you will see the “Connect to Fair” section. Here you can see that your fair may be pending. This means it has been sent to the state office for approval. Or, rather, they are going to approve for you to connect to them. The state office will grant the approval. Once this is done, your request will change from pending to approval. See below:

Connect to a Fair			
This fair is connected to 2019 North Dakota State Fair 4-H.			
Tue, 3/12/2019	Pending	by Lisa Braton	Organization Admin
Tue, 3/12/2019	Approved	by Dean Aakre	Organization Admin

Synchronize Hierarchy

If you are connecting to another fair, after the fair-to-fair connection has been set up and approved, click Synchronize under the Fair-to-Fair Connection tab to import the hierarchy from that fair. This option is available for county fairs that connect to a state fair and use the same hierarchy (or partial hierarchy).

To do this, check all three available boxes to “Delete Items”, “Restore Deleted Items” and “Synchronize Name and Number Changes”. Proceed by clicking the green “Synchronize Hierarchy” button. It may take a few moments to complete. Once you are synchronized, you will see a log of what was synchronized or changes. See below:



Checking Synced Hierarchy

To see your synced hierarchy is easy to check.

Click on the top “Hierarchy” tab. Once your Fair/Department/Division/Class shows, you can choose your fair. Once that is chosen the synced departments will show. You can follow down the list. Notice the “Synced” behind each category. See below:

Fair	Department	
2019 Red River Valley Fair	4-H Beef Cattle	Synced
	4-H Dairy Cattle	Synced
	4-H Goats	Synced
	4-H Horse Show	Synced
	4-H Poultry	Synced