



Fair Entry Instructions



1. Start by going to fairentry.com
2. At the top of the page click find your fair
3. Search Fayette County, IL
4. Next you will click create a FairEntry account

2023 Fayette County Fair

Registration is currently **Open**
Registration dates: 4/4/2023 - 6/7/2023
Exceptions may apply [View Details](#)

Welcome to Fair Entry! The Fayette County 4-H Fair will be held on July 6-11. Please remember the deadline to register for 4-H classes is JUNE 5, 2023.
The 2023 fair schedule can be found on the back page of the Handbook. Fair entry instructions were provided via email. We have also posted the handbook [HERE!](#) Other documents can be found on our website under the *Show & Fair* tab.
If you need further assistance, you may contact our office at 618-283-2753 or email Olivia Snyder at omsnyder@illinois.edu or Kasey Kemme at ksande2@illinois.edu.
Anyone needing reasonable accommodations should contact the Fayette County Extension Office.

FairEntry Exhibitor, Staff Sign-In

FairEntry

Email

Password

Sign In with FairEntry

[Forgot your password?](#)
[Create a FairEntry account](#)
[Register as a New Buyer](#)

5. Enter your email address in the following boxes.

[Back](#)

2023 Fayette County Fair

FAYETTE COUNTY 4-H

Create a FairEntry Account

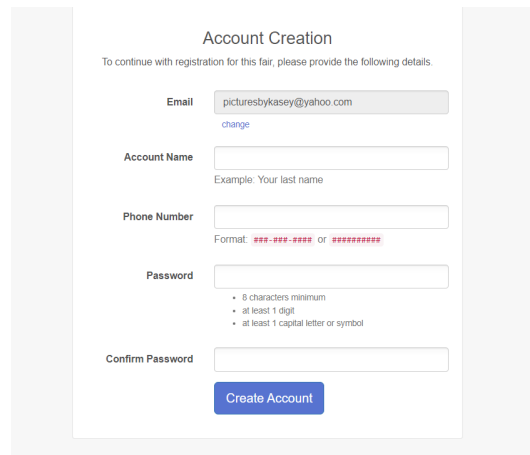
With this account, you will be able to register Exhibitors and Entries for this fair.

Email

Confirm Email

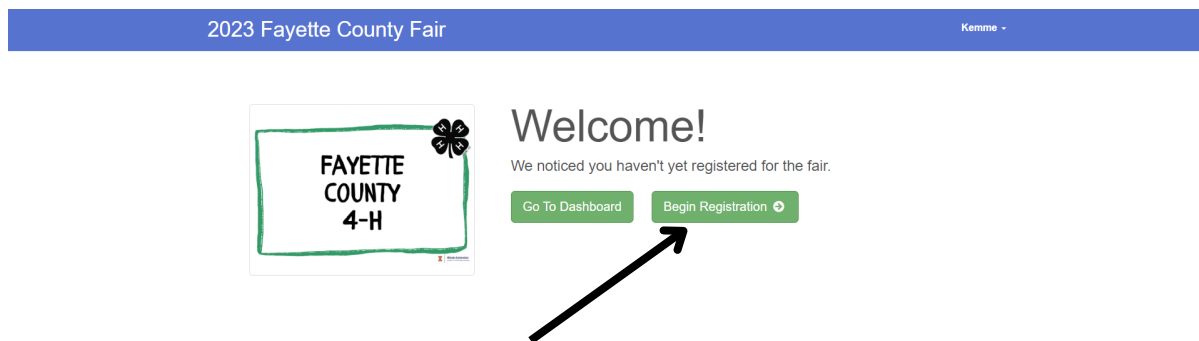
Create Account

6. Then fill out the information that is presented on the next screen. For your account name please use your families last name like you did with your zsuites household.

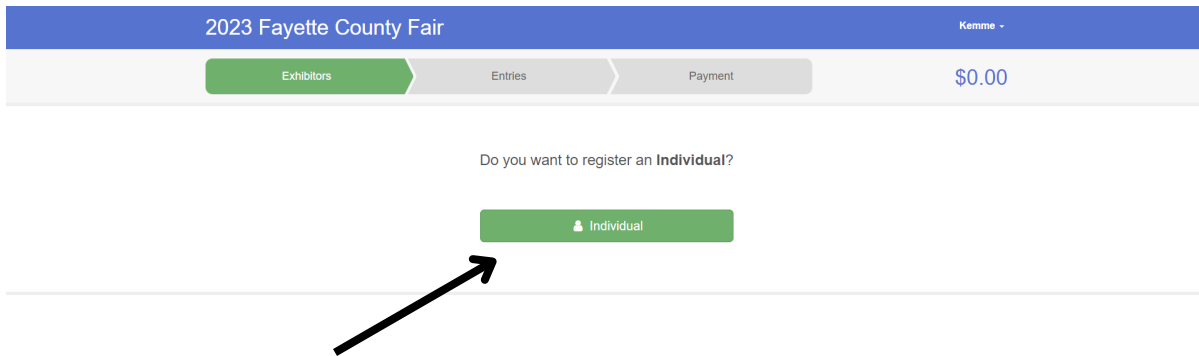


The image shows a web form titled "Account Creation". Below the title is a sub-header: "To continue with registration for this fair, please provide the following details." The form contains several input fields: "Email" (with the value "picturesbykasey@yahoo.com" and a "change" link below it), "Account Name" (with an example "Your last name" below it), "Phone Number" (with a format instruction "Format: ###-###-#### or #####"), "Password" (with requirements: "8 characters minimum", "at least 1 digit", and "at least 1 capital letter or symbol"), and "Confirm Password". A blue "Create Account" button is at the bottom.

7. Once you hit create account you will get a screen like below. Please click begin registration.



8. Next click the green individual button



9. Fill in your first child's first and last name.

10. You must fill out the home phone number part. Please just put your cell phone number there.

11. Next fill out the address portion and hit continue. This part is important because it will ensure premium checks are mailed to the right address after fair.

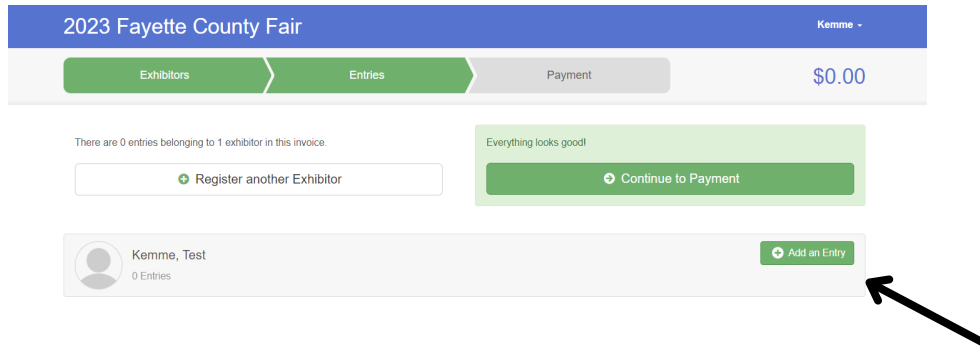
The screenshot shows the '2023 Fayette County Fair' registration interface. At the top, there are tabs for 'Exhibitors', 'Entries', and 'Payment', with a '\$0.00' balance. A progress bar indicates the current step is '3 Address'. Below the progress bar, the user's profile 'Kemme, Test' is shown with a 'Delete this Exhibitor' button. The main form area is titled 'Address' and contains a warning: 'The exhibitor's address is very important! If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.' The form fields include: 'Address (Required)', 'Address continued (Optional)', 'City (Required)', 'State (Required)' (a dropdown menu), and 'Postal Code (Required)'. A green 'Continue' button is at the bottom right.

12. Then you will see a question page. If there are no questions there it means that the county admin didn't need any extra questions answered. You may hit the green continue button.

13. As long as everything on the review page looks okay then you will hit the green continue to entries button.

The screenshot shows the 'Review' step of the registration process. The progress bar now shows '5 Review' as the active step. A green banner at the top says 'Please review the exhibitor registration.' with a 'Continue to Entries' button and an arrow pointing to it. Below the banner are three summary cards: 'Personal Details', 'Contact Info', and 'Address', each with an 'Edit' button. The 'Personal Details' card shows: First Name: Test, Last Name: Kemme, Birthdate: 9/03/2010, Gender: (blank). The 'Contact Info' card shows: Email: picturesbykasey@yahoo.com, Home Phone: 217-347-7773, Cell Phone: (blank), Cell Phone Carrier: (blank). The 'Address' card shows: 1209 N Wenthe Drive, Effingham, IL, 62401.

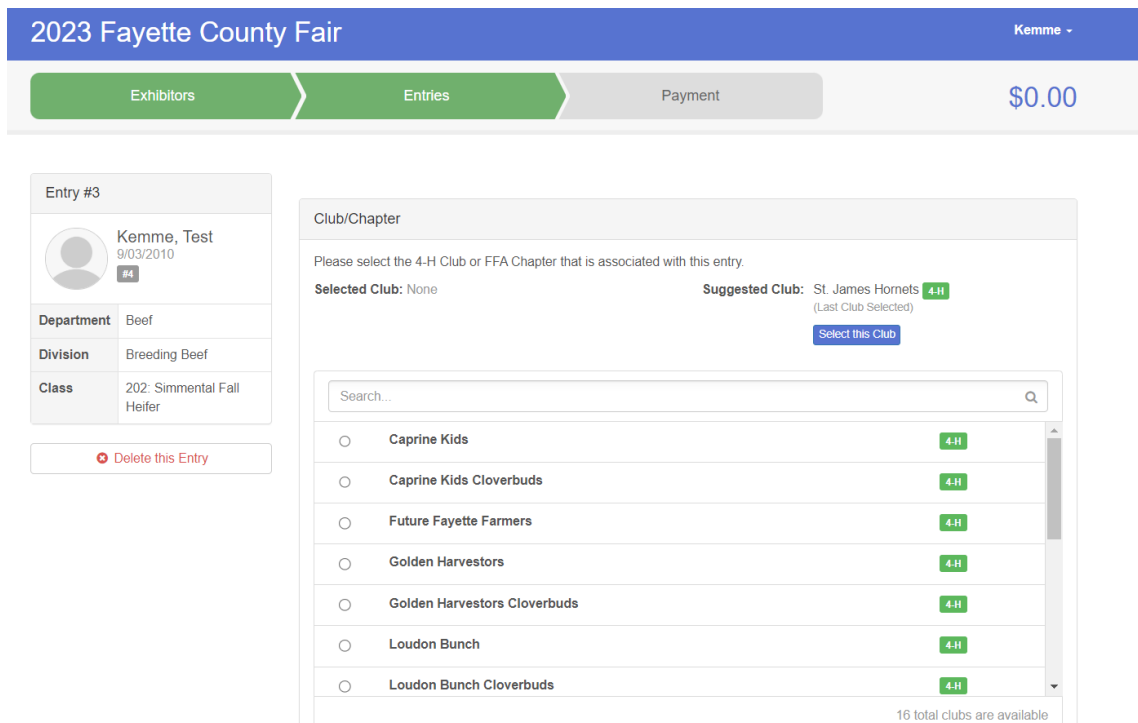
14. Next to the youth's name to the right there will be a green button that says add entry. Please click on that.



15. Next is where you will choose which project you will be bringing to the fair. So on the next screens you see please select the correct projects you plan to bring to the fair.

- For livestock if you have more than 1 animal that falls into that class then you will need to change the quantity button to the right to 2.

16. For the next part you will select your correct 4-H Club and then hit continue



17. 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 9-17.
- 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.

If you hit continue to payment and you have not entered your other child or need to add more projects you will not be able to until the extension staff approve the projects you already submitted.

2023 Fayette County Fair Kemme -

Exhibitors Entries Payment \$0.00

Entry #3

Kemme, Test
9/03/2010
#4

Department Beef
Division Breeding Beef
Class 202 Simmental Fall Heifer

What do you want to do next?

For Test Kemme:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

+ Continue to Payment

FairEntry © 2023 RegistrationMax LLC

18. The last steps is it will have you review your projects. Please make sure they are correct as you will not be able to change them after the faireentry deadline (**June 5th**). Continue through the payment part (there is no fee we just can't remove this step). Then lastly you will click the green submit button.

2023 Fayette County Fair Kemme -

Exhibitors Entries Payment \$0.00

Review Payment Method Confirm

One last step!
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

+ Submit

FairEntry © 2023 RegistrationMax LLC