

## 2024 4-H Exhibit Entry Instructions

To participate in the 4-H Shows, you must register which projects you plan to exhibit. Exhibit entry registration is done through a system called FairEntry, which is different than the zSuite system you used to enroll in 4-H. Exhibiting is not required, but it is strongly encouraged as part of the 4-H experience.

**June 1** – registration deadline for:

- Sangamon & Menard General Projects
- Sangamon Livestock
- Menard Livestock
- Logan/Menard/Sangamon Dog Show

**June 28** – registration deadline for:

- Logan General Projects
- Logan Livestock

To be eligible to exhibit, you must have enrolled in 4-H by March 1, attended at least 1 club meeting, and completed the relevant [animal ethics training](#). You can only exhibit projects you are enrolled in. Click on your county if you need a reminder of your projects:

- [Logan member projects](#)
- [Menard member projects](#)
- [Sangamon member projects](#)

**It's important that you only register to exhibit projects you realistically expect you will be able to complete and bring to the 4-H Show, so we can accurately plan for judges and space. If you don't finish a project this year, you can take it again next year.**

Instructions are included on the following pages. If you have questions or need help registering, please contact your county 4-H staff.

Sherri Bishop  
Logan County  
[slb3637@illinois.edu](mailto:slb3637@illinois.edu)  
217-732-8289

Stacie Skelton  
Menard County  
[sskelton@illinois.edu](mailto:sskelton@illinois.edu)  
217-632-7491

Amy Zepp  
Sangamon County  
[azepp2@illinois.edu](mailto:azepp2@illinois.edu)  
217-782-4617

1. Use Firefox or Chrome to access Fair Entry.
  - For Logan County, go to [logan4-Hfair.fairentry.com](http://logan4-Hfair.fairentry.com)
  - For Menard County, go to [menard4-Hfair.fairentry.com](http://menard4-Hfair.fairentry.com)
  - For Sangamon County, go to [sangamon4-Hfair.fairentry.com](http://sangamon4-Hfair.fairentry.com)

**If you are new to 4-H:**

Click **Create a FairEntry Account**, enter and confirm your email address, and then click **Create Account**.

Enter your Family Name, Phone Number, and select and confirm a Password. Click **Create Account**.

**If you are a returning family:**

Enter your FairEntry login info and click **Sign in with FairEntry**. *This is different than your zSuite enrollment login info.*

If you don't remember your login info, click **Forgot your password?**

|               |                                |                        |
|---------------|--------------------------------|------------------------|
| Account Email | [redacted]@gmail.com           | <a href="#">change</a> |
| Account Name  | Test                           |                        |
| Account Type  | Exhibitor Group                |                        |
| Fair          | 2024 Sangamon County 4-H Shows |                        |

Re-enter your Password and click **Authenticate and Continue**.

If you are redirected to a staff page, go to your county's 4-H show page and log in:

- [logan4-Hfair.fairentry.com](http://logan4-Hfair.fairentry.com)
- [menard4-Hfair.fairentry.com](http://menard4-Hfair.fairentry.com)
- [sangamon4-Hfair.fairentry.com](http://sangamon4-Hfair.fairentry.com)

- Click **Begin Registration**; then click **Individual**. *If you have multiple family members exhibiting, you will be able to add more Individuals to your account before submitting your entries.*
- Enter the Name, Birthdate, and County of 4-H membership for the exhibitor and click **Continue**. Enter their Home Phone Number and click **Continue**. Enter their Address and click **Continue**. Answer any Questions and click **Continue**.

- Click **Continue to Entries**.

- Click **+ Add an Entry**. A pop-up window will open.
  - Department: Live animal exhibits are listed as separate Departments. The General Projects category includes all other projects. *For an Animal Science Display, enter under General Projects, Animal Science.* Click **Choose**.
  - Division: You may have several options. Click **Choose**.

- Click **Change** and then click the **4-H** tab. Choose your club from the list and click **OK**.

- Check all options you would like to exhibit.** The “Quantity” should ALWAYS be 1. Click **Continue**.

- Review your selections and click **Create Entries**.

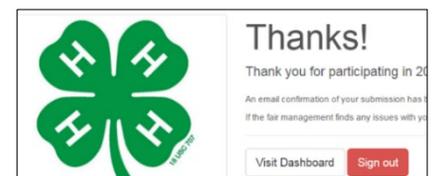
- If you see a blue “Incomplete” bar by an entry, click the large blue bar at the top of the screen to **Review/Complete Outstanding Records** and answer the questions.

- To make more entries for that member, click **Add an Entry**.

- To register another family member, choose **Register another Exhibitor**.

- When you have completed ALL entries for ALL members in your family**, click **Continue to Payment**. *(The payment will be zero.)* Click each **Continue** screen, and then click **Submit**.

- Your entries are NOT submitted until you see the “Thanks!” screen. You will receive an email from fairentry.com confirming your submission. Your “invoice”/entries are *pending* until approved by 4-H staff. Once approved, you will receive an email from fairentry.com verifying approval. If there are issues with your entries, you will receive a separate email from 4-H staff.



While the “invoice”/entries are pending, new entries cannot be added. Once approved, you can submit additional new entries until the registration deadline.