

# HOW TO ENROLL ON FAIR ENTRY

## DEADLINE TO ENROLL IS JUNE 8



### STEP 1: go to <http://dekalb4-hfair.fairentry.com>

- Select Exhibitor and enter your email & password to sign in
  - If new, go to create a fair entry account, use family last name as the account name.

### STEP 3: Click “Add an Entry” next to exhibitors name

- You should see a drop down menu of all project options **Reference your fairbook** and follow the screens to select your project entry. Select your **division, class and club.**

- Change the department and division of your exhibitors next project by selecting the “Change” button. **This will not effect the past entry.** Then, click choose and select the class. Hit continue and go through the rest of the process like normal. You should return to the “**What do you want to do next?**” screen at the end.

- Select “**Individual**” and enter in your new exhibitor’s information. Click “Add an Entry to the right of your new exhibitor’s name. Follow entry process like normal.

- **DeKalb County 4-H does not charge entry fees.** In the top right corner of the invoice, you can click detail to double check your entries. Click the green continue button until you see the green submit button. The Extension office will approve or deny your entries. You will be sent an email accordingly.

### STEP 2: You should see a “Welcome!” screen

- Click “**Begin Registration**” and then select “**Individual**”  
Put in 4-H'er information
- Click “**Continue to Entries**”

**If youth have previously been registered, choose “Begin work on a new invoice” button and then add an entry next to your exhibitor’s names.**

### STEP 4: “What do you want to do next” screen

Follow the directions below based on what you want to do next

**If your exhibitor has more projects, select “Add Another Entry”**

**If you have more than one exhibitor in your family, select “Register another Exhibitor”**

**If you are done with your registration, select “Continue to Payment”**

- Entries may only be made in project areas in which a 4-H member is enrolled in. All entries must be the current work
- of the member making the exhibit or entry.

**Questions? Call the Extension Office at 815-758-8194 or email Nicole at [groezing@illinois.edu](mailto:groezing@illinois.edu) or Sandy at [schallg@illinois.edu](mailto:schallg@illinois.edu)**