

FAIR ENTRY INSTRUCTIONS

1. Access the Stephenson County 4-H Fair by using this link:

<https://stephenson4-hfair.fairentry.com>.

2. If you are a returning 4-H family you will enter your e-mail and password that you entered for previous years.

If you are a NEW 4-H family you will choose to Create a Fair Entry account.

FairEntry Exhibitor, Staff Sign-
In



 Email

 Password

Sign In with FairEntry

[Forgot your password?](#)

[Create a FairEntry account](#)

[Register as a New Buyer](#)

3. Once you see this: you will click Begin Registration.



2024 Stephenson County Fair

Registration is currently **Open**

Registration dates: 5/15/2023 - 6/7/2024

Exceptions may apply [View Details](#)

4. Click Individual

Progress bar showing steps: Exhibitors (active), Entries, Payment, and a total amount of \$0.00.

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

5. Choose which child you want to register projects for, OR create an Exhibitor from scratch, if you need to add a child to your account.

New Individual Exhibitor

First Name (Required)

Last Name (Required)

Birthdate (Required)

Grade (Optional)

[Cancel](#)

6. **If you are a returning exhibitor**, you will click “Edit” and verify that your child’s information is correct. **If adding a new individual** - Start on the Personal Details page and fill in County and current grade, hit continue, and fill in your phone number- PLEASE make sure your address is correct, as this is where we will send the premium checks too.

The screenshot shows the 'Contact Info' step of a five-step registration process. The user is 'NewHorn, Exhibitor1' (11/29/2010, Grade: 7). The progress bar shows steps 1 (Personal Details), 2 (Contact Info), 3 (Address), 4 (Questions), and 5 (Review). A 'Delete this Exhibitor' button is visible. The 'Contact Info' form includes fields for Home Phone Number (Required), Email Address (Optional), Cell Phone Number (Optional), and Cell Phone Carrier (Optional). Each phone number field has a format hint: '###-###-#### or #####'. A red warning message states: 'The form is incomplete. Please complete the form.' A green 'Continue' button is at the bottom right.

The screenshot shows the 'Address' step of the registration process. The user is 'NewHorn, Exhibitor1' (11/29/2010, Grade: 7). The progress bar shows steps 1 (Personal Details), 2 (Contact Info), 3 (Address), 4 (Questions), and 5 (Review). A 'Delete this Exhibitor' button is visible. A blue informational message states: '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.' The 'Address' form includes fields for Address (Required), Address continued (Optional), City (Required), State (Required), and Postal Code (Required). A green 'Continue' button is at the bottom right.

7. Next, hit the green 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 (5)

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

Personal Details		Contact Info	
First Name	Exhibitor1	Email	
Last Name	NewHorn	Home Phone	217-333-0826
Birthdate	11/29/2010	Cell Phone	
Gender		Cell Phone Carrier	

Address

809 Broadway
Mattoon, IL
61938

Additional Questions

There are no questions or answers.

In the gray box with the youth's name, there will be a green button that says "Add an Entry." Click that, and then you will choose which projects your child will be bringing to the 4-H shows. You will need to choose your 4-H club, and then hit continue.

Exhibitors Entries Payment \$0.00

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

[+ Register another Exhibitor](#)

Everything looks good!
[+ Continue to Payment](#)

NewHorn, Exhibitor1
0 Entries
[+ Add an Entry](#)

8. THIS STEP IS VERY IMPORTANT-

If you have more than one child you need to enter projects for, CHOOSE “register another exhibitor” as this will take you back to the beginning and allow you to enter another child. If you choose to continue to payment here, you will have to wait for Brenda to approve the submission, before Fair Entry will let you add more children. AND, if you have more projects to enter for the same child, choose Add another entry.

9. Once you are all done, then you will click continue to payment- there is NO charge, this is just what fair entry calls it. This is where you will review your projects and make sure you have entered everything your children plan to bring to General Projects days and 4-H Livestock Day. Then, click SUBMIT.

If anywhere along the way you hit a roadblock or have issues, please reach out to Brenda directly at 815-599-3726. I’m glad to help!