



# St. Clair County Fair Entry Instructions

Below are instructions for EXHIBITING your 4-H project(s) at 4-H Shows.  
Please follow instructions carefully!

1. Log into Fair Entry at: <https://fairentry.com/Fair/SignIn/21236>

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

2. Choose: **Create a Fair Entry account.**

The screenshot shows the registration page for the 2023 Monroe County 4-H Fair. On the left, there is a 4-H logo and registration details: "Registration is currently **Open**", "Registration dates: 3/1/2023 - 7/15/2023", and "Exceptions may apply View Details". Below this, there are sections for "HORSE SHOW", "SHOW-A-RAMA", "HORTICULTURE & CROPS", and "LIVESTOCK". On the right, there is a "FairEntry Exhibitor, Staff Sign-In" section with a "FairEntry" logo, an "Email" input field, a "Password" input field, and a "Sign In with FairEntry" button. Below the button are links for "Forgot your password?", "Create a FairEntry account" (indicated by a black arrow), and "Register as a New Buyer".

3. Enter the email address you intend to use for the account. You will enter it twice, then click the "Create Account" button.

[Back](#)

2023 Monroe County 4-H Fair



## Create a FairEntry Account

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

Form fields for creating an account:

- Email
- Confirm Email
- Create Account** button (indicated by a black arrow)

4. Complete the account information and create a password for the account, then click “Create Account.”

### 2023 Monroe County 4-H Fair



#### 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

←

**EXAMPLE**

5. Once you are logged in, you will be able to add individuals. Only add those individuals who will be registering to exhibit. Choose “Begin Registration.”

### 2023 Monroe County 4-H Fair



## Welcome!

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

←

6. Next, click the green “Individual” button.

Exhibitors   Entries   Payment   \$0.00

Do you want to register an Individual?

Individual

7. Fill out name, birthdate and grade for member and hit "Continue."

### New Individual Exhibitor

**First Name** (Required)

**Last Name** (Required)

**Birthdate** (Required)

**Grade** (Optional)

[Cancel](#)

8. Fill out phone numbers and email address and hit "continue."

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

[Delete this Exhibitor](#)

Personal Details   **Contact Info**   Address   Questions   Review

#### Contact Info

**Home Phone Number** (Required)   
Format: ###-###-#### or #####

**Email Address** (Optional)   
Format: name@website.com

**Cell Phone Number** (Optional)   
Format: ###-###-#### or #####  
Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

**Cell Phone Carrier** (Optional)

⚠ The form is incomplete. Please complete the form.

9. Fill out address and hit "Continue."

NewHorn, Exhibitor1  
11/29/2010 • Grade: 7  
#4  
[Delete this Exhibitor](#)

Personal Details   Contact Info   **Address**   Questions   Review

**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.

Address (Required)

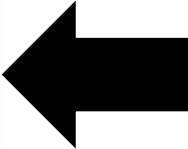

Address continued (Optional)

City (Required)

State (Required)

Postal Code (Required)

[Continue](#)

10. Choose “Continue” again under Questions if there are no questions to answer.

2023 Illinois Training Fair NewHorn ▾

Exhibitors   Entries   Payment \$0.00


NewHorn, Exhibitor1  
11/29/2010 • Grade: 7  
#4  
[Delete this Exhibitor](#)

Personal Details   Contact Info   Address   **Questions**   Review

**Questions**

There are no questions to answer.

[Continue](#)



11. Verify that your information is correct, then click on the “Continue to Entries” button.

Exhibitors   Entries   Payment \$0.00

NewHorn, Exhibitor1  
11/29/2010 • Grade: 7  
#4  
[Delete this Exhibitor](#)

Personal Details   Contact Info   Address   Questions   **Review**

Please review the exhibitor registration. [Continue to Entries](#)


Personal Details <a href="#">Edit</a>		Contact Info <a href="#">Edit</a>	
First Name	Exhibitor1	Email	
Last Name	NewHorn	Home Phone	217-333-0826
Birthdate	11/29/2010	Cell Phone	
Gender		Cell Phone Carrier	

**Address** [Edit](#)

809 Broadway  
Mattoon, IL  
61938

**Additional Questions**

There are no questions or answers.



12. Next, choose “Add an Entry” to register member for projects that they will be exhibiting at a 4-H Show.

Exhibitors    Entries    Payment    \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

+ Register another Exhibitor    + Continue to Payment

NewHorn, Exhibitor1  
0 Entries    + Add an Entry

13. Choose the Department for your project area(s).  
(i.e. choose “General Projects” for the Show-A-Rama, “Horse and Pony” for the Horse Show or choose a livestock specie for the Fair.)

Choose Department and Division

Beef	Select
Dairy Cattle	Select
Dogs	Select
General Projects	Select
Goats	Select
Horse and Pony	Select
Poultry	Select
Public Presentations	Select
Rabbits	Select
Sheep	Select
Swine	Select

Cancel    Choose

14. Next choose your project division from the long list of options.

Choose Department and Division

Department: General Projects    Change

Aerospace	Select
Animal Science	Select
Bicycle	Select
Child Development	Select
Civic Engagement	Select
Clothing and Textiles	Select

15. Then, choose the class/level you signed up for when you registered for 4-H earlier in the year.

\*Class requirements are found here:

4-H Showbook (general projects): [https://go.illinois.edu/Madison\\_Showbook](https://go.illinois.edu/Madison_Showbook)

or 4-H Fair Showbook (livesetock): [https://go.illinois.edu/Madison\\_LivestockShowbook](https://go.illinois.edu/Madison_LivestockShowbook)

Exhibitors > Entries > Payment

Starting an Entry

Department: General Projects [Change](#)

Division: Woodworking [Change](#)

Select a Class to continue

50357: Woodworking 1	Select
50358: Woodworking 2	Select
50359: Woodworking 3	Select
50360: Woodworking 4	Select

16. Click “continue.”

2023 Monroe County 4-H Fair

Exhibitors > Entries > Payment

Starting an Entry

Department: General Projects [Change](#)

Division: Woodworking [Change](#)

Class: 50360: Woodworking 4 [Change](#)

Continue

17. Choose your club. Then hit “continue again.”

ounty 4-H Fair

Entries > Payment \$0.00

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None [Suggested Club: \(Last Club Selected\)](#)

Select this Club

Search...

- Air Rifle [Add](#)
- Backyard Bandits [Add](#)
- Bushy Prairie [Add](#)
- Crusading Eagles [Add](#)
- Golden Eagles [Add](#)
- Hooftbeats Competition Team [Add](#)
- Hunting/Outdoor Skills/Fishing [Add](#)

13 total clubs are available

Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

Continue

18. At this point, you can either “Add another Entry” OR “Register another Exhibitor” and duplicate the process again for the same member or add an additional member.

19. When you are finished registering members and classes to exhibit in, click on the “Continue to Payment” button.

Entries Payment \$0.00

What do you want to do next?

For Garrett Brandt:

+ Add another Entry

OR

+ Register another Exhibitor

OR

Everything looks good!

+ Continue to Payment

20. Don't worry, you do NOT owe any money!

Payment \$0.00

2 Payment Method 3 Confirm

Summary	Detail
\$0.00	
Total: \$0.00	

Continue

21. Keep clicking the “continue” button and finally “submit.”

Exhibitors

Entries

Payment

\$0.00



Review



Payment Method



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

2023 Monroe County 4-H Fair



# Thanks!

Thank you for participating in 2023 Monroe County 4-H 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