

Staff Login Accounts

Approved logins and permissions can be created for each person who will be working in FairEntry. Each account, with the exception of the Organizational Administrator account, can be linked to a 4HOnline MANAGER (not family) login account, or to any other email address. Permissions can be as broad, or narrowly constrained, as necessary.

The following “rules” are very important to remember as you set up staff, so that they will be able to successfully login to the fair(s) with the correct permission level.

- Each person needs to only have ONE login account (email address). Don’t set any individual up with two different email account logins.
- Each email address must be used as EITHER “invite by email” or “4HOnline account”. Don’t set an email address up with permissions for two fairs, one as 4HOnline and one as FairEntry (“invite by email”).
- A FAMILY 4HOnline email account cannot be assigned to a fair staff login, only 4HOnline manager accounts.
- The 3 roles of Organizational Admin, Fair Admin, and Fair Manager should always be the ONLY role for one email address within one fair. Don’t ever set up an account that is both the Organizational Admin and the Fair Admin, or Fair Admin and Check-in Clerk, for example.
- The staff roles of Check-in Clerk and Judge can be added to the same email address, but not in combination with any of the higher roles.

Account Types/Permissions

Organizational Administrator

- Set up at initial subscription. This account represents the “owner” of the license for the program.
- This is the only account type that cannot be linked to a 4HOnline manager account, although the same email address could be used. Using the same email address may result in confusion, as the person logging in will not be able to use the green “Login with 4HOnline” button for this account.
- Complete permissions to the program, setup, and data, including creating a new fair, and setting the custom URL for the fair’s public login page.
- DO NOT combine this role with any other(s).

All Other Account Types:

- Created by the Organizational Admin or other Fair Admin,
- Can be linked to 4HOnline manager account, or to another email account.

Fair Administrator (Cannot be combined with any other account type)

- Complete permissions to the program, setup, and data
- Cannot create a new fair, or set the custom URL for the fair’s public login page.
- DO NOT combine this role with any other(s).



Fair Manager (Cannot be combined with any other account type)

- Complete permissions to entry data in all departments, no Setup or Hierarchy menus/functions.
- DO NOT combine this role with any other(s).

Check-in Clerk

- Permission only to check in entries at the fair
- Cannot change entry data.
- No Setup or Hierarchy menus and functions.
- Can be configured to only specific department(s), division(s), class(es) if desired.
- Can be combined with Results Entry

Results Entry

- Permission only to enter results.
- No permission to change entry data
- No Setup or Hierarchy menus and functions.
- Can be configured to only specific department(s), division(s), class(es) if desired.
- Can be combined with Check-in Clerk

Creating Staff Accounts

- Select the Setup Menu, Staff tab.
- Click “Add a Staff Member”
- Select “Choose from 4-H Managers” or “Invite by Email”
- Either select the appropriate manager account from 4HOnline (it’s a pull-down) or enter an email address, then click Continue.
- If you selected “Invite by Email” enter the First & Last name of the staff being added and click “Create Account and Add Staff Member”.
- Back on the Staff screen, click on the down-arrow beside the name, and select “Add Permission”, selecting the permission set that you wish to assign to that person, using the definitions on the previous page.
- An email message with login instructions is mailed to the newly created staff person within a few minutes.



Login Options

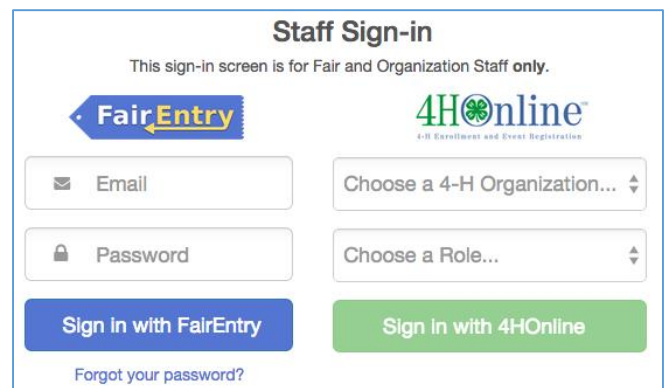
All accounts, including Organizational Admin

The login method below is the best one to use for all staff logins. Using the custom URL for the individual fair has these constraints:

- Login is only available when registration is open. Once the last registration date passes, no logins from families or staff will work.
- If the fair is configured to allow only 4HOnline exhibitors/families to sign in, staff with non-4HOnline accounts will not be able to login.

Staff Login

- Go to <http://www.fairentry.com> and click on the “Staff Sign In” link in the upper right corner.
- Sign in with FairEntry: accounts not linked to 4HOnline (including Organizational Admin). Enter Email and Password. If staff member is linked to multiple fairs, they will be asked to select which fair on the following screen.
- Sign in with 4HOnline: accounts linked to 4HOnline manager accounts (NOT for Organizational Admin) Select 4-H Organization (state) and Role (State, District, County), then click the green Sign in with 4HOnline button.



Things to remember:

- FairEntry staff can only be added with their 4HOnline account if they have permissions in 4HOnline to the county linked to FairEntry in 4-H Integration. Example: 4HOnline staff in CountyA cannot be added as FairEntry staff in CountyB, even if they are a volunteer in that county. Only CountyB 4HOnline managers can be added as FairEntry staff (linked to 4HOnline) in CountyB fair.
 - Managers could be added as “invite by email” using their 4HOnline login for a different county. However, once again that will cause a great deal of confusion when they are logging in and deciding whether to “Sign in with FairEntry” or “Sign in with 4HOnline”.
- FairEntry Staff with accounts linked to their 4HOnline account will only be able to login to the fair with their correct level of 4HOnline manager. If they have permissions in multiple counties, when they login, they will select which fair they are logging into.

