

FCS & General Interview Scheduling Tip Sheet

(Please note that your screen may look different than these screenshots as I am in FairEntry as the Admin, but the paths are the same.)

To enter your 4-H members (including Cloverbud age members) who are enrolled in FCS & General projects in the Fair, you will need to click on the following path:

Fair	Department	Division	Class
2023 Arapahoe County Fair	4-H Cattle	2100: Photography Synced	693: Animal Science
	4-H FCS & General Exhibits Synced	2200: Filmmaking Synced	694: Expressive Arts
	4-H FCS & General Exhibits INTERVIEW Scheduling	2300: Scrapbooking Synced	695: Consumer Science
	4-H Goats	2400: Woodworking Synced	696: Mechanical Science
	4-H Horse	2500: Visual Arts Synced	697: Natural Resources
	4-H Llama/Alpaca	2600: Cake Decorating Synced	698: Personal Growth & Development
	4-H Poultry	2800: Clothing Construction Synced	699: Plant & Soil Science
	4-H Rabbits	2900: Artistic Clothing Synced	700: Science & Technology
	4-H Sheep	3000: Foods and Nutrition Synced	701: Other
	4-H Swine	3100: Food Preservation Synced	702: Stuffed Cat Show
	Cat Show Synced	3200: Heritage Arts Synced	
	Dog Trials Contest Synced	3300: Home Design and Decor Synced	
	Open Class Decorated Cookie Jar Contest	Cloverbud (County Project)	
		Expressive Arts (County Project)	

I have shown the path for Cloverbud members just as an example. For all other FCS & General projects you would click on your appropriate division and then the appropriate class.

You will do this for each project and for **each of your members BEFORE hitting the "Submit" button at the end of the process**. If you hit the "submit" button before adding all the projects or before adding other members (if applicable) the system will not let you add any others. If this happens, I can send it back to you so you can add more projects/exhibitors but you will need to email me (Jean – jwalton@arapahoegov.com) ASAP so I know not to approve it yet. See the Creating Entries tip sheet if you need more clarification on creating entries.

AFTER doing this step for each member/project, but BEFORE hitting "Submit", you will then need to schedule interviews if your member is participating in them. If they are not going to be physically present and are not going to be doing interviews, then you may skip this step.

To schedule their interviews with the judges, you will do it the same way as you did their entries. Below is a screenshot of the path to schedule those:

Fair	Department	Division	Class
2023 Arapahoe County Fair	4-H Cattle	Judge #10: Computers, Electric, Metal Working, Model Craft, Model Rocketry, Robotics, Small Engines	Interviews
	4-H FCS & General Exhibits Synced	Judge #1: Foods	
	4-H FCS & General Exhibits INTERVIEW Scheduling	Judge #2: Shooting Sports	
	4-H Goats	Judge #3: Advanced Clothing, Artistic Clothing, Clothing, Heritage Arts, Upcycle Your Style	
	4-H Horse	Judge #4: Beekeeping, Entomology, Photography	
	4-H Llama/Alpaca	Judge #5: Horseless Horse, Pets, Vet. Science, Cats	
	4-H Poultry	Judge #6: Cloverbuds	
	4-H Rabbits	Judge #7: Expressive Arts, Global Citizenship, Leadership, Outdoor Adventures, Self-Determined, Visual Arts	
	4-H Sheep		
	4-H Swine		
	Cat Show Synced		
	Dog Trials Contest Synced		
	Open Class Decorated Cookie Jar Contest		

All interview times will show up as a custom field after you choose the appropriate judge based on your member's projects, select "Interviews" under the Class section and then click on the "edit" button. (See image below – again, your screen may look a little different than mine.)

1. Please select 1 of the following time slots for your interview with the judge for each Foods project area you are entering.

*Required

- ☐ 8 - 8:10 a.m. (1 spot available)
- ☐ 8:10 - 8:20 a.m. (1 spot available)
- ☐ 8:20 - 8:30 a.m. (1 spot available)
- ☐ 8:30 - 8:40 a.m. (1 spot available)
- ☐ 8:40 - 8:50 a.m. (1 spot available)
- ☐ 8:50 - 9 a.m. (1 spot available)
- ☐ 9 - 9:10 a.m. (1 spot available)
- ☐ 9:10 - 9:20 a.m. (1 spot available)
- ☐ 9:20 - 9:30 a.m. (1 spot available)
- ☐ 9:30 - 9:40 a.m. (1 spot available)
- ☐ 9:40 - 9:50 a.m. (1 spot available)
- ☐ 9: 50 - 10 a.m. (1 spot available)
- ☐ 10 - 10:10 a.m. (1 spot available)
- ☐ 10:10 - 10:20 a.m. (1 spot available)
- ☐ 10:20 - 10:30 a.m. (1 spot available)
- ☐ 10:30 - 10:40 a.m. (1 spot available)
- ☐ 10:40 - 10:50 a.m. (1 spot available)

If you have more than one member (including Cloverbuds) in your family and/or your member(s) are doing more than one project, you will have to repeat this step.

If your member is doing more than one project under the same judge, you have the capability to select as many time slots as you need (only select ONE interview time for each project) at the same time.

I would encourage you to make note of your interview times. If you forget, we will have a report posted the day of judging and I can also look them up for you and let you know what you chose, just email me.

After all members are entered for all of their projects and all of their interview times have been selected, then you may continue through the pages until you get to the page with the green "submit" button. Hit that button and that will send the entries on to me for approval.