

Monroe County "Fair Entry" Instructions for 4-H Shows

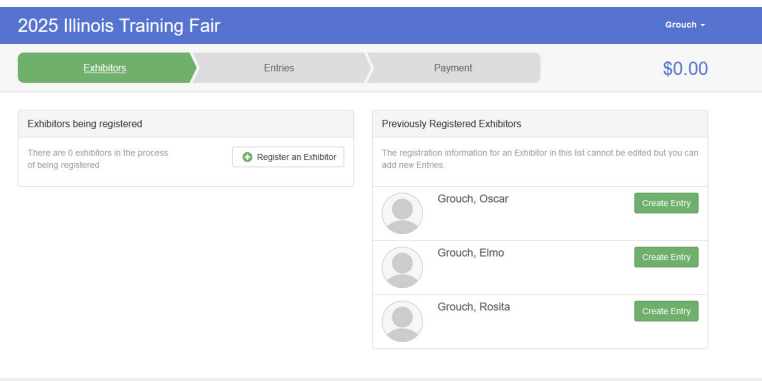
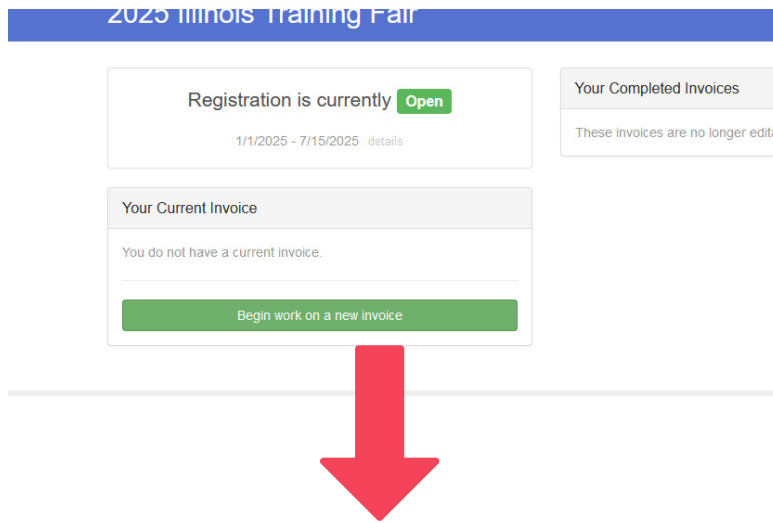
***This is for 4-H projects ONLY, not Junior & Open exhibits.**

Are you bringing a project to a 4-H Show this summer? Go to <http://monroe4-hfair.fairentry.com>

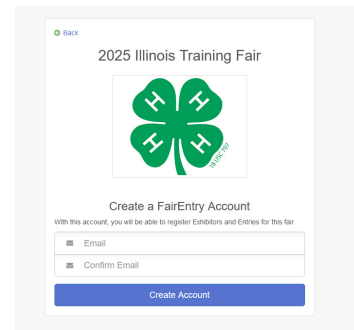
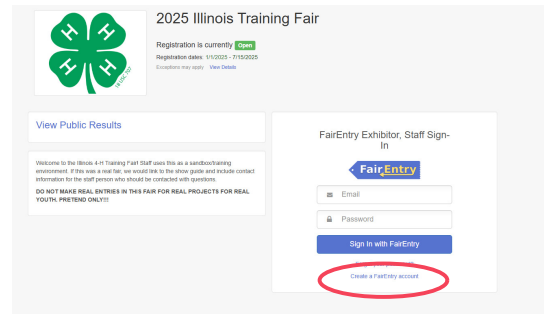
Sign in with the email and password you used last year, use the password reset option, OR create a new account, if this is your first year in 4-H.



Click Begin Work on a New Invoice and select a 4-H'er from your list OR add a new Exhibitor.

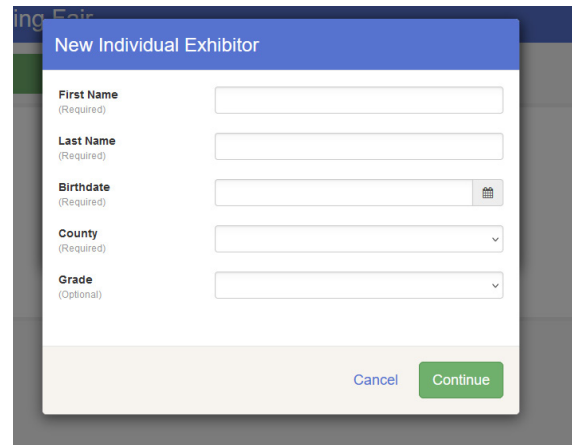


New? Start by creating an account!



Enter your email, then fill out the next page with your account info.

Click on the green Begin an Invoice button and start by registering an Exhibitor (your 4-H'er).



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(OVER)

On the Personal Details page, fill in County and current grade, if they are missing. Hit continue and fill in a phone number in the home phone number line.

Confirm that the address listed is correct. This is important - it is where your premium check will be mailed!

Next, you will choose which project(s) you will bring to the 4-H Show.

Select the projects that you signed up for at the beginning of the 4-H year in ZSuite when you enrolled.

You can select your 4-H Club here as well.

For additional 4-H members, repeat as many times as needed.

The last step is to review your projects. THIS STEP IS VERY IMPORTANT!! Please make sure they are correct as you will not be able to change them after the Fair Entry deadline. Continue through the payment part (**there is no fee**).

Then, finally, you will **CLICK THE GREEN SUBMIT BUTTON**. After you hit submit, you may not be able to add projects OR additional members until county Extension staff approve your submission.

Need help? Contact Kelly Brandt at 618-939-3434 or kmbandt@illinois.edu