2022 4-H Exhibit Entry Registration

To participate in the 4-H Shows, you must register which projects you plan to exhibit. Exhibiting is not required, but it is strongly encouraged as part of the project experience.

> **June 1 – registration deadline for Sangamon/Menard General Projects and Sangamon Livestock**
> **June 15 – registration deadline for Menard Livestock**
> **June 24 – registration deadline for Logan General Projects and Logan Livestock**

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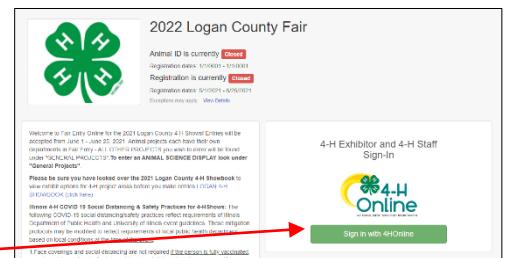
2. Click **Sign in with 4HOnline** and use your email and password from 4HOnline. The role is **Family**. If you forgot your password, click "I forgot my password". If you forgot your email address, contact the Extension Office.

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. General Projects 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.*
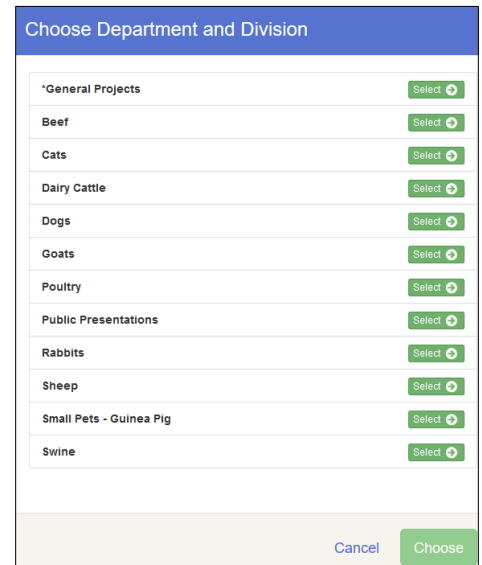
6. Click **Choose**. This opens the full list of Class options within that Department/Division.
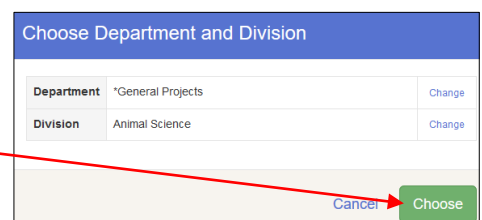
7. **Select** the Project you are in. You will see the list of Class options for that Project. Refer to the Show Book for descriptions. **Check all options you would like to exhibit** in that Division.

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

14. Your entries are NOT submitted until you reach the "Thanks!" screen. You will receive an email from fairentry.com confirming 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.