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, Sangamon Livestock, and Logan/Menard/Sangamon Dog Show

**June 15** – registration deadline for Menard Livestock

**June 23** – registration deadline for Logan General Projects and Logan Livestock

You must have enrolled in 4-H by March 1, attended at least 1 club meeting, and completed the relevant animal ethics training to be eligible to exhibit. You can only exhibit projects you are enrolled in. Click on your county if you need a reminder of your projects:

- [Logan member projects](#)
- [Menard member projects](#)
- [Sangamon member projects](#)

1. Use Firefox or Chrome to access Fair Entry.
   - For Logan County, go to [logan4-Hfair.fairentry.com](http://logan4-Hfair.fairentry.com)
   - For Menard County, go to [menard4-Hfair.fairentry.com](http://menard4-Hfair.fairentry.com)
   - For Sangamon County, go to [sangamon4-Hfair.fairentry.com](http://sangamon4-Hfair.fairentry.com)

2. Click **Create a FairEntry Account**, enter and confirm your email address, and then click **Create Account**.

3. Enter your Family Name, Phone Number, and select and confirm a Password. Click **Create Account**.

4. Click **Begin Registration**; then click **Individual**. *If you have multiple family members exhibiting projects, you will be able to add more individuals to your account before submitting your entries.*

5. Enter the First Name, Last Name, and Birthdate of the 4-H member who will be exhibiting and click **Continue**. Enter the member’s Contact Info and click **Continue**. Enter the member’s Address and click **Continue**. Answer any Questions and click **Continue**.

6. Click **Continue to Entries**.

7. 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. You may have several options depending on the Department. (Refer to the Show Book for details.)

8. Click **Choose** to select a Department.
9. Click Choose to select a Division. This opens the full list of Class options within that Department/Division.

10. 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.

11. Click Continue.

12. Review your entries for that Division and click Create Entries.

13. 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.

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

15. To register another family member, choose Register another Exhibitor.

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

17. Your entries are NOT submitted until you reach the “Thanks!” screen. You will receive an email from fairentry.com confirming your 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.

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