



# 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.

2025 Whiteside County 4-H Show

Registration is currently **Open**

Registration dates: 4/30/2023 - 6/25/2025

Exceptions may apply [View Details](#)

Welcome to the Whiteside County 4-H Show!

Follow the Instructions in our Friday Update emails to successfully register your 4-H member(s) for the 2025 4-H Show. We look forward to seeing the 4-Hers wonderful projects and demonstrations of their hard work!

If you have any questions about registering for the show or showing in general, please contact Allie Johnston, at 815-632-3611 or [lancastr@illinois.edu](mailto:lancastr@illinois.edu).

Use your FairEntry account

**Fair Entry**  
a SignUpGenius company

Email

Password

Sign In with FairEntry

[Create a FairEntry account](#)

[Forgot your password?](#)

## 4. Click Begin Registration



## Welcome!

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

[Go To Dashboard](#)

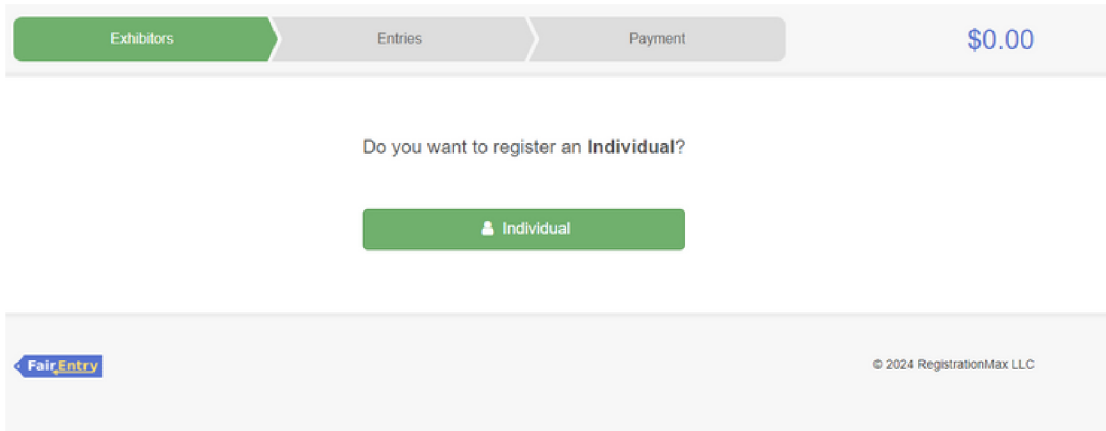
[Begin Registration](#)



**Illinois Extension**  
UNIVERSITY OF ILLINOIS | URBANA-CHAMPAIGN

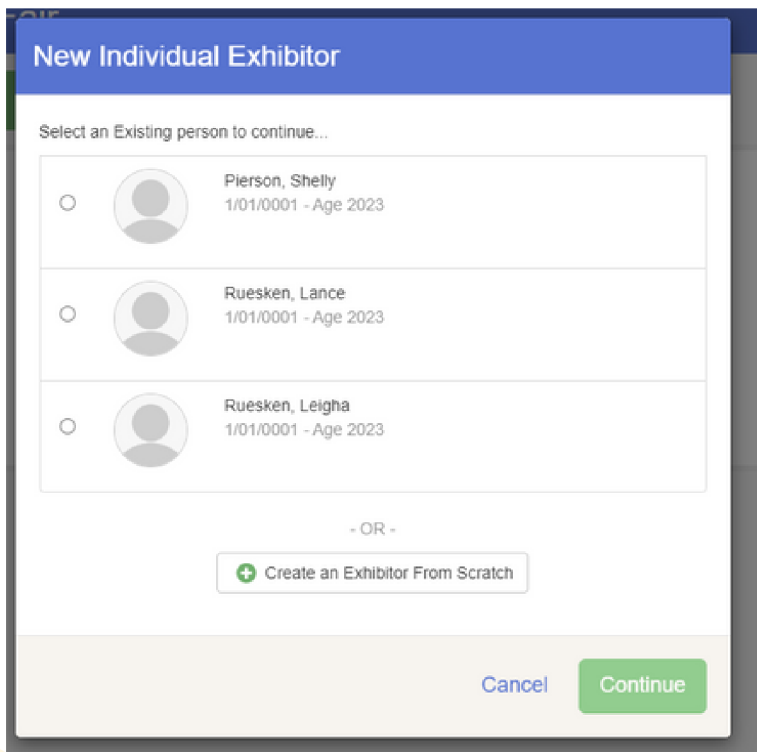
COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating University of Illinois Extension provides equal opportunities in programs and employment.

## 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 page, 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 prompts the user to 'Select an Existing person to continue...' and lists three options, each with a radio button and a person icon:

- Pierson, Shelly  
1/01/0001 - Age 2023
- Ruesken, Lance  
1/01/0001 - Age 2023
- Ruesken, Leigha  
1/01/0001 - Age 2023

Below the list, the text '- OR -' is centered. A button with a plus icon and the text 'Create an Exhibitor From Scratch' is positioned below the list. At the bottom right of the modal, there are two buttons: 'Cancel' and 'Continue'.

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 progress for the 2025 Whiteside County 4-H Show. The user is Shelly Pierson (ID: 12/31/0000). The progress bar indicates that 'Personal Details' is complete, and 'Contact Info' is the current step. Below the progress bar, the 'Contact Info' form is displayed with the following fields:

- Home Phone Number** (Required): Format: ###-###-#### or #####
- Email Address** (Optional): Format: name@website.com
- Cell Phone Number** (Optional): Format: ###-###-#### or #####. Note: Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your Fair/Entry records.
- Cell Phone Carrier** (Optional): A dropdown menu.

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.

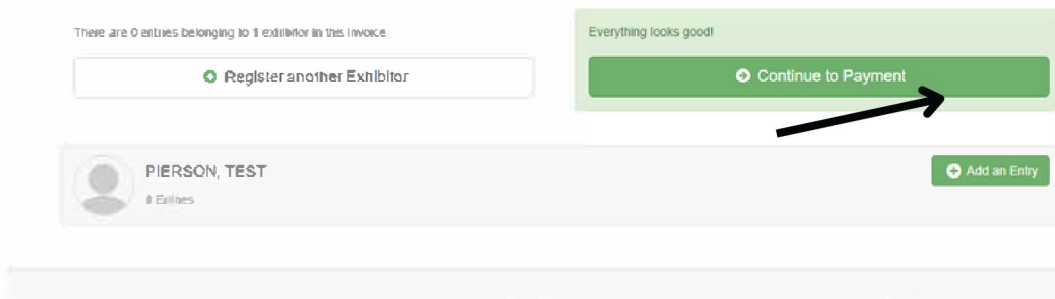
8. Confirm that the address listed is correct. This is important for when premium checks are issued.

9. Next, hit the green Continue to Entries button

The screenshot shows the registration progress for the 2025 Whiteside County 4-H Show. The user is Shelly Pierson (ID: 12/31/0000). The progress bar indicates that all steps (Personal Details, Contact Info, Address, Questions, and Review) are complete. A green banner at the top of the review section contains the text "Please review the exhibitor registration." and a green "Continue to Entries" button. Below the banner, there are two summary cards:

- Personal Details** (Edit): First Name: Shelly
- Contact Info** (Edit): Email: [Redacted]

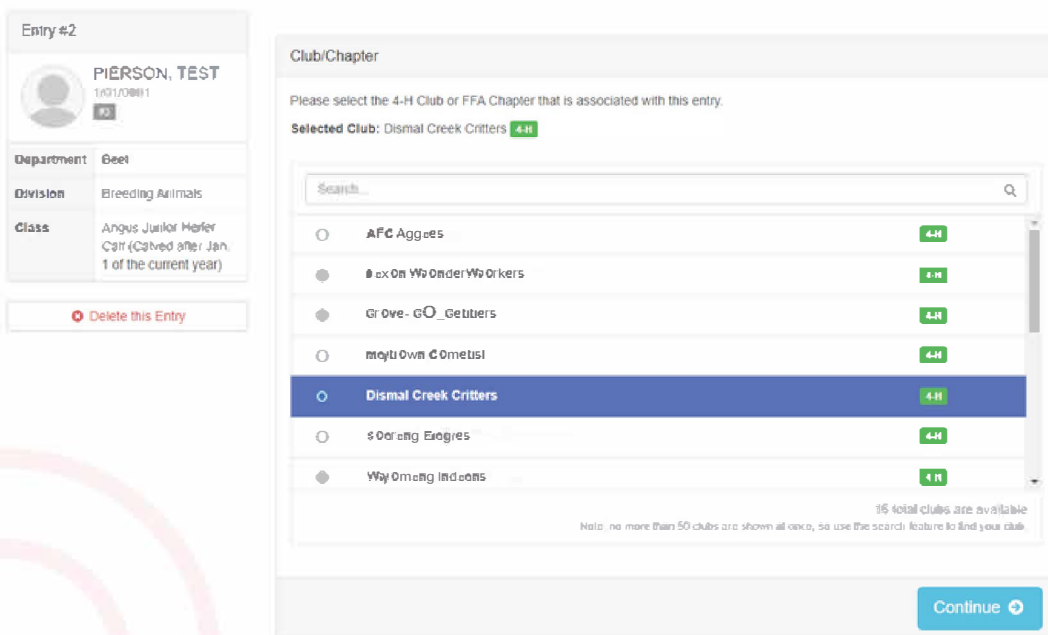
10. In the gray box with the youth's name, there will be a green button that says Add an Entry.



11. Next, you will choose which project(s) you will bring to the 4-H Show. 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.

The screenshot shows a form for 'Entry #2' and a 'What do you want to do next?' section. The 'Entry #2' form includes a profile picture, name 'PIERSON, TEST', ID '1/01/0001', and a small '2' icon. Below this, it lists 'Department: Beef', 'Division: Breeding Animals', and 'Class: Angus Junior Heifer Calf (Calved after Jan. 1 of the current year)'. The 'What do you want to do next?' section has 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 with a checkmark and the text '+ Continue to Payment'.

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.

The screenshot shows a progress bar with three steps: 'Review' (checked), 'Payment Method' (checked), and 'Confirm' (active). 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 boxes: 'After you Submit' with 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 listed here.'; and 'Payment Total' with the text 'No payment is necessary' and a large green button with a checkmark and the text 'Submit'.