

TO: All Butler County 4-H Families
FROM: Charlene Miller, CEA Ag/Extension Director
DATE: May 29th, 2019
RE: 2019 Fair Pre-Entry Procedures

Dear 4-H Families,

I hope you are as excited to ***Let the Good Times Grow*** at the 2019 Butler County Fair as we are **but FIRST**
PRE-ENTRIES!!! A huge shout out to the 4-H Extension Council for voting to purchase an entry system that will allow you to do all your fair pre-entries ONLINE! Yes, that is correct! ALL pre-entries (with the exception of a couple minor items listed below) are all online this year! All 4-H division pre-entries are handled by the Extension Office. Here's what you need to know!

- All pre-entries are due by 11:59 p.m. on Friday, June 28th. The system will lock down automatically at midnight and no pre-entries will be accepted at that time and no late entries will be accepted.
- Refer to your Fair Book for what projects require pre-entries. It is your responsibility to check the Fair Book and make sure your 4-H'er is enrolled in the right projects!
 - To double check your 4-H'ers enrollment, log in to <https://ks.4honline.com> and look at their projects. Enrollment to participate in Fair was due by May 1.
- Fair Exhibitor Number – your child's exhibitor number is listed on the bottom right hand side of this letter –this will be required on pre-entries and entry cards at Fair.
- **Fashion Revue** – you will pre-enter online, HOWEVER, you must still submit the script to the Extension Office by 5:00 p.m. on June 28th. If you are enrolled in Fashion Revue – the script form is included with this letter along with the judging form.
- **Certification of Market Animals** – you are still required to fill out this form and submit to the Extension Office by 5:00 p.m. on June 28th. This form must include all signatures and date. If you tagged a market animal, the form is included with this letter.
- Online Entries: We have included a brochure that walks you through online enrollment – please refer to the brochure for the link and details!
 - Please note – the Fair Board only needs Social Security numbers for those exhibiting Market Animals. This site is secure and encrypted.
 - If you are NOT exhibiting a market animal – please enter 000-00-0000 in the social security box.
 - Make sure you make an entry for EVERY project that requires a pre-entry. For example, if you're exhibiting 2 market hogs, you will have to make 2 entries. If it's not on your receipt at the end before hitting submit, then it's not on your pre-entry!
 - Make sure you save a copy of your receipt!
- All forms and information can be found on our website at: <https://www.butler.k-state.edu/4hfair/Fair%20Forms.html>

If you have any questions regarding pre-entry in the 4-H Divisions, your questions need to be directed to the Butler County Extension Office. Our phone number is 316-321-9660. If you need computer access to do the online entries, please call the office to schedule a time to come by. We are happy to help you!