



# Fair Entry Instructions

1. Start by going to [fairentry.com](https://fairentry.com)
2. At the top of the page click find your fair and search for your county.
3. Next you will click sign in, with the email address and password you used last year, OR create a new account, if this is your first year in 4-H.



 2024 Clay County Fair

Registration is currently **Open**

Registration dates: 5/1/2018 - 6/3/2024  
Exceptions may apply [View Details](#)

Welcome to Fair Entry! The Clay County 4-H Fair will be held on July 19-26. Please remember the deadline to register for 4-H classes is JUNE 3, 2024!

The 2024 fair schedule can be found on the back page of the Handbook. Fair entry instructions were provided via email and postal mail. We have also posted these items to our website at <https://extension.illinois.edu/cefy/4-h-clay-county> under the Fair & Shows tab. Please use your Clay County 4-H Handbook to help you understand the project requirements for each project area.

If you need further assistance, you may contact our office at 618-662-3124 or email Megan Pierson at [mperson@illinois.edu](mailto:mperson@illinois.edu) with any questions you may have.

Anyone needing reasonable accommodations should contact the Clay County Extension Office.

FairEntry Exhibitor, Staff Sign-In



Email

Password

**Sign In with FairEntry**

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

4. Click Begin Registration



## Welcome!

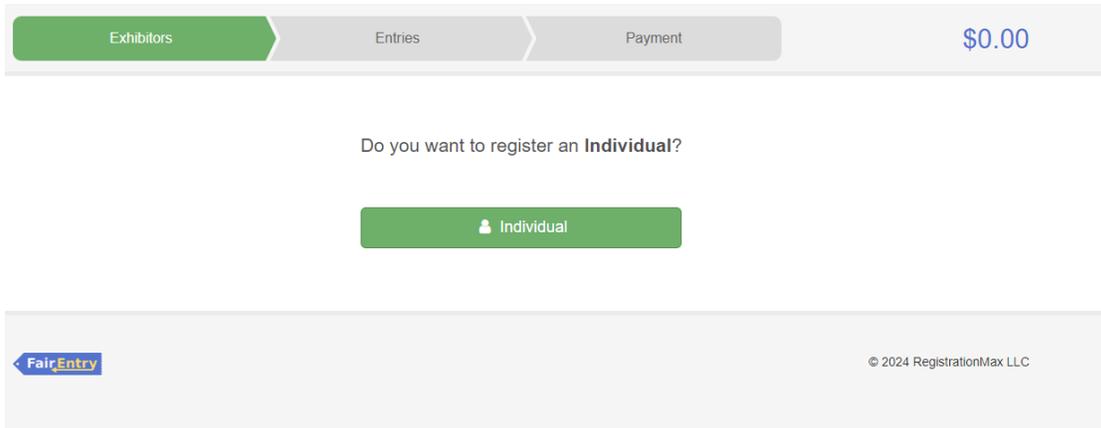
We noticed you haven't yet registered for the fair.

[Go To Dashboard](#)

[Begin Registration](#) →

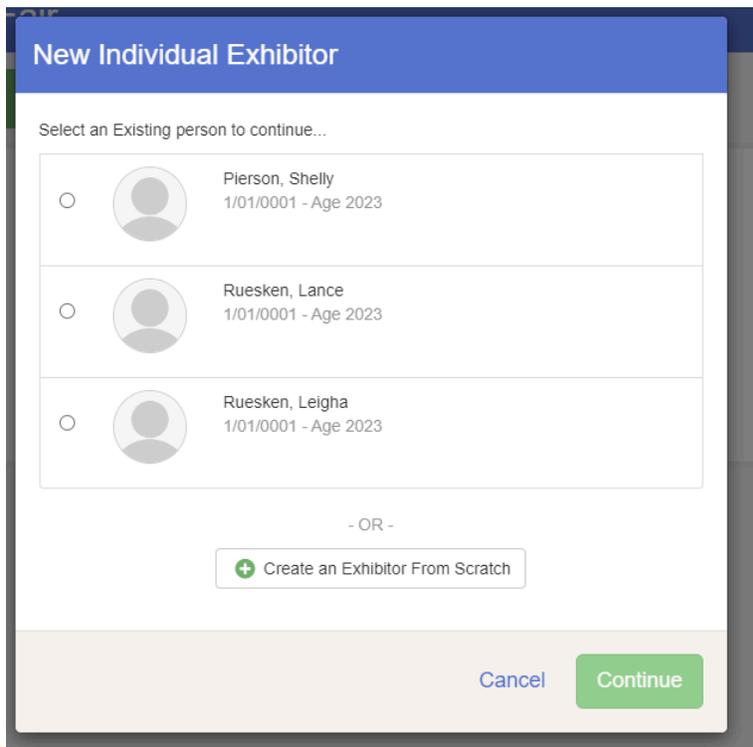


## 5. Click Individual



The image shows a registration progress bar with three steps: 'Exhibitors' (highlighted in green), 'Entries', and 'Payment'. To the right of the bar, the amount '\$0.00' is displayed. Below the bar, the text 'Do you want to register an Individual?' is centered. A green button with a person icon and the text 'Individual' is positioned below the question. At the bottom of the screen, the 'FairEntry' logo is on the left and the copyright notice '© 2024 RegistrationMax LLC' is on the right.

6. Next, choose which child you want to register projects for, OR create an Exhibitor from Scratch, if you need to add a child to your account.



The image shows a modal window titled 'New Individual Exhibitor'. It contains a section 'Select an Existing person to continue...' with three radio button options, each with a person icon, a name, and a date/age: 'Pierson, Shelly 1/01/0001 - Age 2023', 'Ruesken, Lance 1/01/0001 - Age 2023', and 'Ruesken, Leigha 1/01/0001 - Age 2023'. Below these options is the text '- OR -' and a button with a plus icon and the text 'Create an Exhibitor From Scratch'. At the bottom right of the modal are 'Cancel' and 'Continue' buttons.

7. Start on the Personal Details page and fill in County and current grade. Hit continue and fill in a phone number in the home phone number line.

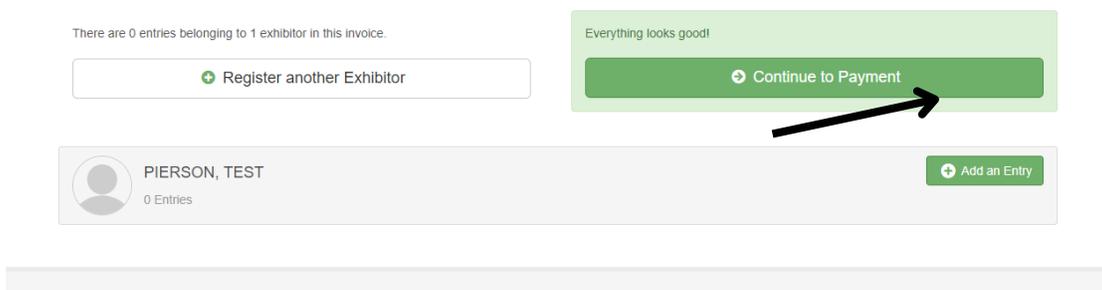
The screenshot shows the registration interface for the 2024 Clay County Fair. At the top, a blue header contains the event name and a user dropdown menu. Below this is a progress bar with five steps: Exhibitors, Entries, Payment, Questions, and Review. The current step is 'Contact Info', indicated by a blue circle with the number 2. To the left, the user's profile is shown as 'Pierson, Shelly' with a 'Delete this Exhibitor' button. The main form area is titled 'Contact Info' and contains several fields: 'Home Phone Number' (Required), 'Email Address' (Optional), 'Cell Phone Number' (Optional), and 'Cell Phone Carrier' (Optional). Each field has a format hint. A red error message at the bottom of the form states 'The form is incomplete. Please complete the form.' A green 'Continue' button is located at the bottom right of the form.

8. Confirm that the address listed is correct. This is important for when premium checks are issued.

9. Next, hit the green Continue to Entries button

This screenshot shows the registration page after the 'Contact Info' step is completed. The progress bar now shows five steps, all marked with checkmarks, and the 'Review' step is highlighted with a blue circle and the number 5. A green banner at the top of the main content area contains the text 'Please review the exhibitor registration.' and a green 'Continue to Entries' button with a right-pointing arrow. Below the banner, two summary cards are visible: 'Personal Details' showing 'First Name' as 'Shelly' and 'Contact Info' showing 'Email' as an empty field. Both cards have an 'Edit' button.

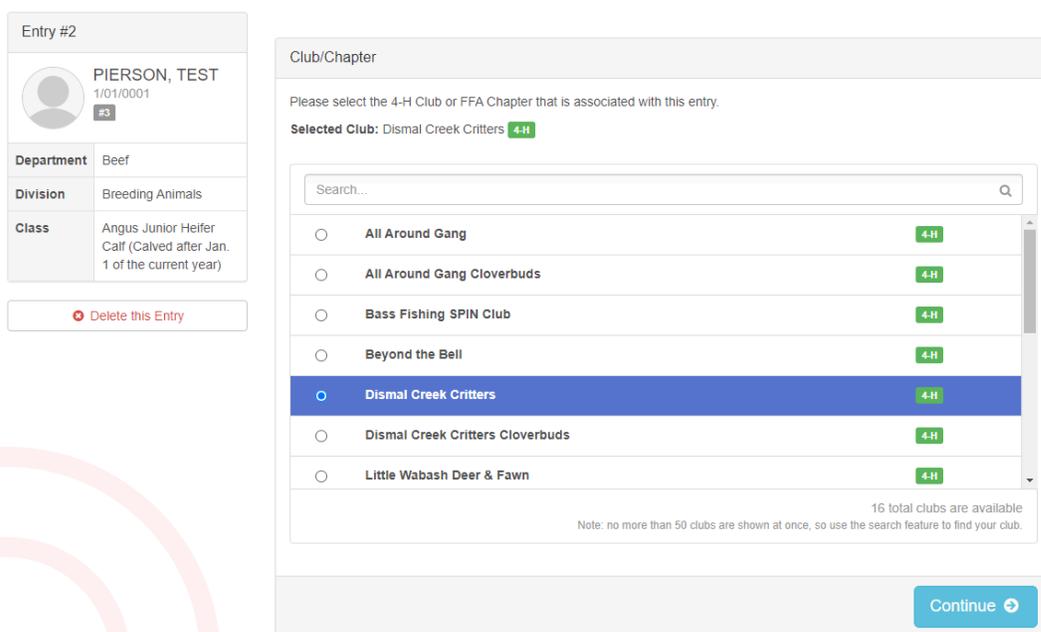
10. In the gray box with the youth's name, there will be a green button that says Add an Entry.



11. Next, you will choose which project(s) you will bring to the 4-H Show. So on the next screens you see please select the correct projects you plan to bring to the fair.

- Your county may allow you to enter multiple projects/animals in the same Class at the same time. If so, you will need to change the quantity button.

12. You may need to select your 4-H Club and then hit continue



### 13. 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 7-12.
- 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 county Extension staff approve the projects you already submitted.**

Entry #2	
	PIERSON, TEST 1/01/0001 #3
Department	Beef
Division	Breeding Animals
Class	Angus Junior Heifer Calf (Calved after Jan. 1 of the current year)

What do you want to do next?

For TEST PIERSON:

Everything looks good!

14. The last step is to you review your projects. Please make sure they are correct as you will not be able to change them after the Fair Entry deadline. Continue through the payment part (there is no fee).

15. Then, finally, you will click the green submit button.

Review      Payment Method      3 Confirm

**One last step!**  
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary