



2021 4-H Show – Exhibit Entry Registration

To participate in the 4-H Shows, you must register which projects you want to exhibit. Exhibiting is not required, but it is strongly encouraged as part of the project experience. To review a list of the projects you are enrolled in, log into 4HOnline at <http://il.4Honline.com>, click View next to the member’s name, and then click Projects in the list on the left.

While registering, refer to the exhibit requirements found in the Show Book at <https://extension.illinois.edu/lms/4-h-sangamon-menard-county>. (Scroll down and click on the Shows tab.)

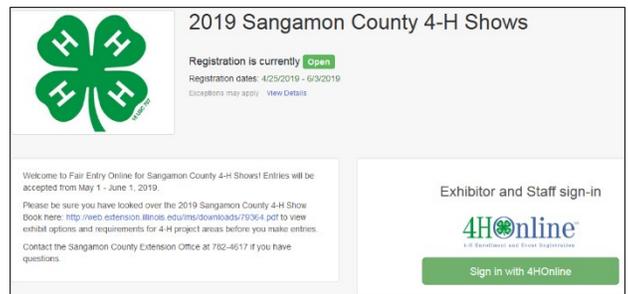
June 1 – registration deadline for Sangamon/Menard General Projects and Sangamon Livestock

June 15 – registration deadline for Menard Livestock

If you need access to a computer or assistance with registering, contact the Extension Office.

1. Use Firefox or Chrome to access Fair Entry.

- For Sangamon County, go to <https://sangamon4-Hfair.fairentry.com>
- For Menard County, go to <https://menard4-Hfair.fairentry.com>



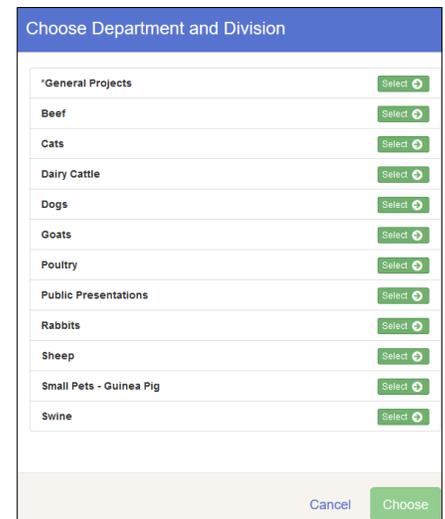
2. Click **Sign in with 4HOnline** and use your email and password from 4HOnline. The role is **Family**. If you forgot your password, click “I forgot my password”. If you forgot your email address, contact the Extension Office.

3. Click **Begin Registration**, and then choose **Register an Individual**. If you have more than one 4-H member in your family, select one and click **Continue**. Answer any questions, and click **Continue** again.

4. Review your address and contact information, update if needed, and click **Continue to Entries**.

5. Click **+ Add an Entry**. A pop-up window will open where you will select the Department and Division.

- **Department:** Live Animal exhibits are listed as separate Departments by show. General Projects (TOP OF THE LIST) includes all other projects. *If you plan to exhibit an Animal Science Display, enter under General Projects, Animal Science.*
- **Division:** **Select** the appropriate Division, sorted by project area. You may have several options depending on the Department. (Refer to the Show Book for details.)
- *Although you may see all entry options, you will only be able to create entries for projects you are enrolled in.*



6. Click **Choose**. This opens the full list of Class options within that Department/Division.



7. **Select** the Project you are in. You will see the list of Class options for that Project. Refer to the Show Book for descriptions. **Check all options you would like to exhibit** in the Division.

Example – To enter Cooking 101: Cookies (plate of 3) *and* Cereal Marshmallow Bars (plate of 3)

Select

Division: General Projects
 Department: Foods & Nutrition
 Class: 50200 4-H Cooking 101
 Then **checkmark**
 Sub-Classes: Cookies *and* Cereal Marshmallow Bars
Not all projects have subclasses.

The “quantity selection” should ALWAYS be 1 except for specified livestock classes.

8. Click **Continue**.
9. Review the entries for that Division, and click **Create Entries**.

10. All selected entries will appear in this list. 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.

11. To make additional entries for that member, click **Add another Entry** to choose the next project area you wish to enter.

12. To register another family member, choose **Register another Exhibitor**.

13. **When you have completed ALL entries for ALL members in your family**, click **Continue to Payment**. (*Payment will be zero.*) Then click each **Continue** screen until you reach **Submit**.

14. Your entries are NOT submitted for approval until you reach the “Thanks!” screen. You will receive a confirmation email from faireentry.com. Your “invoice”/entries are *pending* until approved by 4-H staff. Once approved, you will also receive an email from faireentry.com verifying approval. If there are issues with your entries, you will receive a separate email from 4-H staff. While the “invoice” is pending, new entries cannot be added. Once approved, you can add new entries. You may log in to VIEW approved entries after the close date.

