

Exhibitor Registration Guide: Van Buren Youth Fair

Please read all steps prior to beginning registration as well as page 2.

1. Go to the Van Buren Youth Fair Entry Portal.
2. Click "As an Exhibitor."
 - *4-H Members:* Use your 4-H Online account, use your email and password for 4-H Online.
 - *Open Class:* Create a new FairEntry account using a family email address.
3. Registering Exhibitors
 - *4-H Members-* click Edit next to the youth you want to register
 - *Open Class-* Click "Register an Exhibitor." Enter the name and birthdate.
4. Contact and Address Information
 - *4-H Member-* review address, if need to edit, click "edit"
 - *Open class-* enter contact information and address.
5. Questions
 - Enter Exhibitor Number (First initial of last name and last 4 digits of social security number)
 - Parent Names-Enter as they should appear on auction sale bill (only needed for small and large market animals)
 - SMAC Pen Fee- select 1 unit if youth exhibits small animals
 - Large Livestock Animal Fee- select a unit for every breed and wool animal
 - YQCA question
6. Required Files:
 - Download, sign and upload the Code of Conduct (Mandatory).
 - Download, complete and upload the W-9 (Required for Market livestock).
 - *Tip: Photos of signed forms are acceptable.*
7. Review personal information and then click "Continue to Entries"
8. Click "Add an Entry" for the child you want to add an entry to.
9. Select the Department, then the section, click "Choose", then select the class, click "Continue". If the youth is in multiple 4-H clubs, please make sure change the club if the project is not going to be exhibited under their primary club. All market animal classes are required to add the animal to the system.
10. To add another entry the process depends on the screen you are on., click "change" by the department or by the class OR "Back to Entries" and "Add an Entry"
 - *Verify:* Ensure every family member has both their projects AND their showmanship classes added.
11. If you are only entering one child go to step 12, if you have more than one child follow bullet points here.
 - *4-H member-* find the next child on your list and click add an entry and complete the process again.
 - *Open class-* the system will ask "What do you want to do next?" Click "Register another Exhibitor" to add additional youth to your family.
 - The system will not allow you to check out if you have a child that does not have everything completed.
12. Click "Continue to Payment"

13. Verify each exhibitor is listed and the amount is correct. (\$15 exhibitor pass is automatically added), click “Continue”
14. Add credit card
15. Click the green “Submit” button.
16. Check your email for registration confirmation.

Large Livestock Exhibitors

Market Animals- you may register for up to two market classes per species. If you register two market animals per species you will be able to bring two market animals, necessary changes will be made at or after weigh in.

Some of the possible changes:

- Gilts can be changed to barrow and vice versa
- Pure bred swine can be changed to market and vice versa
- Market beef can be changed to cross bred market animal
- Market heifer can be changed to market beef
- Ewe can be changed to wether and vice versa
- Beef feeder to dairy feeder or cross bred or vice versa
- Lightweight to heavyweight

Tag information- you will be required to enter tag numbers into the system. Enter the fair tags of the animals that you think you will bring. They can be edited at or after weigh in.

Small Market Animals

Rabbits- you will need to have tattoo numbers during registration.

Goats- you will be required to enter your tattoo or scrapie tag number.

Poultry- you will need to know the breed

Horses Exhibitors

You will be required to upload a copy of your Coggins, make sure to have these saved to the device you are using to register. (You will need to bring your Coggins with you at fair check in.)

[Click here to go to the registration site.](#)