

Exhibitor Entry

Important Reminders

- Fair entries will be accepted May 25, 2025 through June 27, 2025. Be sure to complete your entries (including the final "Submit" step) prior to the cut-off date. Late entries, with a late fee will be accepted June 28, 2025 through July 18, 2025.
- Register ALL entries for EACH exhibitor in the family before proceeding to the Payment section.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- Please note that the screenshots in this document were taken on a desktop computer. If you are using a mobile device, they will look similar, but options may be stacked vertically on your device's screen so you may need to scroll more to find the buttons you need.

You can access the Hartford Fair entry portal by visiting <http://hartfordfair.fairentry.com>.



2025 Hartford Fair

Animal ID is currently **Closed**
 Registration dates: 4/18/2025 - 5/16/2025
 Registration is currently **Closed**
 Registration dates: 5/25/2025 - 7/18/2025
 Exceptions may apply [View Details](#)

If you have a 4-HOnline family account AND you have a youth project member enrolled, select to "Sign in with 4HOnline" and enter the same email and password that you use to log into 4-HOnline.

SPECIAL NOTE: If you forgot your password for your 4-HOnline account, you need to go to 4-HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

4-H Exhibitor and 4-H Staff Sign-In



Sign in with 4HOnline

If no one in your family has a 4-HOnline family account (no youth project member currently enrolled in 4-H) then please create an account using the FairEntry login.

FairEntry Exhibitor, Staff Sign-In

If you don't have a 4HOnline account, sign-in with your FairEntry account:



Email

Password

Sign In with FairEntry

Step One – Entering Exhibitor Information

Click “Begin Registration”

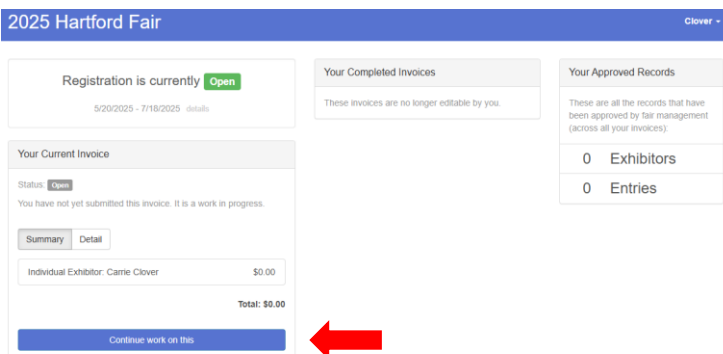
PLEASE NOTE: If you have already submitted Animal IDs (Market Hog and Breeding Beef), your screen may not have the welcome message. You may already have an invoice started and will need to click “Continue work on this” under the Current Invoice section.

Welcome!

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

[Begin Registration](#)

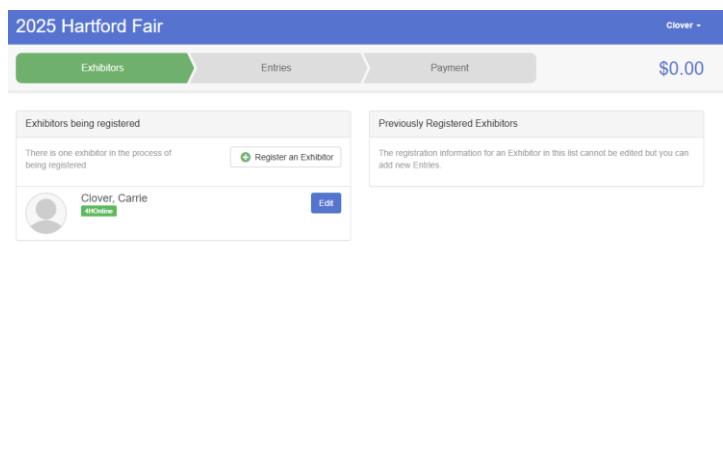
OR



Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4-HOnline account.

If you have exhibitors who already have Animal IDs attached to their profile, they will be listed in the Exhibitors Being Registered and should not need to be re-added.

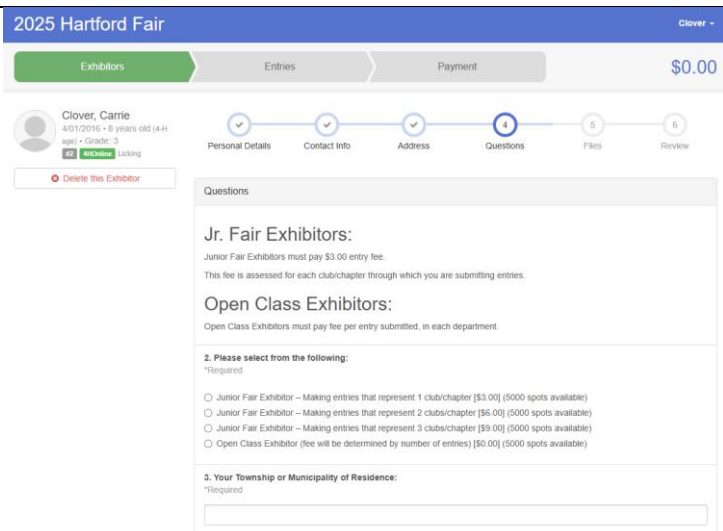
If you have additional members in your family who will be making entries in Open Class Departments, you will be able to add them here as well.



The system will first ask you to confirm contact information for each exhibitor and then will take you to the Questions section.

You will select which type of exhibitor they are for Junior Fair (1 club, 2 clubs or 3 clubs including FFA) or Open Class (only select Open Class if the exhibitor is ONLY making Open Class entries and not Junior Fair Entries).

This section will also ask for any stalling requests. You are NOT required to put in stalling requests, however, if you wish to be stalled with/near another exhibitors or with your club, this information is important to help when stalling is assigned.



NEW FOR 2025:

The next page will ask you to upload a photo for the Junior Fair Exhibitor Photo ID (you can skip this if you are an Open Class Exhibitor). Junior Fair Exhibitors should upload a front facing headshot that clearly shows their face (no hats or sunglasses or other items that block their face) with a plain, light colored background.

PLEASE NOTE: If you skip this step, you will not have a Junior Fair Photo ID Badge. All photos for Junior Fair Photo IDs must be uploaded through this process by June 27, 2025 or the Exhibitor will not have a Photo ID Badge.

PLEASE NOTE: Photos should be saved as either JPEG or PNG in order to upload.

Exhibitor Files

Junior Fair Exhibitor Photo ID Upload (Exhibitor Headshot for Photo ID)

Optional

No file uploaded

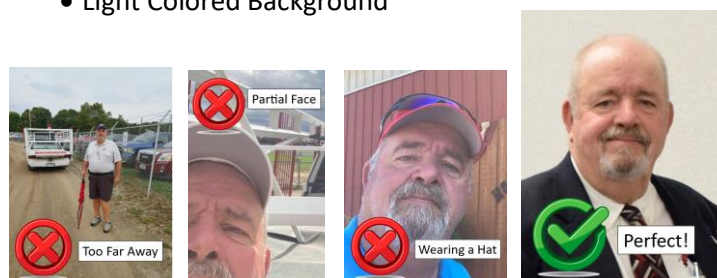
Select File

jpg png

Continue

Please make sure photos meet the correct criteria:

- Front Facing Headshot (should be head and shoulders)
- No Hats, Sunglasses, or Bandanas
- Light Colored Background



The system will then ask you to confirm that everything is correct for that exhibitor. If all is correct, click Continue to Entries. If something is not correct, you can click the Edit button for the section that needs correction to update it.

The next section will allow you to add entries to each exhibitor.

2025 Hartford Fair

Clover

Exhibitors

Entries

Payment

\$0.00

Clover, Carrie

4/01/2016 • 9 years old (4-H)

age • Grade: 3

enroll Locking

Delete this Exhibitor

Personal Details

Contact Info

Address

Questions

Files

Review

Please review the exhibitor registration.

Continue to Entries

Personal Details

First Name

Carrie

Last Name

Clover

Birthdate

4/01/2016

Gender

Contact Info

Email

lickingcloveremail@gmail.com

Home Phone

7405551234

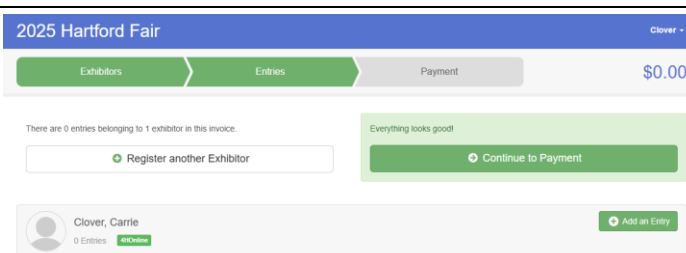
Cell Phone

Cell Phone Carrier

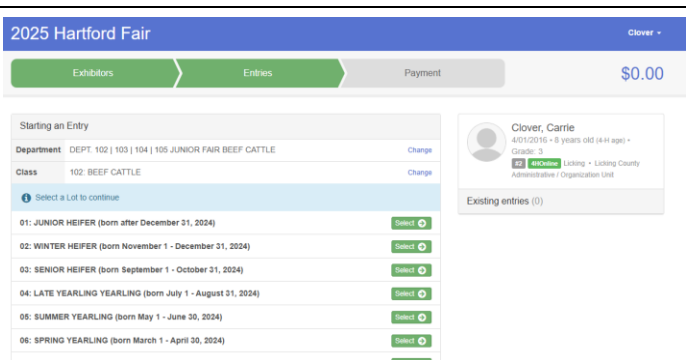
Step Two - Creating Entries for Exhibitors

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 still projects, two entries into the individual still project class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

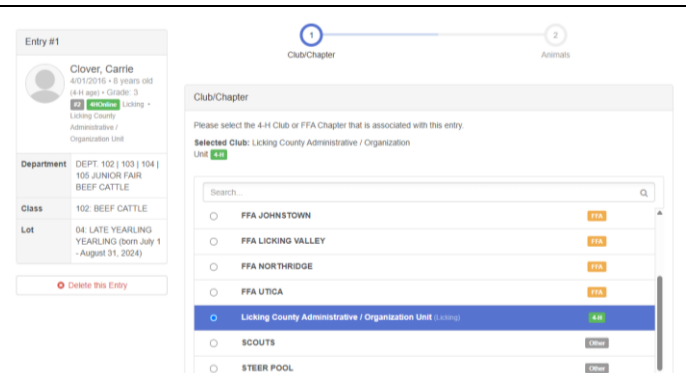
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.



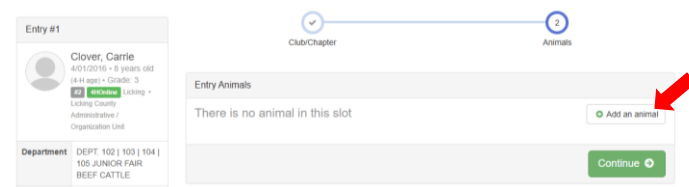
5. If the exhibitor is a 4-H member, their club should populate and they can click "Use this Club". If they need to switch club (this would mostly apply if they are in multiple clubs and that entry should be made under a different club, they are also in FFA, Steer Pool, or Scouts).




6. If this entry is for an animal entry, the system will ask you to Add an Animal to the entry (Projects entered into the 4-H Center, FFA Building, or Arts & Crafts can skip this step)
7. You can either select from an Animal ID that is already in the system or add a new animal depending on the entry.

SPECIAL NOTE: Market Hog and Breeding Beef IDs were due by May 15th. Entries for Market Hog and Breeding Beef will only be able to select from those Animal IDs that were submitted during the Animal ID submission window.

SPECIAL NOTE: Please remember that showmanship for each species must be made as an entry if the exhibitor plans to compete in showmanship with their animal. Showmanship entries do NOT ask you to add an animal to the entry.



Adding an Existing Animal

Allowed Animal Types:
• BEEF - BREEDING

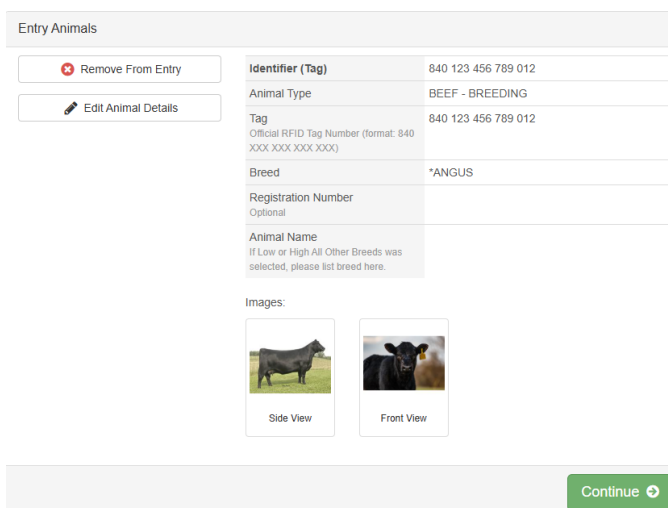
Carrie Clover

☐ Animal #3682479 [View Info](#)

☐ Tag: 840 123 456 789 012 [View Info](#)

[Cancel](#)

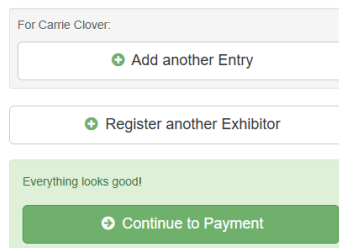
[Select Animal](#)



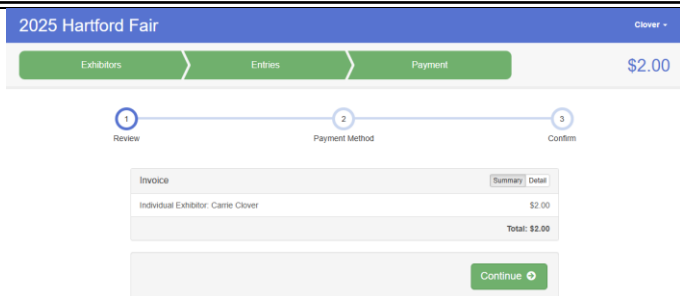
8. Once all parts of the entry have been completed, you will have the option to either Add Another Entry to the Exhibitor, Register another Exhibitor, or Continue to Payment.

Please make sure ALL entries are completed for ALL exhibitors before you Continue to Payment.

What do you want to do next?

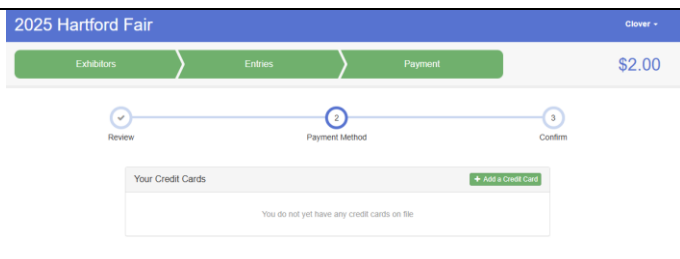


9. When you are ready to proceed to the payment screen, it will show you the total amount due for your entries. Please remember that each junior fair exhibitor must pay \$3 per 4-H Club, FFA Chapter, and/or Scout Troop that they are enrolled through. Horse Entries have an additional cost per entry. Open Class Entries will have varying costs per entry.

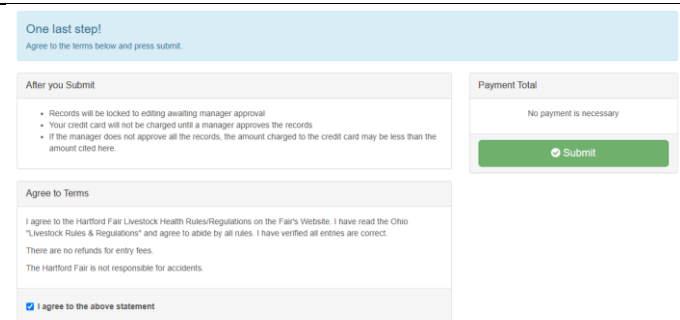


10. You will be asked for credit card information.

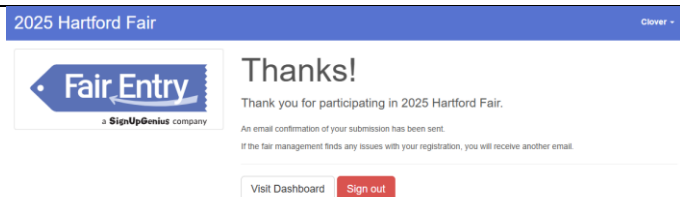
PLEASE NOTE: Entry fees will only be accepted by credit card. The system will not let you submit your entries without providing payment information.



11. On the final screen, please mark that you accept the terms using the checkbox at the bottom and then click Submit.

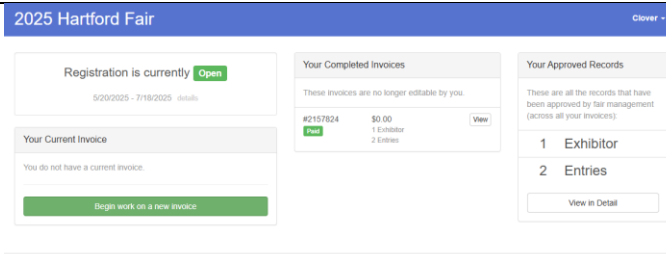


12. Once your entries are submitted, you will see the confirmation page, and you should receive an email confirmation as well. You can then either Sign Out or Visit Dashboard to review entries or make additional entries.



13. On your dashboard, you can click View under your invoices to see what you've paid. View in Detail under Your Approved Records to view which entries you made for each exhibitor. You can also click Begin Work On A New Invoice if you need to make additional entries.

PLEASE NOTE: You will not be able to make a new invoice if you have an unsubmitted invoice or one that is pending in your account. You will need to complete the current invoice and submit it before you start a new one.



The screenshot shows the '2025 Hartford Fair' dashboard. It includes a 'Registration is currently Open' button with dates 5/20/2025 - 7/18/2025. The 'Your Current Invoice' section states 'You do not have a current invoice' with a 'Begin work on a new invoice' button. The 'Your Completed Invoices' section shows a table with columns for invoice number, amount, and number of exhibitors/entries. The 'Your Approved Records' section shows a list of records with a 'View in Detail' button.

A few things to remember:

- The fair no longer mails out verification letters. You can check your own entries at any point by logging into FairEntry to ensure they are complete and correct.
- If you are having trouble logging in or having trouble with the system please try the follow:
 - Try a different browser. FairEntry works best in Mozilla Firefox or Google Chrome.
 - Try a different device.
 - Refresh page or log out and then back in.
 - Clear your browser cookies/cache.
 - If you are still having issues, reach out to Adrienne at anderson.1410@osu.edu

