

# 4-H FAIR ENTRY TIPS

## Edgar County 4-H



1. ***It is time to make your Fair entries. NEW THIS YEAR:*** Each family will have to create an account when they begin to register their entries in [fairentry.com](http://fairentry.com). You cannot register your 4-H'er unless you create an account on the [fairentry.com](http://fairentry.com) website. Please make sure to save the user name and password as this account should be usable next year.

### ***Here are the easy steps....***

2. **GO TO** the Edgar County 4-H Fair Entry Website: [www.fairentry.com](http://www.fairentry.com) and click on "Find Your Fair". Type Edgar in the search box. **CLICK ON** search. Choose 2023 Edgar County Fair
3. **CLICK ON** create a Fairentry account.
4. Enter and then confirm family email. **CLICK ON** create account.
5. Input information under account creation.
6. **CLICK ON** create account.
7. **CLICK ON** begin registration.
8. **CLICK ON** individual. Enter new individual exhibitor information.
9. Enter contact information, address, etc.
10. There will be a few general & livestock project questions you will be asked to complete (both food and livestock auction information, along with stall/pen assignments.) You will be required to answer these questions to go on to the next step.
11. After you have answered the questions, **CLICK ON** continue to entries.
12. **CLICK** "Add an Entry" to add entries.
13. **SELECT** the appropriate Department (General Projects or Individual Livestock Departments.)
14. **SELECT** the desired Division from the list of project areas.
15. After selecting the Department and Division, **CONFIRM** by selecting the **CHOOSE** option.
16. **SELECT** your class (or classes). You will be asked to make your class selections and hit continue.
17. **SELECT** back to entries.
18. **CLICK** "Add an Entry" until all entries have been made.
19. **If you wish to register an additional family member, CLICK Register Another Exhibitor and complete the same process for each member. DO NOT click the green box Continue to payment until you have all of your 4-Hers entries made.** If you have accidentally submitted before all members' entries are entered, please contact the Extension Office.

20. If you are done adding entries for all individuals, **CHOOSE** the option to “Continue.” There are no registration fees for our county, so the invoice will be \$0. **CLICK** continue.
21. **CHOOSE** “Submit your entries.” After you have submitted entries, you should receive an email from FairEntry.

**In case you wondered:**

- **Can I go back and make changes or additions to my entries?**  
You can make changes to your entry until you hit submit your entries. After that point, you will need to contact the Extension Office at 217-465-8585 to make a change.

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