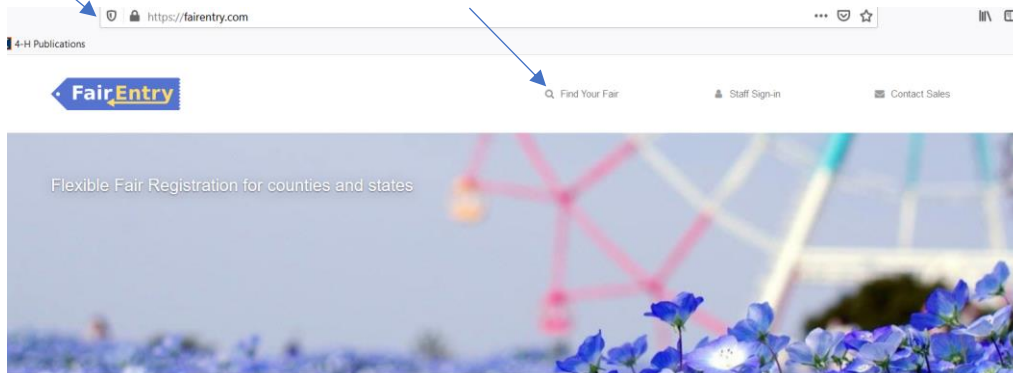


HOW TO REGISTER IN FAIR ENTRY

1. From a computer (preferably) login in to fairentry.com, then select “Find Your Fair”




2. Select “Search by Keyword”: Madison or St Clair, depending on your county and hit “Search”


Find Your Fair

A screenshot of the 'Find Your Fair' search form. It includes a 'Search by keyword (Optional)' field with 'Madison' entered. Below it are 'Sorted by' and 'Filter by State' dropdown menus, both set to 'State' and 'ALL' respectively. A link 'Select a State from the Map' is also present. At the bottom is a blue 'Search' button with a magnifying glass icon.

3. Your search result should look like this:

Illinois	
2021 Madison County Fair	
June 01 - August 15, 2021	

OR

Illinois	
2021 St Clair County Fair	
June 01 - August 15, 2021	

4. Once you select your fair, either Madison or St Clair, you will come to a screen that looks like this. You should “Sign in With 4-H Online”.

2021 Madison County Fair

Registration is currently **Open**

Registration dates: 2/1/2019 - 6/30/2021

Exceptions may apply [View Details](#)

We are counting on you, our 4-H members and families, as well as our staff and volunteers to help make this fair season a safe and successful one!

The following COVID-19 social distancing and safety practices reflect requirements of the Illinois Department of Public Health (IDPH) and University of Illinois event guidelines and will be in place for all indoor and outdoor 4-H events, including fairs and exhibitions:

- 1.Face coverings are required for all youth, spectators, volunteers, and staff. Face shields and goggles are not currently IDPH approved. If you are not able to wear a mask for medical reasons, we ask that you seek an accommodation for the event by contacting 618-344-4230 by July 1, 2021.
- 2.Everyone in attendance will practice social distancing during the event, including maintaining six feet of separation those who are not in their households. To allow for social distancing, building and spectator capacity may be limited based on current public health department guidelines.

4-H Exhibitor and 4-H Staff Sign-In

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

Sign in with 4HOnline

5. It should bring you to a screen that looks like this with your family name in the corner. You will select “Begin Work On A New Invoice”:

2021 Madison County Fair Abernathy ▾

Registration is currently **Open**

2/1/2019 - 6/30/2021 [details](#)

Your Current Invoice

You do not have a current invoice.

Begin work on a new invoice

Your Completed Invoices

These invoices are no longer editable by you.

#	Amount	View
#877171 Paid	\$0.00	View
1 Exhibitor		
3 Entries		

Your Approved Records

These are all the records that have been approved by fair management (across all your invoices):

- 1 Exhibitor
- 3 Entries

[View in Detail](#)

6. You will come to a screen that looks like this. I have already registered one of my daughter's in a project so that is why her name is already here. If I want to add more project to her then I will select "Create Entry" and add as many projects as I want. When I want to add my other daughter, I will select "Register an Exhibitor" and then add her projects. You should select all of your projects for each youth you are registering BEFORE you submit them, otherwise you will need to wait for me to approve them before you can add any more youth or projects.

7. I am going to add the rest of Ava's projects first so once you select "Create Entry" it will look like this and you can begin adding projects. If you are unsure of classes you should refer to your showbook for this information:
- Madison general projects: <https://go.illinois.edu/madisonshowbook>
 - Madison livestock: <https://go.illinois.edu/madisonlivestockshowbook>
 - St. Clair: <https://go.illinois.edu/stclaircountysshowbook>

- Select your department and division.
- Next select "Continue".
- Next select "Back to Entries".
- If you have more projects to add, then select "Add an Entry".
- Once you are finished adding projects then you can either "Register Another Exhibitor" or select "Continue to Payment" if you are finished.

8. Once you select "Continue to Payment", it will look like this with nothing due, select "Continue":

2021 Madison County Fair Abernathy ▾

Exhibitors > Entries > Payment \$0.00

1 Review — 2 Payment Method — 3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: Ava Abernathy		\$0.00
Individual Exhibitor: Mia Abernathy		\$0.00
		Total: \$0.00

[Continue](#)

9. It will indicate that there is no payment due, so you will select "Continue" again:

2021 Madison County Fair Abernathy ▾

Exhibitors > Entries > Payment \$0.00

1 Review — 2 Payment Method — 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

[Continue](#)

10. Last step is to "Submit":

2021 Madison County Fair Abernathy ▾

Exhibitors > Entries > Payment \$0.00

1 Review — 2 Payment Method — 3 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](#)

11. You will receive an email confirmation of your project selections, please verify that they are correct.



Thanks!

Thank you for participating in 2021 Madison County Fair.

An email confirmation of your submission has been sent.

If the fair management finds any issues with your registration, you will receive another email.

[Visit Dashboard](#)

[Sign out](#)

12. Once I have approved them in Fair Entry, you will receive another email indicating that your projects have been approved.