


# JERSEY COUNTY 4-H FAIRENTRY INSTRUCTIONS

Visit: <https://go.illinois.edu/JerseyFairEntry23>

There will be only one option for logging in since we are no longer integrated with 4-H Online.

**STEP ONE:** Choose to Create a Fair Entry account.

FairEntry Exhibitor, Staff Sign-In



[Sign In with FairEntry](#)

[Forgot your password?](#)

[Create a FairEntry account](#)

[Register as a New Buyer](#)

**STEP TWO:** Enter the email address you intend to use for the account. You will enter it twice.

[Back](#)

## 2023 Jersey County Fair



### Create a FairEntry Account

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

[Create Account](#)

**STEP THREE:** Complete the account information and create a password for the account.

## Account Creation

To continue with registration for this fair, please provide the following details.

**Email**   
[change](#)

**Account Name**   
Example: Your last name

**Phone Number**   
Format: **###-###-####** or **#####**

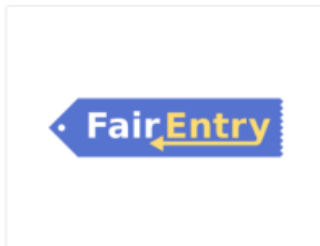
**Password**   

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

**Confirm Password**

[Create Account](#)

**STEP FOUR:** Once you are logged in, you will be able to add individuals. Only add those individuals who will be registering to exhibit.



## Welcome!

We noticed you haven't yet registered for the fair.

[Go To Dashboard](#)

[Begin Registration](#)

Exhibitors [Entries](#) [Payment](#) \$0.00

Do you want to register an **Individual**?

[Individual](#)

# New Individual Exhibitor

**First Name**  
(Required)

**Last Name**  
(Required)

**Birthdate**  
(Required)



**Grade**  
(Optional)

Cancel

Continue



NewHorn, Exhibitor1  
11/29/2010 • Grade: 7



Delete this Exhibitor



## Address

**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.

<b>Address</b> (Required)	<input type="text"/>
<b>Address continued</b> (Optional)	<input type="text"/>
<b>City</b> (Required)	<input type="text"/>
<b>State</b> (Required)	<input type="text"/>
<b>Postal Code</b> (Required)	<input type="text"/>

Continue

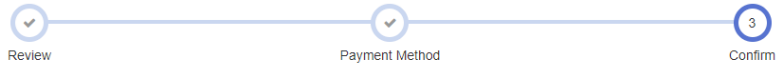
**STEP FIVE:** Add entries to exhibitor.

The screenshot shows a registration review interface. At the top, there are three tabs: 'Exhibitors' (active), 'Entries', and 'Payment'. The amount due is \$0.00. Below the tabs, a progress bar shows five steps: Personal Details, Contact Info, Address, Questions, and Review (5). The exhibitor's name is 'NewHorn, Exhibitor1' with a birthdate of 11/29/2010 and grade of 7. A 'Delete this Exhibitor' button is visible. A green banner says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. Below are three sections: 'Personal Details' (First Name: Exhibitor1, Last Name: NewHorn, Birthdate: 11/29/2010, Gender: ), 'Contact Info' (Email: , Home Phone: 217-333-0826, Cell Phone: , Cell Phone Carrier: ), and 'Address' (809 Broadway, Mattoon, IL 61938). An 'Additional Questions' section is empty.

The screenshot shows the entry management interface. At the top, there are three tabs: 'Exhibitors', 'Entries' (active), and 'Payment'. The amount due is \$0.00. Below the tabs, a message states 'There are 0 entries belonging to 1 exhibitor in this invoice.' with a 'Register another Exhibitor' button. A green banner says 'Everything looks good!' with a 'Continue to Payment' button. Below is a list of exhibitors: 'NewHorn, Exhibitor1' with 0 entries and an 'Add an Entry' button.

**STEP SIX:** If you have other members within your family that will be exhibiting select “Register another Exhibitor.” Repeat steps for each 4-H member.

**STEP SEVEN:** Select “Continue to Payment” ONLY when all exhibitors and their entries have been added. There is no payment required and your amount due will be \$0.00. Confirm exhibitors and entries and submit to the Extension Office for approval.



### 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

**REMINDER** – Since we have switched from 4-HOnline to ZSuite, the systems no longer communicate with FairEntry. This is a slightly different process. Youth will be able to view all the projects offered as exhibit opportunities. Members are only permitted to register for the projects they are enrolled in. If you are not enrolled in a project that you select to exhibit, I will reject it at manager level. Project selections were due by April 15, 2023.