2025 4-H Exhibit Entry Instructions

To participate in the 4-H Shows, you must register which projects you plan to exhibit. Exhibit entry registration is done through a system called FairEntry, which is different than the zSuite system you used to enroll in 4-H. Exhibiting is not required, but it is strongly encouraged as part of the 4-H experience.

Registration Deadlines:

June 1 – Deadline for:
- Sangamon & Menard General Projects
- Sangamon Livestock
- Menard Livestock
- Logan/Menard/Sangamon Dog Show

June 27 – Deadline for:
- Logan General Projects
- Logan Livestock

Eligibility Requirements:

To be eligible to exhibit, you must:

✔ Be enrolled in 4-H by **March 1**

✔ Have completed the **animal ethics requirement** by **March 1 for a live animal show**

✔ Have attended at least **one** club meeting

You may only exhibit projects that you are officially enrolled in. If you need a reminder of your enrolled projects, please contact your club leader or 4-H county staff or review your zSuite account.

Important Notes:

- **Only register for projects you realistically expect to complete and bring to the 4-H Show.** This helps ensure accurate planning for judges and exhibit space. **The system will allow a maximum of 25 entries per member.**
- If you don't complete a project this year, you can take it again next year.

Detailed registration instructions are provided on the following pages. If you have any questions or need assistance, please contact your county 4-H staff.

Sherri Bishop	Stacie Skelton	Maddie Atterberry
Logan County	Menard County	Sangamon County
slb3637@illinois.edu	sskelton@illinois.edu	mca12@illinois.edu
217-732-8289	217-632-7491	217-782-4617

Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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

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If you are new to 4-H:

FairEntry Exhibitor, Staff Sign-In

Fair Entry

✉ Email

🔒 Password

Sign In with FairEntry

Forgot your password?

Create a FairEntry account

Register as a New Buyer

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

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

If you are a returning family:

FairEntry Exhibitor, Staff Sign-In

Fair Entry

✉ Email

🔒 Password

Sign In with FairEntry

Forgot your password?

Create a FairEntry account

Register as a New Buyer

Enter your FairEntry login info and click **Sign in with FairEntry**. *This is different than your zSuite enrollment login info.*

> If you don't remember your login info, click **Forgot your password?**.

We found the following account by the email you entered:

Account Email	____@gmail.com change
Account Name	Test
Account Type	Exhibitor Group
Fair	2024 Sangamon County 4-H Shows

To continue with registration for this fair, please sign-in to the above account.

Password [____]

Please enter the password associated with the above account.

Forgot your password?

Authenticate and Continue

Re-enter your Password and click **Authenticate and Continue.**

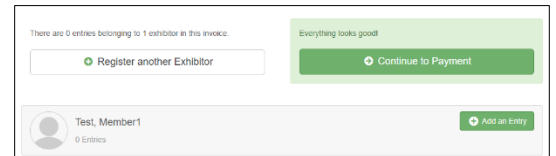If you are redirected to a staff page, go to your county's 4-H show page and log in:
- logan4-Hfair.fairentry.com
- menard4-Hfair.fairentry.com
- sangamon4-Hfair.fairentry.com

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

3. Enter the Name, Birthdate, and County of 4-H membership for the exhibitor and click **Continue**. Enter their Home Phone Number and click **Continue**. Enter their Address and click **Continue**. Answer any Questions and click **Continue**.
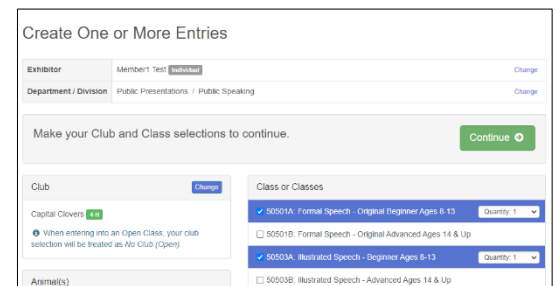
4. Click **Continue to Entries**.
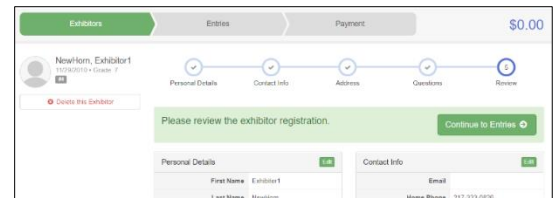
5. Click **+ Add an Entry**. A pop-up window will open.
    - Department: Live animal exhibits are listed as separate Departments. The General Projects category includes all other projects. *For an Animal Science Display, enter under General Projects, Animal Science*. Click **Choose**.
   - Division: You may have several options. Click **Choose**.

6. Click **Change** and then click the **4-H** tab. Choose your club from the list and click **OK**.

7. **Check all options you would like to exhibit**. The "Quantity" should ALWAYS be 1. Click **Continue**.
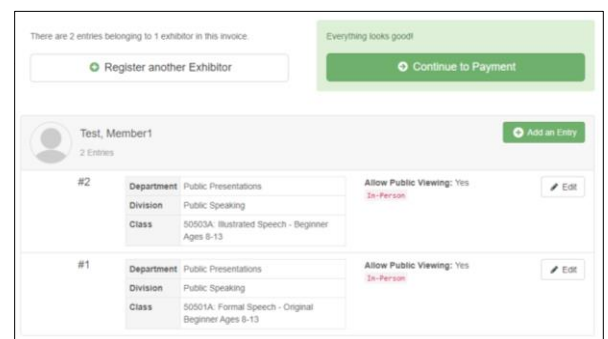
8. Review your selections and click **Create Entries**.

9. 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.
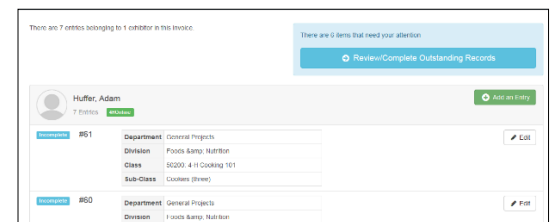
10. To make more entries for that member, click **Add an Entry**.

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

12. When you have completed ALL entries for ALL members in your family, click **Continue to Payment**. *(The payment will be zero.)* Click each **Continue** screen, and then click **Submit**.

13. Your entries are NOT submitted until you see 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.
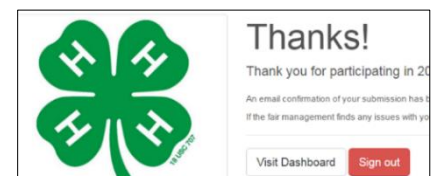
    While the "invoice"/entries are pending, new entries cannot be added. Once approved, you can submit additional new entries until the registration deadline.