

4-H FAIR ENTRY TIPS

Edgar County 4-H



It is time to make your Fair entries. Here are the easy steps....

1. **GO TO** the Edgar County 4-H Fair Entry Website: www.fairentry.com and click on “Find Your Fair”. Type Edgar in the search box or scroll down to pick the Edgar County Illinois option.
2. **CLICK ON** Sign in with 4-H Online. (You will be asked for your username (email) and password). You will see a list of family members eligible to exhibit.
3. **CLICK EDIT** next to the name of the individual. You will see the information about this individual. If any of the information is incorrect, log into 4-H online (v2.4honline.com) and correct the information.
4. There will be a few general & livestock questions you will be asked to complete (Both food and livestock auction along with stall/pen assignments.) You will be required to answer these questions to go on to the next step.
5. **CLICK ON** “Continue to Entries.” You will see a list of entries this individual has currently signed up to exhibit.
6. **CHOOSE** to Begin work on a new invoice. Select the desired individual and choose Create Entry.
7. **CLICK** “Add an Entry” to add additional entries.
8. **SELECT** the appropriate Department (General Projects or Individual Livestock Departments.)
9. **SELECT** the desired Division from the list of project areas.
10. After selecting the Department and Division, **CONFIRM** by selecting the **CHOOSE** option.
11. **SELECT** your class (or classes). You will be asked to make your class selections and hit continue.
12. After you have selected all the classes in this division, **CLICK** Continue. After you review the provided list of your selections, hit **CREATE ENTRIES**.
13. **CLICK** “Add another Entry” until all entries have been made.
14. 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.
15. If you are done adding entries for all individuals, **CHOOSE** the option to “Continue to Payment.” There are no registration fees for our county, so the invoice will be \$0. **CLICK** continue.
16. **CHOOSE** “Submit your entries.” After you have submitted entries, you should receive an email from FairEntry.

Questions you might need answered:

- What if the program does not allow me to make a fair entry in a project I believe I am enrolled in?
 1. Check your 4-H On-line profile at v2.4honline.com to review the projects you enrolled in.
 2. Contact the office if your profile shows you are currently enrolled and have not been able to submit an entry.

- **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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