

2025 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.

Registration Deadlines:

June 1 – Deadline for:

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

June 27 – Deadline for:

- Logan General Projects
- Logan Livestock

Eligibility Requirements:

To be eligible to exhibit, you must:

- ✓ Be enrolled in 4-H by March 1
- \checkmark Have completed the animal ethics requirement by March 1 for a live animal show
- ✓ Have attended at least one club meeting

You may only exhibit projects that you are officially enrolled in. If you need a reminder of your enrolled projects, please contact your club leader or 4-H county staff or review your zSuite account.

Important Notes:

- Only register for projects you realistically expect to complete and bring to the 4-H Show. This helps ensure accurate planning for judges and exhibit space. The system will allow a maximum of 25 entries per member.
- If you don't complete a project this year, you can take it again next year.

Detailed registration instructions are provided on the following pages. If you have any questions or need assistance, please contact your county 4-H staff.

Carissa Davis Logan County akpore@illinois.edu 217-732-8289

Stacie Skelton Menard County sskelton@illinois.edu

217-632-7491

Maddie Atterberry Sangamon County mca12@illinois.edu

217-782-4617

College of Agricultural, Consumer and Environmental Sciences. If you need a reasonable accommodation to participate, please contact the event coordinator. Early requests are strongly encouraged to allow sufficient time to meet access needs. University of Illinois, U.S. Department of Agriculture, Local Extension Councils Cooperating. University of Illinois Extension provides equal opportunities in programs and employment. Serving Logan, Menard, and Sangamon counties, 700 S. Airport Dr., Springfield, IL 62707





- 1. Use Firefox or Chrome to access Fair Entry.
 - For Logan County, go to logan4-Hfair.fairentry.com
 - For Menard County, go to menard4-Hfair.fairentry.com
 - For Sangamon County, go to sangamon4-Hfair.fairentry.com

If you are new to 4-H:	
FairEntry Exhibitor, Staff Sign- In	
• Fair <mark>Entry</mark>	
Email	
Password	
Sign In with FairEntry	
Forgot your password?	
Create a FairEntry account	
Register as a New Buyer	
Click Create a FairEntry Account, your email address, and then clic	enter and confirm k Create Account .
Enter your Family Name, Phone N and confirm a Password. Click Cr e	Jumber, and select



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?**.

We found the follo	wing account by the email you entered:		
Account Email	@gmail.com change		
Account Name	Test		
Account Type	Exhibitor Group		
Fair	2024 Sangamon County 4-H Shows		
Password			
	Please enter the password associated with the above account.		
	Forgot your password?		
Authenticate and Continue			

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
- <u>menard4-Hfair.fairentry.com</u>
- <u>sangamon4-Hfair.fairentry.com</u>

- 2. 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.
- 4. Click Continue to Entries.
- 5. Click + Add an Entry. A pop-up window will open.
 - <u>Department</u>: 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**.
 - <u>Division</u>: You may have several options. Click **Choose**.
- 6. Click **Change** and then click the **4-H** tab. Choose your club from the list and click **OK**.
- 7. Check all options you would like to exhibit. The "Quantity" should ALWAYS be 1. Click Continue.
- 8. 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.
- 10. To make more entries for that member, click Add an Entry.
- 11. <u>To register another family member</u>, choose **Register another Exhibitor**.
- 12. 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.
- 13. 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.



Create One	or More Entries		
Exhibitor	Member1 Test Individual		Change
Department / Division	Public Presentations / Public Speaking		Change
Make your Clui	o and Class selections to	continue.	Continue O
Club	Change	Class or Classes	
Capital Clovers 48		✓ 50501A: Formal Speech - Original Beginner Ages 8-13	Quantity: 1 🔍 👻
Vihen entering into an Open Class, your club selection will be treated as No Club (Open).		S0501B: Formal Speech - Original Advanced Ages 14 & Up)
		50503A: Illustrated Speech - Beginner Ages 8-13	Quantity: 1 🔍 👻
Animal(s)		50503B: Illustrated Speech - Advanced Ages 14 & Up	





