



# Fair Entry Instructions



1. Start by going to [fairentry.com](https://fairentry.com)
2. At the top of the page click **Find Your Fair**
3. Search **Lawrence County, IL**
4. Next you will click **Create a Fair Entry account**

## 2023 Lawrence County Fair

Registration is currently Open

Registration dates: 4/1/2019 - 6/1/2023

Exceptions may apply [View Details](#)

Welcome to Fair Entry! The Lawrence County 4-H Fair will be held July 6th - July 13th, 2022. Deadline to register for the fair is JUNE 1ST 2023!

Each 4-H project has specific exhibit requirements to show at fair. Please review your Lawrence County 4-H Handbook for fair exhibit rules. You can view the handbook online at:

<https://extension.illinois.edu/elrww/4-h-lawrence-county> and click on "fairs".

If you need further assistance, you may contact our office Monday thru Friday from 8 a.m. to 4:30 p.m. (closed 12-1 p.m.) at 618-943-5018 or email our 4-H Program Coordinator Maisie McClure at [maisie@illinois.edu](mailto:maisie@illinois.edu). After hours, please leave a message and we will return your call.

See you at the Fair!

*University of Illinois Extension provides equal opportunities in programs and employment.*

*University of Illinois U.S. Department of Agriculture Local Extension Councils Cooperating*

*If you need a reasonable accommodation to participate in this program, please contact the Lawrence County Extension Office at 618-943-5018. Early requests are strongly encouraged to allow sufficient time for meeting your access needs.*

### FairEntry Exhibitor, Staff Sign-In

**FairEntry**

**Sign In with FairEntry**

[Forgot your password?](#)  
[Create a FairEntry account](#)  
[Register as a New Buyer](#)

5. Creating new account - Enter your email address in the following boxes.

[Back](#)

## 2023 Lawrence County Fair

### Create a FairEntry Account

With this account, you will be able to register Exhibitors and Entries for this fair.

**Create Account**

6. Then fill out the information that is presented on the next screen. For your account name please use your families last name like you did with your zsuites household.

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## 2023 Lawrence County Fair

### Account Creation

To continue with registration for this fair, please provide the following details.

**Email**   
[change](#)

**Account Name**   
Example: Your last name

**Phone Number**   
Format: **###-###-####** or **#####**

**Password**   

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

**Confirm Password**

[Create Account](#)

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7. Once you hit create account you will get a screen like below. Please click begin registration.

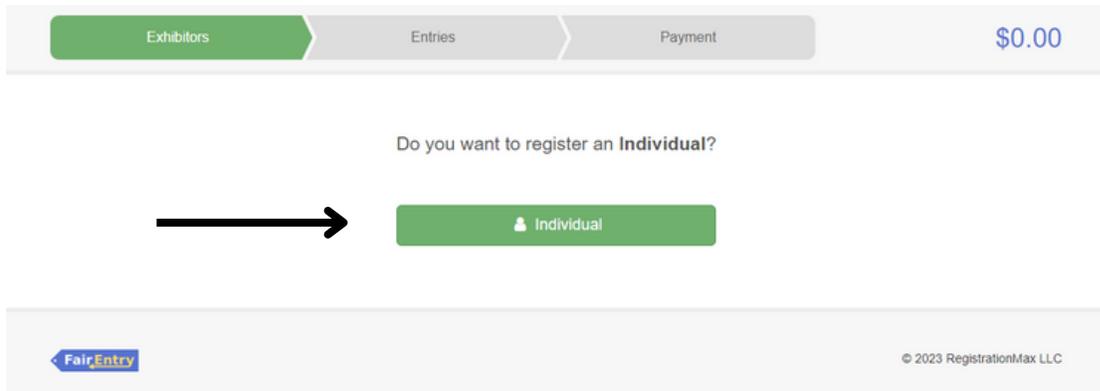
# Welcome!

We noticed you haven't yet registered for the fair.

[Go To Dashboard](#) [Begin Registration ↗](#)



8. Next click the green individual button



9. Fill in your first child's first and last name.

The screenshot shows a form titled 'New Individual Exhibitor'. It has two input fields: 'First Name (Required)' containing the text 'TEST' and 'Last Name (Required)' containing the text 'PIERSON'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Continue'.

10. You must fill out the home phone number part. Please just put your cell phone number there.

The screenshot shows the 'Contact Info' section of the registration form. At the top left, there is a profile card for 'PIERSON, TEST' with a date '12/31/0000' and a 'Delete this Exhibitor' button. A progress bar at the top indicates five steps: 'Personal Details' (checked), 'Contact Info' (active), 'Address', 'Questions', and 'Review'. The 'Contact Info' section contains the following fields:

- 'Home Phone Number (Required)': Filled with '618-662-3124'. Below it, the format is specified as 'Format: ###-###-#### or #####'.
- 'Email Address (Optional)': Empty. Below it, the format is specified as 'Format: name@website.com'.
- 'Cell Phone Number (Optional)': Empty. Below it, the format is specified as 'Format: ###-###-#### or #####' and a note says 'Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.'
- 'Cell Phone Carrier (Optional)': A dropdown menu.

A 'Continue' button is located at the bottom right of the form.

11. Next fill out the address portion and hit continue. This part is important because it will ensure premium checks are mailed to the right address after fair.

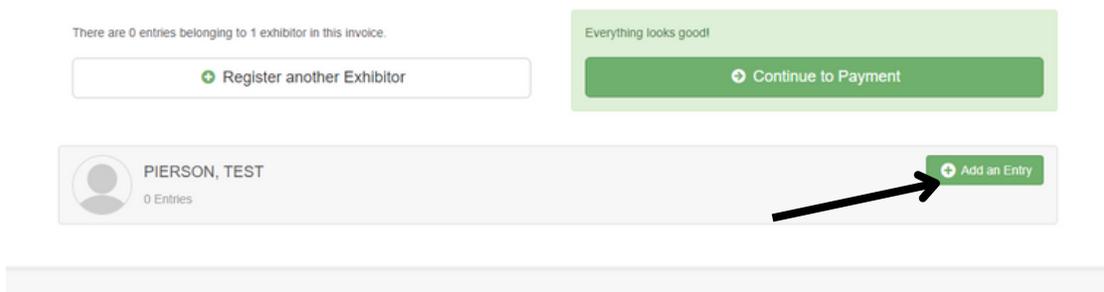
The screenshot shows a registration form for 'PIERSON, TEST' (ID: 12/31/0000). A progress bar at the top indicates five steps: Personal Details, Contact Info, Address (current), Questions, and Review. A red button labeled 'Delete this Exhibitor' is visible. The 'Address' section contains a blue warning box: 'The exhibitor's address is very important! If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.' Below this, the form fields are: Address (Required) with value '223 W Railroad St.', Address continued (Optional) which is empty, City (Required) with value 'Flora', State (Required) with a dropdown menu showing 'Illinois', and Postal Code (Required) with value '62839'. A green 'Continue' button with a right arrow is at the bottom right.

12. Then you will see a question page. If there are no questions there it means that the county admin didn't need any extra questions answered. You may hit the green continue button.

13. As long as everything on the review page looks okay then you will hit the green continue to entries button.

The screenshot shows the 'Review' step of the registration process for 'PIERSON, TEST'. The progress bar shows all five steps completed. A green banner at the top says 'Please review the exhibitor registration.' and features a green 'Continue to Entries' button with a right arrow, which is pointed to by a black arrow. Below the banner, there are three summary cards: 'Personal Details' (First Name: TEST, Last Name: PIERSON, Gender: [blank]), 'Address' (223 W Railroad St., Flora, IL, 62839), and 'Contact Info' (Email: [blank], Home Phone: 618-662-3124, Cell Phone: [blank], Cell Phone Carrier: [blank]). Each card has an 'Edit' button. At the bottom, an 'Additional Questions' section states 'There are no questions or answers.'

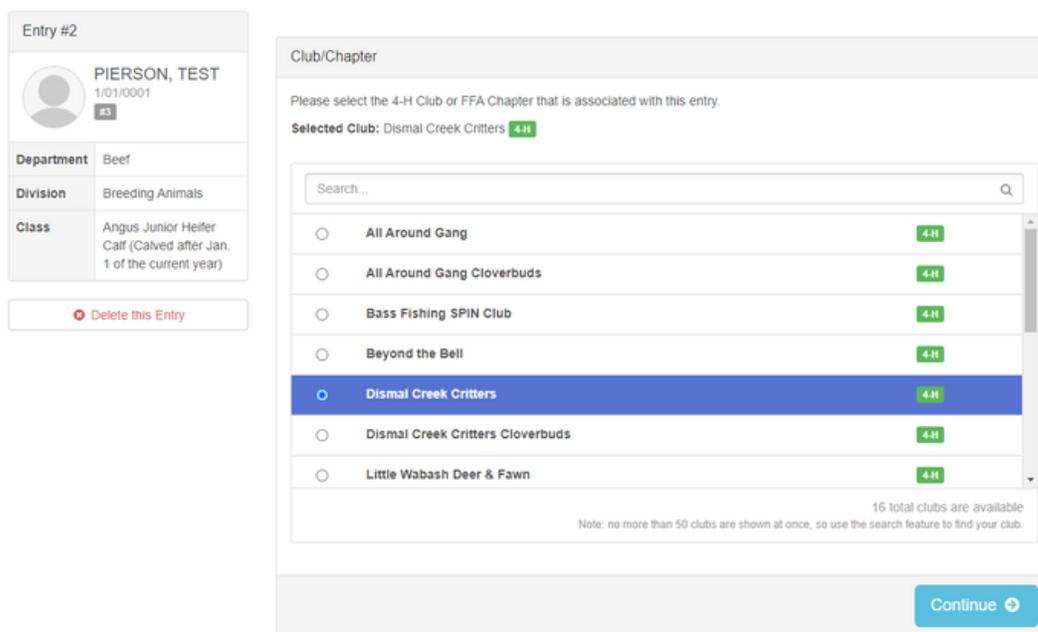
14. Next to the youth's name to the right there will be a green button that says add entry. Please click on that.



15. Next is where you will choose which project you will be bringing to the fair. So on the next screens you see please select the correct projects you plan to bring to the fair.

- For livestock if you have more than 1 animal that falls into that class then you will need to change the quantity button to the right to 2.

16. For the next part you will select your correct 4-H Club and then hit continue



## 17. THIS STEP IS VERY IMPORTANT!!

- If you have another child that you need to enter in projects for please hit the register another exhibitor button. If you are adding another child you will repeat steps 9-17.
- If you forgot to add another project to your child's account please click add another entry.
- or if this is your last child to enter then you may click continue to payment.

**If you hit continue to payment and you have not entered your other child or need to add more projects you will not be able to until the extension staff approve the projects you already submitted.**

The screenshot shows a registration interface. On the left, under 'Entry #2', there is a profile for 'PIERSON, TEST' with ID '1/01/0001' and a '#3' badge. Below this, a table lists details: Department: Beef, Division: Breeding Animals, and Class: Angus Junior Heifer Calf (Calved after Jan. 1 of the current year). On the right, the heading 'What do you want to do next?' is followed by a section 'For TEST PIERSON:' containing two buttons: 'Add another Entry' and 'Register another Exhibitor'. Below these is a green box with the text 'Everything looks good!' and a large green button labeled 'Continue to Payment'.

18. The last step will have you review your projects. Please make sure they are correct as you will not be able to change them after the Fair Entry deadline (**June 5th**). Continue through the payment part (there is no fee we just can't remove this step). Then lastly you will click the green submit button.

The screenshot shows the final step of the registration process. At the top, a progress bar has three steps: 'Review' (checked), 'Payment Method' (checked), and 'Confirm' (active, circled in blue with the number 3). Below the progress bar is a light blue box with the text 'One last step!' and 'Agree to the terms below and press submit.' Below this are two side-by-side boxes. The left box, titled 'After you Submit', contains a list of terms: 'Records will be locked to editing awaiting manager approval', 'Your credit card will not be charged until a manager approves the records', and 'If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.' The right box, titled 'Payment Total', states 'No payment is necessary' and features a large green button with a checkmark and the text 'Submit'.