# 2026 Muskingum County Junior Fair Livestock Entry Instructions

## Overview

- All 4-H and FFA youth **must** complete livestock entries in order to exhibit. THIS IS NOT FOR OPEN CLASS ENTRIES. This is a separate entry from the 4-H/FFA project enrollment due April 1.
- Livestock entries must be submitted online in Fair Entry (muskingum.fairentry.com) by established deadlines listed below, **NO EXCEPTIONS**. You can use a computer or mobile device, but a computer is recommended. If you use a mobile device, use in landscape mode.
- Fair Entry will open June 1 for all entries except market rabbits. It will open for market rabbits on July 23.
- **Create ALL entries for ALL family members before submitting your invoice,** or you will not be able to add additional classes/entries to your family until your entries are approved by the Fair Entry Manager. Double check that entries are correct, because you cannot edit entries once submitted.
- **If you have questions, ask!** If you need assistance with the entry process, contact the Extension Office: 740-454-0144, Jamie McConnell (mcconnell.210@osu.edu). **Extension staff are not available to help outside regular business hours (M-F, 8 a.m.-4:30 p.m., closed for lunch 12:30-1:30 p.m.).** You can also contact the Fair Entry Manager at 740-280-2877 or fairentrymanager.muskingum@gmail.com.
- The Fair Entry Manager, NOT the Extension Office, reviews entries and approves/rejects them. Communication about your entries will come directly from Fair Entry or from the Fair Entry Manager (740-280-2877 or fairentrymanager.muskingum@gmail.com). **If you have a question about a rejection you receive, contact the Fair Entry Manager directly.**
- Entries will be reviewed and approved/rejected by the Fair Entry Manager as they are submitted. Families receive an email from Fair Entry when entries are submitted - this **does not** mean the entries are approved. Families should watch for a second e-mail, which will indicate if entries were approved/rejected. If entries are approved, forward this e-mail to your club/chapter leader. If entries are rejected, review the reason and resubmit entries before the deadline. If you do not receive e-mails from Fair Entry, be sure to check your junk folder. You can log back in at any time to review your submissions.

## Deadlines

- All entries are due online by **June 30 at 11:59 p.m.,** EXCEPT market rabbits, which are due **July 28 at 11:59 p.m.** Exhibitors leasing breeding/dairy livestock or horses are **required** to upload a copy of their lease agreement and a photo of their animal when they add the animal to their entry. Lease agreement templates can be found online: muskingum.osu.edu/juniorfair. Exhibitors with purebred hogs will be required to upload registration papers for those animals when they add the animal to their fair entry.
- Showmanship sign-ups for the following species will take place as a part of the registration process: beef, dairy, goat, llama, poultry, rabbit, sheep, swine. When exhibitors make an entry for the species, they will be asked if they would like to participate in showmanship. **Exhibitors must indicate on their entries if they would like to participate in showmanship. If they opt out, they cannot be added to the showbill after the June 30 deadline.**
- All horses age yearling and older are required to have a 5-way vaccination administered by a veterinarian by August 1. Exhibitor must submit documentation of vaccination to the Junior Fair Horse Committee at the entry booth on Day 1 of the Muskingum County Fair by the end of the 12:30 p.m. barn meeting. Any horse that does not have a vaccination record submitted by this time will be dismissed from the grounds.

## Notes about Animal Registration Events

There is no paperwork for exhibitors to bring with them to the following registration events. If the exhibitor is not available to attend, someone else can bring the animal(s).

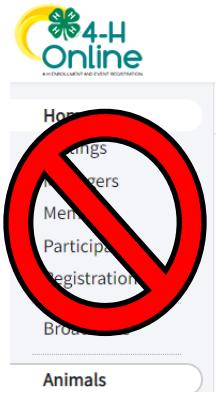
- **Market Goat** - ALL market goats must be weighed in and tagged at June 1 Market Goat Registration. After registration, exhibitors will be responsible for completing the online entry process using the Fair Ear Tag # **by June 30**.
- **Market Lamb** - ALL market lambs must be weighed in and tagged at June 1 Market Lamb Registration. After registration, exhibitors will be responsible for completing the online entry process using the Fair Ear Tag # **by June 30**.
- **Breeding Rabbit** - Rabbits should be tattooed at June 1 Breeding Rabbit Registration if they do not already have a tattoo. After registration, exhibitors will be responsible for completing the online entry process using the appropriate tattoos **by June 30**.
- **Market Rabbit** - ALL market rabbits must be tattooed at July 23 Market Rabbit Registration. After registration, exhibitors will be responsible for completing the online entry process using the appropriate tattoos **by July 28**.
- **Market Hog** - Visit go.osu.edu/muskmarkethog for information about hog tagging options.

## General Tips

- **Each ANIMAL to be exhibited requires a separate entry**, with the following exceptions:
  - **Beef** - Exhibitors entering Beef Breeding Cow/Calf Pair or Pair of Heifers classes will add both animals to the same entry.
  - **Poultry** - Exhibitors only need to complete one entry per class, even for birds exhibited in pairs.
  - **Rabbit** - Exhibitors entering a Pen of Three Fryers will add all animals to the same entry. The pen entry form will require you to enter six rabbits. If you had less than six rabbits tattooed, enter tattoo number 0 for additional rabbits needed to complete the entry.
  - **Sheep** - Exhibitors entering a Pen of Two Market Lambs will add all animals to the same entry. The pen entry form will require you to enter five lambs. If you had less than five lambs tagged, enter tag number 0 for additional lambs needed to complete the entry.
- **Each BACK-UP animal requires a separate entry.** If exhibitors are sharing a household back-up, an entry should be submitted for **EACH** youth sharing the back-up. Shared household back-up means that this animal is a back-up for more than one exhibitor in the same household. Exhibitors can only have one animal that is a shared back-up.
- **Be sure that required documents and photographs are clear and legible,** or you may be required to resubmit. Requests to resubmit photos will be made by the Junior Fair Committee in charge of that species and will come after entries are approved. Front and side view photos are required for all horse project animals. Market hog exhibitors must submit **one photo of the tag in the animal's ear so the 840 tag can be read.** One photo is required for each animal that is leased. Only one animal should appear in the uploaded photos. Photos should be at a close distance so that markings can be seen.
- Step by step instructions begin on page 4 of this document.

## Common Mistakes to Avoid

**DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE ENTRIES. IF YOU HAVE ISSUES OR YOUR ENTRIES ARE INCORRECT, YOU JEOPARDIZE THE OPPORTUNITY TO EXHIBIT AT THE FAIR.**



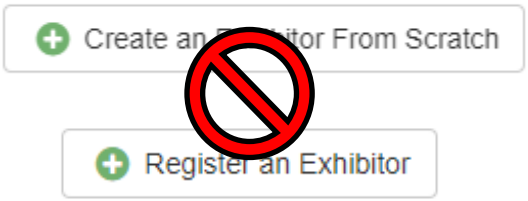

### 4-H Members

- **DO NOT** submit entries in the Animal Tab of 4-H Online.
- Fair Entry is a separate website that uses your 4HOnline log in information.
- 4-H Online Animal Tab Entries **WILL NOT** be accepted.

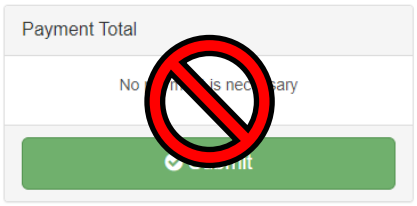
### 4-H Members

- **DO NOT** create a new Fair Entry account with a different e-mail than your 4HOnline e-mail. This will cause issues during the entry process because the system will not be able to match you with the projects you are enrolled in.

- **DO NOT** "Create an Exhibitor from Scratch" or "Register an Exhibitor" if the youth is enrolled in 4-H. All members of the family who are enrolled in 4 -H should show up when you log in! If you have already submitted entries for a youth, you MUST wait until those entries are approved/rejected to add additional entries. DO NOT create a second profile for the same youth.




- **DO NOT** submit your family's invoice **UNTIL** entries have been added for **ALL** of your family members. You will not be able to submit additional entries until they are approved.




- **DO NOT** submit an invoice with no entries for the exhibitors in your family.

- **DO NOT** submit pictures that will require you to resubmit. The purpose of these photos is for members of the committee to be able to identify your animal.
  - Pictures should only have one animal in them.
  - Animals should not be too far away or blurry.
  - Be sure the lighting is good.
  - Markings should be clearly visible.

- **DO NOT** create exhibitor profiles for Cloverbuds. They do not exhibit livestock at the fair.

- **DO NOT** forget to enter back-up animals! Household back-ups need to be entered by each exhibitor sharing the back-up!

The Muskingum County Junior Fair Entry System, as well as posting of Show Bills, Event Results and Sale Bills is made possible through generous sponsorship from:

- Farm Credit Mid-America/Rural 1st
- Muskingum County Farm Bureau
- OSU Extension - Muskingum County

## Fair Entry Instructions

**Visit [muskingum.fairentry.com](muskingum.fairentry.com)**

Recommended browsers: Google Chrome or Mozilla Firefox.

**Sign in using these instructions:**

**4-H Members:**

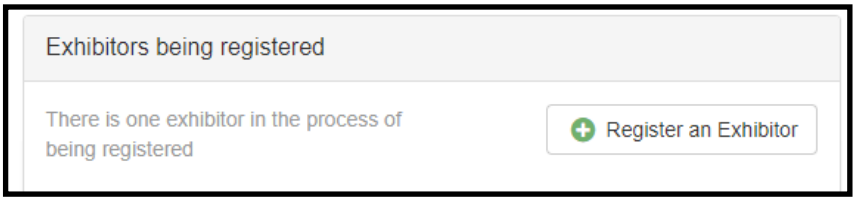
- Click on the green button "Sign in with 4HOnline".
- You will complete entries with your 4HOnline login information (the same email/password you use to enroll in 4-H). **DO NOT CREATE A NEW ACCOUNT IN FAIR ENTRY WITH A DIFFERENT E-MAIL ADDRESS.**
- If you need to reset your password, you will need to do so in 4HOnline, not Fair Entry. It may take some time for you to receive the password reset e-mail.

**FFA Members:**

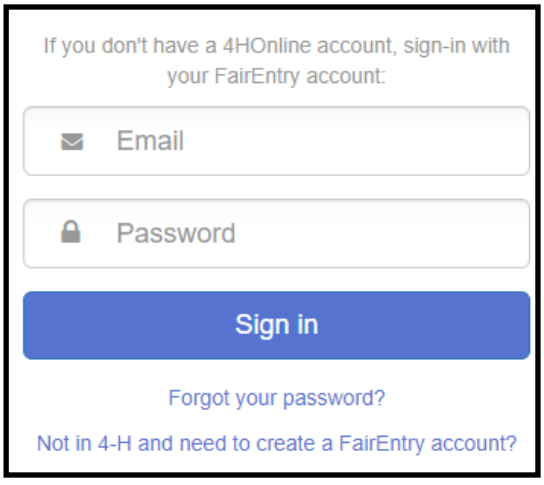
- **FFA members also in 4-H:** Sign in using 4HOnline. Select "Register an Exhibitor" to create a second profile for their FFA entries. They will NOT be able to complete FFA entries using the profile with a green 4HOnline box under the name.
- **FFA members who are not in 4-H, but have siblings in 4-H:** Sign in using 4HOnline - "Register an Exhibitor" for the FFA member and select the chapter.
- **FFA members who are NOT 4-H members:** FFA members not enrolled in 4-H will create a new FairEntry account.

- **4-H Members**
- **FFA Members also in 4-H**
- **FFA members who are not in 4-H, but have siblings in 4-H**

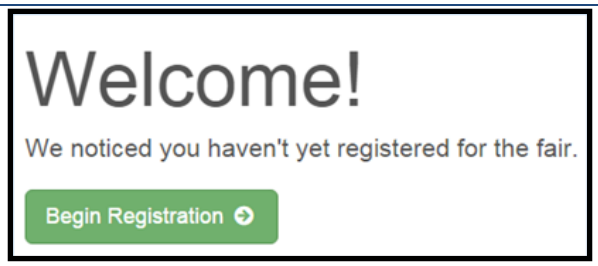
**FFA Members also in 4-H will need select "Register an Exhibitor" to create a second profile for their FFA entries.**




- **FFA members who are NOT 4-H members ONLY**



**Click "Begin Registration."**




**Enter/Review Exhibitor Information.**

- Be sure to enter all required information for each exhibitor.

**4-H Members:**

- If you are in 4-H, some information will populate from your 4HOnline profile. You will have to select your name from the list of possible exhibitors in your family.
- The system will start you on **Step 4: Questions**.

**FFA Members:**

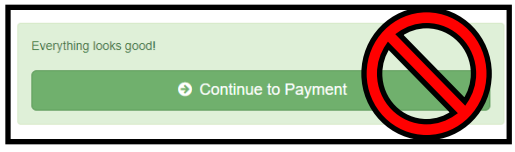
- If you are in FFA, you will have to select the green "Individual" box to start a new profile.

**ALL EXHIBITORS:**

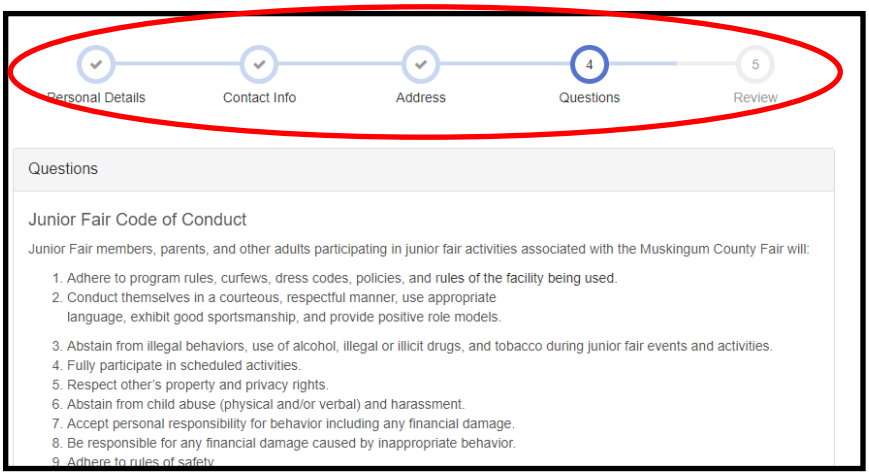
- Review the exhibitor information. If any information is incorrect, click the green "Edit" button in the appropriate group to change it. When all information is correct, click "Continue to Entries".

**IF YOU ARE TAKING A MARKET ANIMAL, DOUBLE CHECK YOUR ADDRESS - THIS IS WHERE YOUR SALE CHECK WILL BE SENT.**

**DO NOT CLICK "CONTINUE TO PAYMENT" AND SUBMIT YOUR INVOICE AT THIS POINT. YOU MUST HAVE ENTRIES.**




**4-H Members:**

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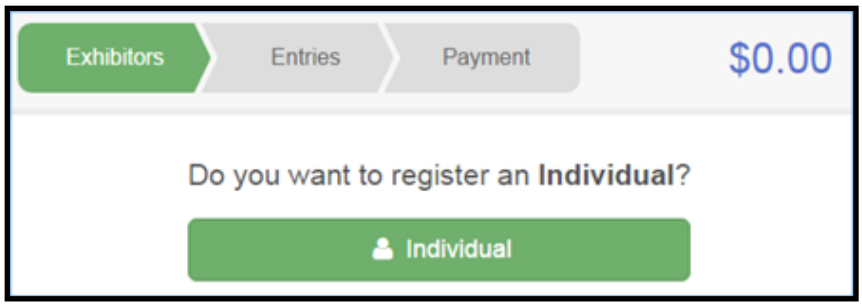
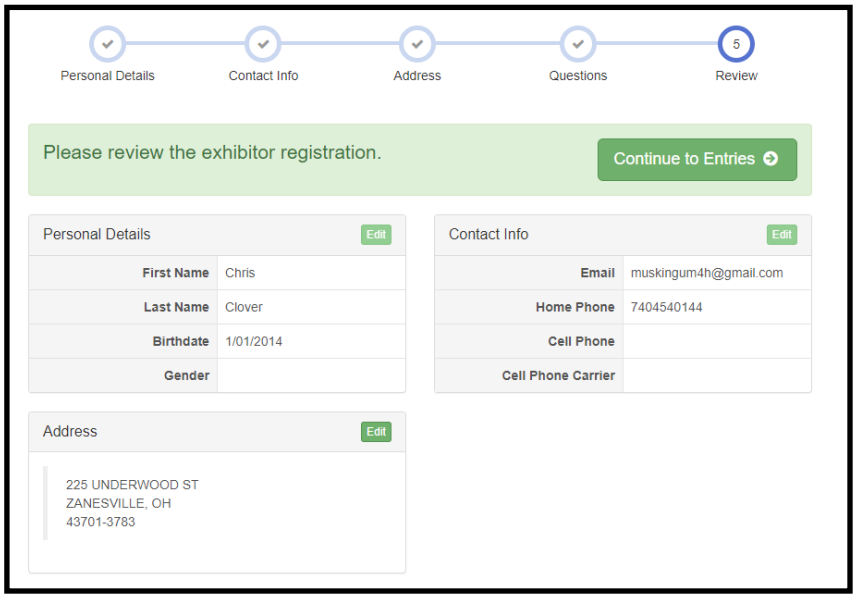
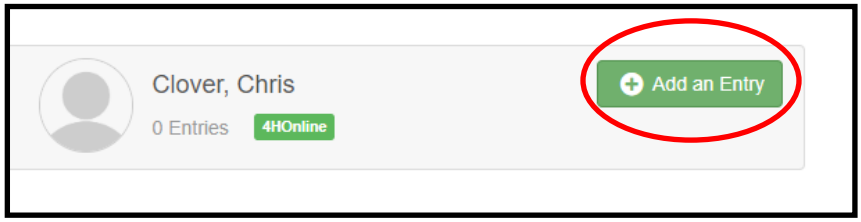


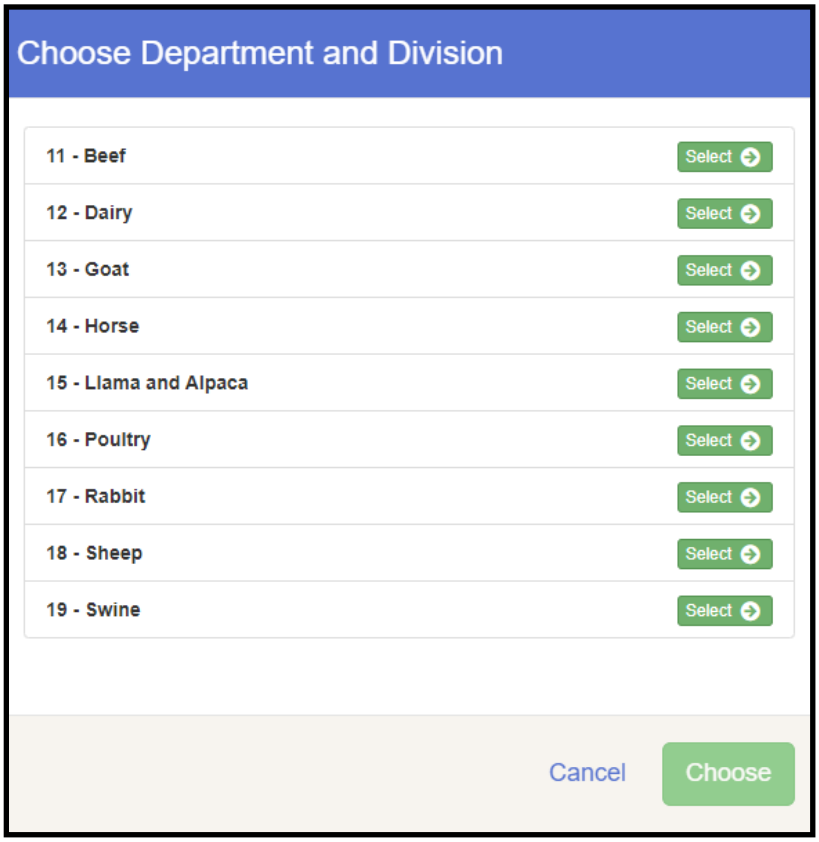

**ALL EXHIBITORS:**

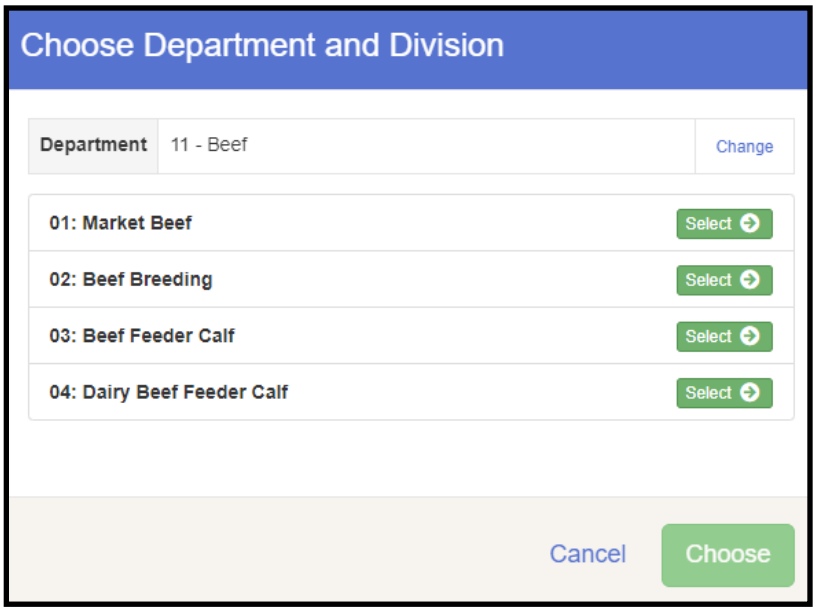


**Create Entries.**

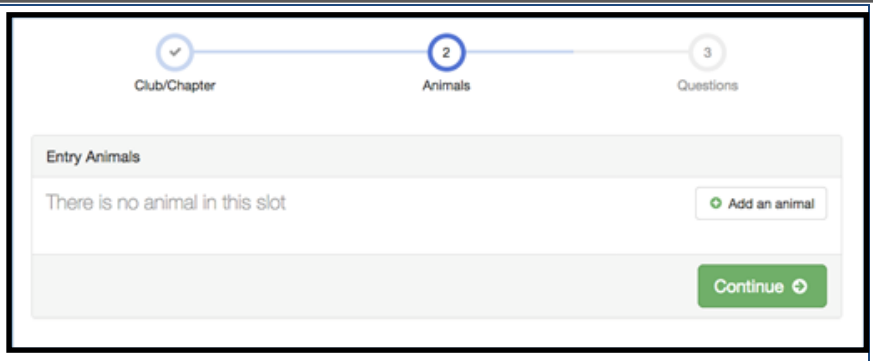
- Review General Tips on Page 2 of this document.
- Click “Add an Entry” beside the correct exhibitor name.
- Click “Select” beside the department for the first entry.
- Select the division and class. 4-H youth who are not enrolled in the correct 4-H project for a division will be notified and cannot enter the class.
- **BE SURE THE ANIMAL DATE OF BIRTH MATCHES THE CLASS YOU SELECT WHERE APPROPRIATE.**

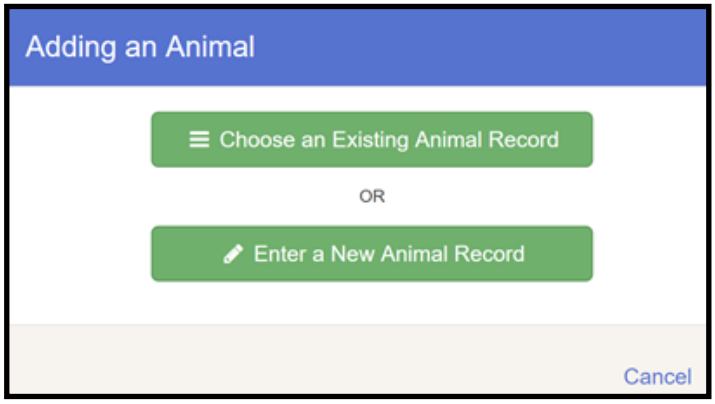


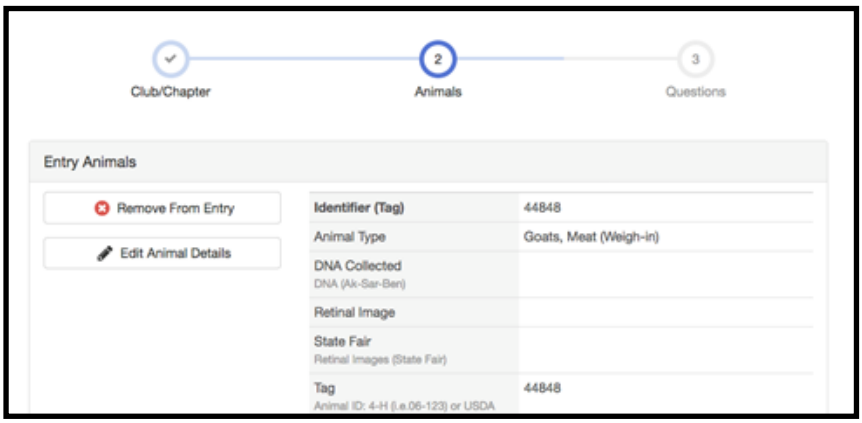



- Select a club/chapter for the entry.
- For species except llamas, you must specify which animal will be exhibited in this class; you will see the option to “Add an animal”.
- Choose “Enter a New Animal Record” to add animal information.
- Fill in all of the fields with information about the animal. **BE SURE TO CORRECTLY ENTER BREED, DATE OF BIRTH, TAG INFORMATION, ETC.** Click the green “Create” button when finished. If the animal information was entered incorrectly, you can Remove From Entry and create a new animal or Edit Animal Details. Click continue.
- Horse exhibitors add required photos next. Exhibitors leasing breeding/dairy livestock or horses are **required** to submit a copy of their lease agreement and a photo of their animal. Exhibitors with purebred hogs are **required** to upload their registration papers.
- Any questions related to an entry in this class will be next. Click “Continue” after answering those questions.

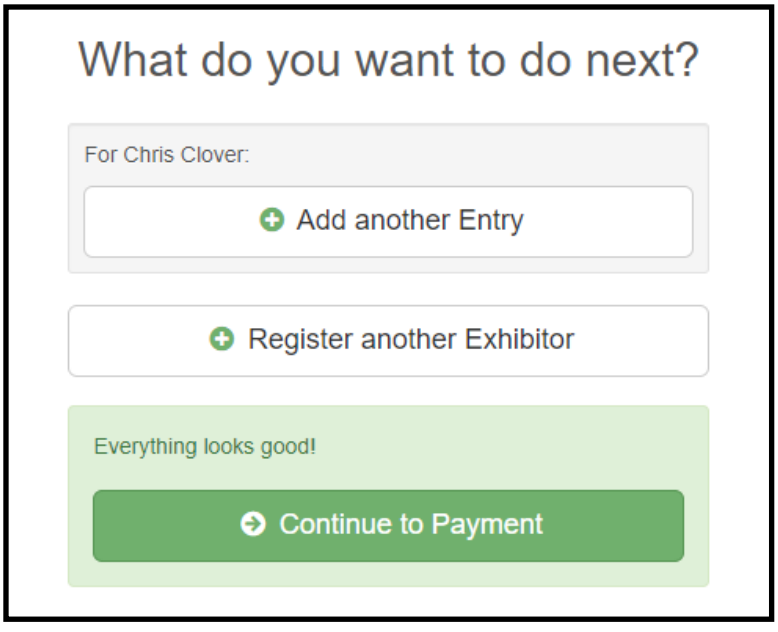


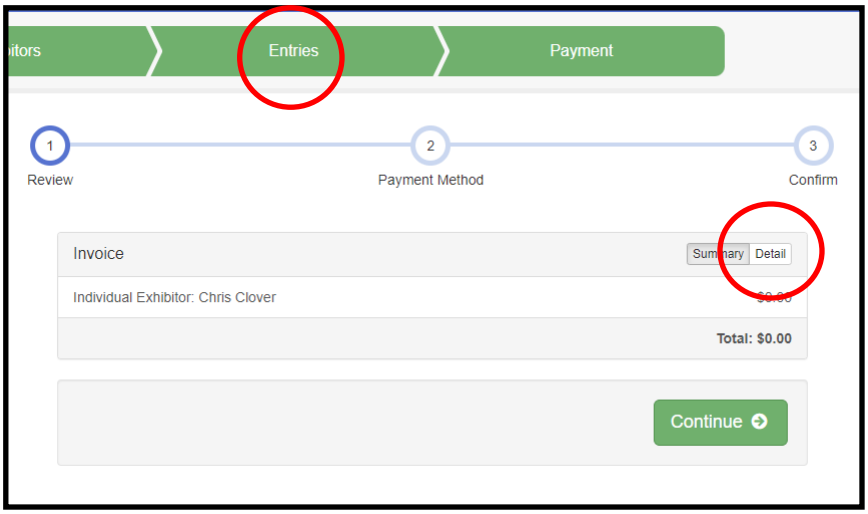

You have three choices for next steps:

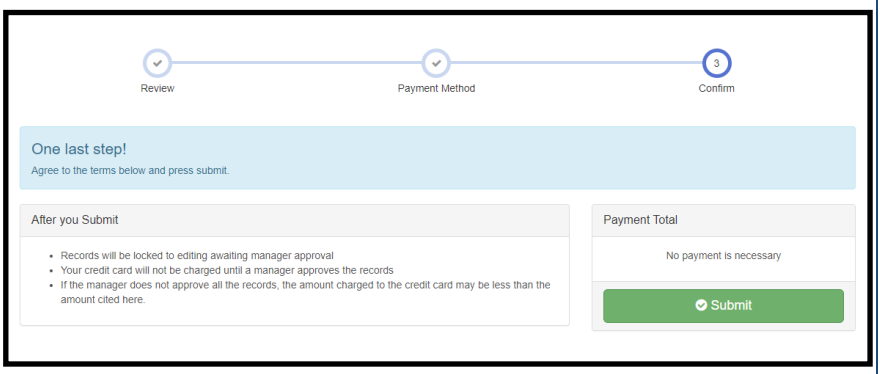
1. You can **Add another Entry for this Exhibitor**.
2. You can **Register another Exhibitor** in the family. **ALL EXHIBITORS IN THE FAMILY MUST HAVE ENTRIES BEFORE CONTINUING TO PAYMENT OR YOU WILL NOT BE ABLE TO MAKE ADDITIONAL ENTRIES UNTIL THEY ARE APPROVED.**
3. If all entries for all exhibitors in the family are complete, **Continue to Payment** to finalize and submit your entries. **THERE ARE NO REQUIRED PAYMENTS.**

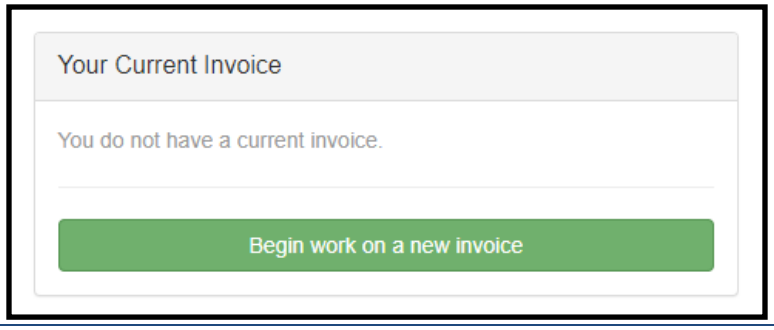


**Final Steps!**

- Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click “Continue” when all information is correct.
- Once **ALL entries have been entered for exhibitors in your family**, submit the invoice for approval. You will not be able to add additional classes/entries to your family until your entries are approved by the Fair Entry Manager.
- Entries will be reviewed and approved/rejected by the Fair Entry Manager as they are submitted. Families receive an email from Fair Entry when entries are submitted - this **does not** mean the entries are approved.
- Families should watch for a **second** e-mail, which will indicate if entries were approved/rejected. **If entries are approved, forward this e-mail to your club/chapter leader.** If entries are rejected, review the reason and resubmit entries by the deadline.
- You can log back in at any time to review your submissions.




- If you need to submit additional entries after others have been approved, log in to Fair Entry and select “Begin to work on a new invoice.”