



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**
- ✓ 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



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:

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	change
Account Name	Test	
Account Type	Exhibitor Group	
Fair	2024 Sangamon County 4-H Shows	

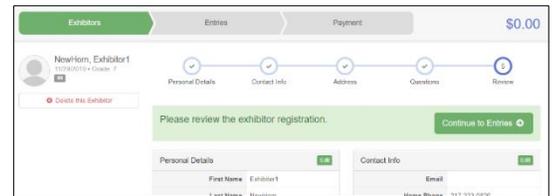
Re-enter your Password and click **Authenticate and Continue**.

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

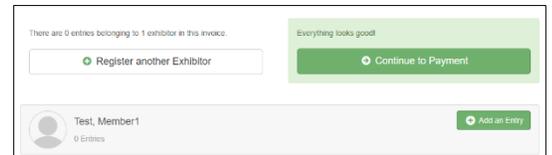
- logan4-Hfair.fairentry.com
- menard4-Hfair.fairentry.com
- sangamon4-Hfair.fairentry.com

- 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**.

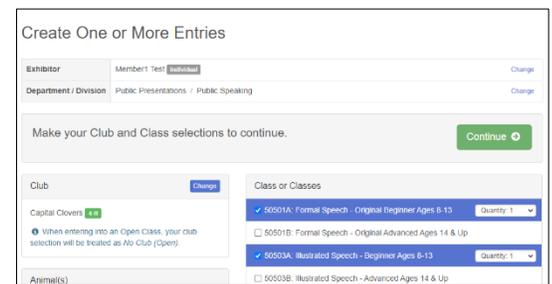
- Click **Continue to Entries**.



- 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**.

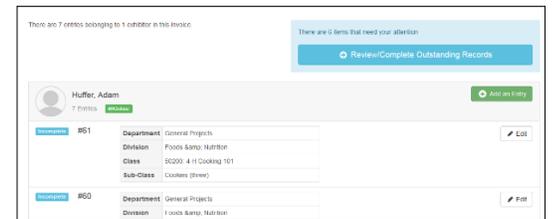


- Click **Change** and then click the **4-H** tab. Choose your club from the list and click **OK**.



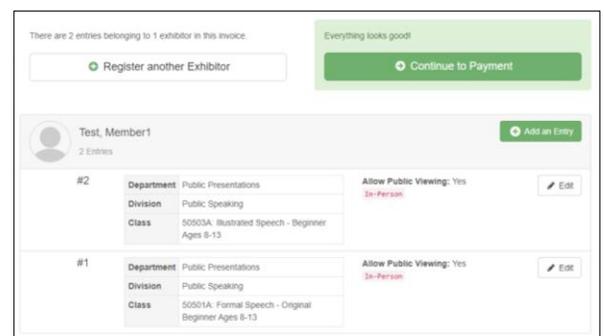
- Review your selections and click **Create Entries**.

- 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.



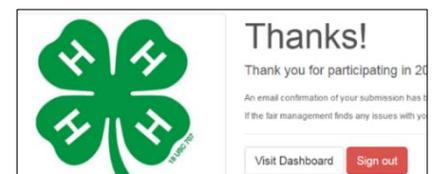
- To make more entries for that member, click **Add an Entry**.

- 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.