

2024 Fair Entry Instructions

1. Start by going to: go.illinois.edu/MFairEntry24
2. Next you will click sign in, with the email address and password you used last year, OR create a new account, if this is your first year in 4-H.

2024 Montgomery County Fair

Registration is currently **Open**
Registration dates: 2/1/2024 - 5/30/2024
Exceptions may apply [View Details](#)

ENTRY DEADLINES
March 14 - Public Speaking Contest
May 30 - All Other Projects/Classes
Any exhibits not entered by the proper deadline will not be allowed to be shown at the Montgomery County 4-H shows.
Further details and class descriptions can be found in the show book:
Questions? Need assistance?
Call: 217-532-3941
Email: amcd06@illinois.edu

FairEntry Exhibitor, Staff Sign-In

FairEntry

Email

Password

Sign In with FairEntry

[Forgot your password?](#)
[Create a FairEntry account](#)
[Register as a New Buyer](#)

3. Click Begin Registration



Welcome!

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

[Go To Dashboard](#)

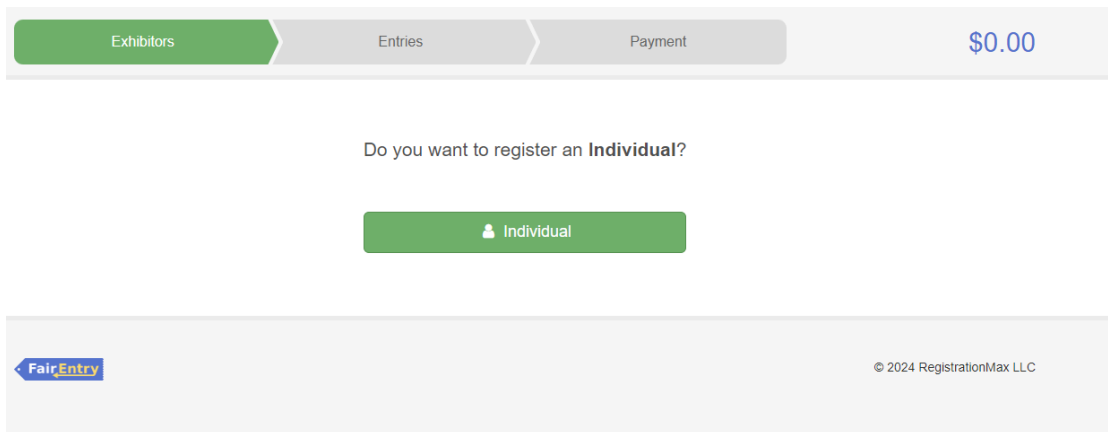
[Begin Registration](#)



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

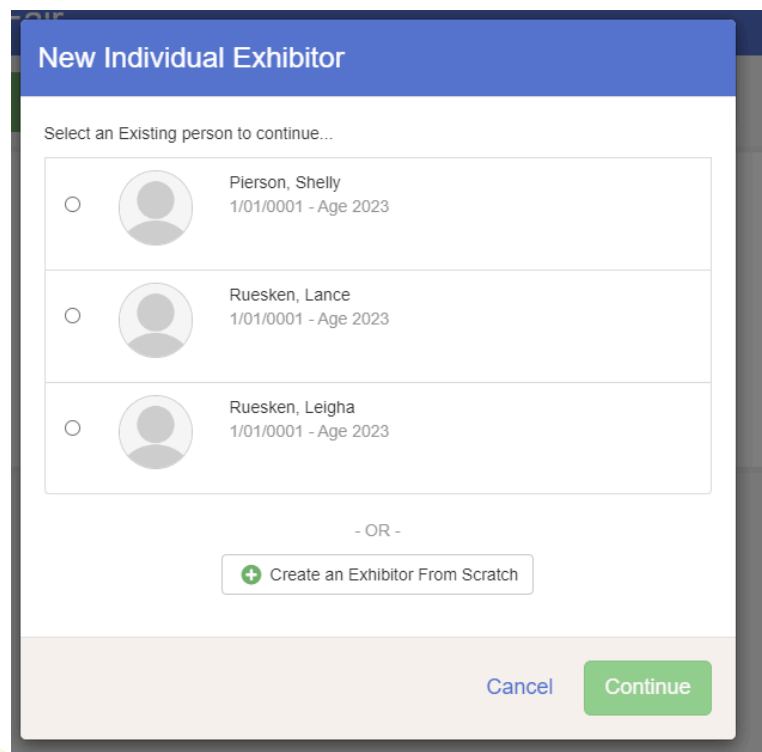
COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES
University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating
University of Illinois Extension provides equal opportunities in programs and employment.

4. Click Individual



The image shows a registration progress bar with three steps: 'Exhibitors' (highlighted in green), 'Entries', and 'Payment'. To the right of the bar, the amount '\$0.00' is displayed. Below the bar, the text 'Do you want to register an Individual?' is centered. A green button with a person icon and the text 'Individual' is positioned below the question. At the bottom of the page, there is a footer with the 'FairEntry' logo on the left and the copyright notice '© 2024 RegistrationMax LLC' on the right.

5. Next, 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.



The image shows a modal window titled 'New Individual Exhibitor'. The header is blue with the title in white. Below the header, the text 'Select an Existing person to continue...' is displayed. There are three rows, each with a radio button, a person icon, and text: 'Pierson, Shelly' with '1/01/0001 - Age 2023', 'Ruesken, Lance' with '1/01/0001 - Age 2023', and 'Ruesken, Leigha' with '1/01/0001 - Age 2023'. Below these rows is the text '- OR -'. Underneath is a button with a green plus icon and the text 'Create an Exhibitor From Scratch'. At the bottom right of the modal are two buttons: 'Cancel' and 'Continue'.

6. Start on the Personal Details page and fill in County and current grade.. Hit continue and fill in a phone number in the home phone number line.

Exhibitors Entries Payment \$0.00

Pierson, Shelly
12/31/0000
#4
[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.

[Continue](#)

7. Confirm that the address listed is correct. **This is important for when premium checks are issued.**

8. Next, hit the green Continue to Entries button

Pierson, Shelly
12/31/0000
#4
[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions **Review**

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

Personal Details [Edit](#)
First Name Shelly

Contact Info [Edit](#)
Email

9. In the gray box with the youth's name, there will be a green button that says Add and Entry.

The screenshot shows a registration interface. At the top, there is a message: "There are 0 entries belonging to 1 exhibitor in this invoice." Below this is a button labeled "Register another Exhibitor". To the right, a green box contains the text "Everything looks good!" and a "Continue to Payment" button. Below these elements is a gray box representing a youth's profile. It includes a circular profile picture placeholder, the name "PIERSON, TEST", and "0 Entries". A green button with a plus sign and the text "Add an Entry" is located on the right side of this gray box. A black arrow points to this button.

10. Next, you will choose which project(s) you will bring to the 4-H Show. So on the next screens, please select the correct projects you plan to bring to the fair.

- Please be sure to only register for projects that you have enrolled in on Zsuite. Please also follow guidelines for each project listed in the showbook.


11. You may need to select your 4-H Club and then hit continue

The screenshot shows a registration interface with two main sections. On the left, there is a summary box for "Entry #2" for "PIERSON, TEST" (ID: 1/01/0001, #3). It lists the "Department" as Beef, "Division" as Breeding Animals, and "Class" as Angus Junior Heifer Calf (Calved after Jan. 1 of the current year). A "Delete this Entry" button is at the bottom. On the right, the "Club/Chapter" selection screen is shown. It asks the user to "Please select the 4-H Club or FFA Chapter that is associated with this entry." The "Selected Club" is "Dismal Creek Critters 4-H". Below this is a search bar and a list of clubs with radio buttons and "4-H" labels. The "Dismal Creek Critters" club is selected and highlighted in blue. Other clubs listed include "All Around Gang", "All Around Gang Cloverbuds", "Bass Fishing SPIN Club", "Beyond the Bell", "Dismal Creek Critters Cloverbuds", and "Little Wabash Deer & Fawn". A note at the bottom of the list states: "16 total clubs are available. Note: no more than 50 clubs are shown at once, so use the search feature to find your club." A "Continue" button is at the bottom right.

12. THIS STEP IS VERY IMPORTANT!!

- If you have another child that you need to enter in projects for please hit the register another exhibitor button. If you are adding another child you will repeat steps 6-11.
- If you forgot to add another project to your child's account please click add another entry.
- or if this is your last child to enter then you may click continue to payment.

If you hit continue to payment and you have not entered your other child or need to add more projects you will not be able to until county Extension staff approve the projects you already submitted.

Entry #2	
	PIERSON, TEST 1/01/0001 #3
Department	Beef
Division	Breeding Animals
Class	Angus Junior Heifer Calf (Calved after Jan. 1 of the current year)

What do you want to do next?

For TEST PIERSON:

Everything looks good!

13. The last step is to review your projects. 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).

14. Then, finally, you will click the green submit button.

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