

2025 El Paso County Fair

Fair Entry Registration Instructions



Table of Contents

1. Signing in.....	3
2. Additional Question Section.....	5
a. What if I need to change my answers to these questions later during the registration process?.....	6
3. Registering for non-animal fair classes.....	7
a. Helpful information before you begin.....	7
b. Adding entries.....	7
i. All Tabletop/General: STEM, Creative, Family & Consumer Science entries will prompt you to answer two additional questions.....	9
4. Registering for Animal Shows at fair.....	12
a. Helpful information before you begin.....	
b. Adding Animals.....	13
i. Animal shows where 4HOnline Animal ID was required	13
• Horse, Dog, Cat, Llama/Alpaca, Breeding Beef; Breeding Swine; Breeding Sheep; Breeding Boer Goat; Dairy Goat; Pygmy Goat, Market Swine	
ii. Animal Shows where 4HOnline Animal ID was NOT required.....	14
• Market Beef; Market Sheep; Market Goat, Cavies, Pocket Pets, Poultry, Rabbits	
c. Registering animals for fair classes.....	15
d. Animal Show divisions that don't require adding animals.....	17
5. Submitting Registration.....	18

1. Signing In

You can find the 2025 El Paso County Fair by following this link: <https://fairentery.com/Fair/SignIn/19827>

OR

Go to <http://www.FairEntry.com>, select '**Find Your Fair**' across the top and **search by keyword: El Paso**. You should then see the 2025 El Paso County Fair populate on the right side of your screen (if on a computer).

When you click on the fair link you should then be taken to a log in page with the following options:

4-H Families: MUST log in through 4HOnline, please contact the Extension Office if you have any difficulties logging in.

FFA Families: please create an account using the bottom option. If you have logged in to Fair Entry before, please use the same email and password. Click on the forgot password link to reset your password. Contact 719-520-7698 with any issues logging in.

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

4-H Online

Sign in with 4HOnline

FairEntry Exhibitor, Staff Sign-In

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

FairEntry

Email

Password

Sign In with FairEntry

[Forgot your password?](#)

[Not in 4-H Online and need to create a FairEntry exhibitor account?](#)

When you select '**Sign in with 4HOnline**', the following window will pop up:

If you do not get the pop-up login window, please disable your pop-up blocker or consider using the following browsers:

Mozilla Firefox

Google Chrome

4HOnline Login - Mozilla Firefox

<https://auth.4honline.com/Login?403d40706f7075703d7472756526>

Colorado State University Extension

☒ Login
☐ Forgot your password?

Email

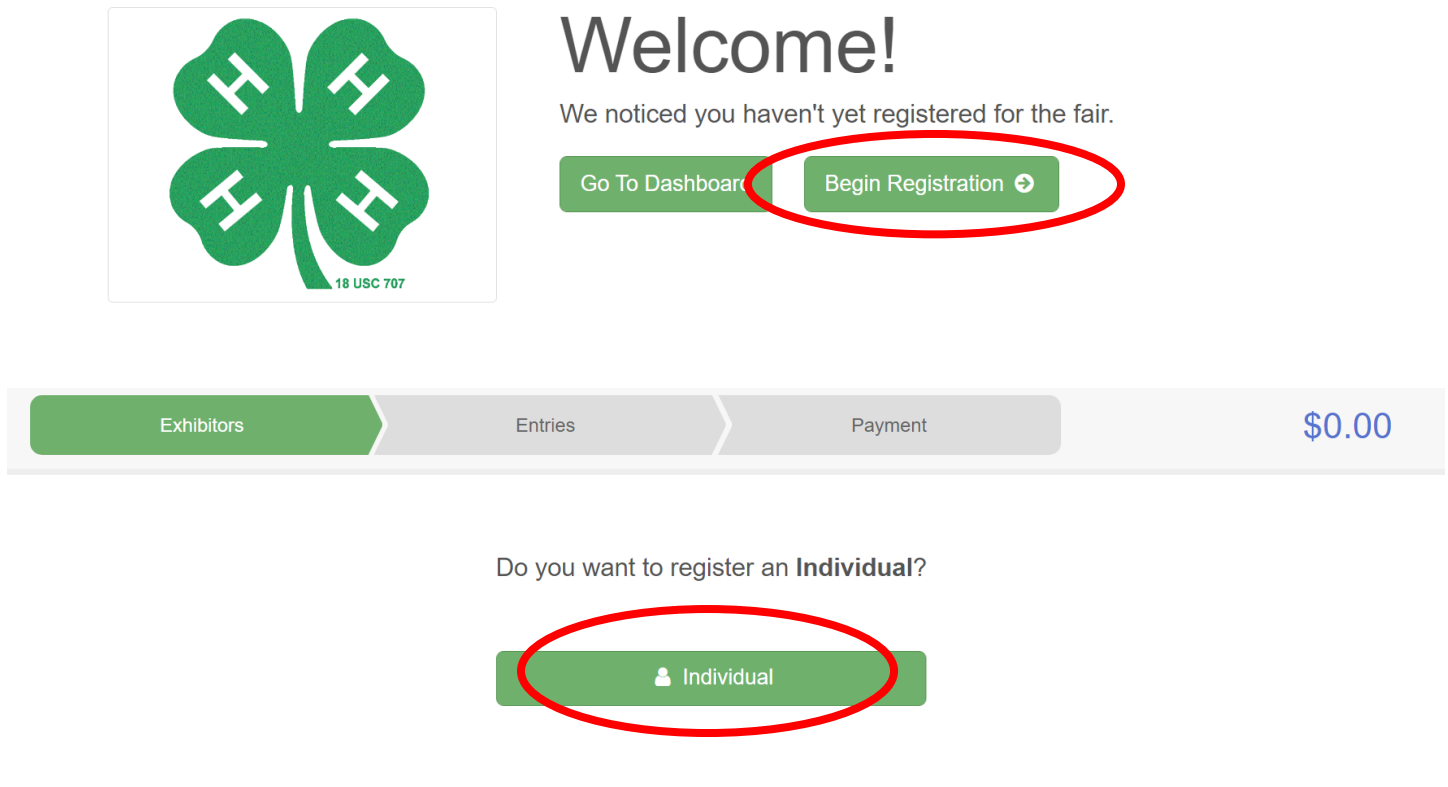
Password

Role: Family

Sign in

You are connected to TEXAS1-IIS-A
Version 2020.1.10.846
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Your fair entry home screen will appear as in the image below, click on **Begin Registration** and then click **Individual**.



A page should then pop up with a list of all your active 4-Hers, select one and click **Continue** to begin registering them for fair.

2. Additional Question Section

Once you select a 4-Her and click continue, you will arrive at a **Questions** section,


- An answer to every question is required
- You will need to answer these questions for EACH 4-Her registering for fair
- All questions should have a '0'; or 'None' option if they are not applicable

Please answer all questions and click **Continue** at the bottom right corner of the page.

This will take you to a **Review Section** (pictured below) where you can see your answers to each question and make changes, if needed, by selecting **Edit** at the top right corner of the Additional Questions box.

To begin registering your 4-Her for fair classes select **Continue to Entries**.

***You will have to know your member's 4-H Age to enter classes (5-7-Cloverbud; 8-10 Junior; 11-13 Intermediate; 14+ Senior) You can confirm 4-H age on this screen (top left corner under your 4-Hers name)**



Skywalker, Luke
12/11/2007
#2

✓

Personal Details

✓

Contact Info

✓

Address

✓

Questions

5

Review

Delete this Exhibitor

Please review the exhibitor registration.

Continue to Entries →

Personal Details

First Name

Luke

Last Name

Skywalker

Birthdate

12/11/2007

Gender

Contact Info

Email

co4honline@gmail.com

Home Phone

000-000-0000

Cell Phone

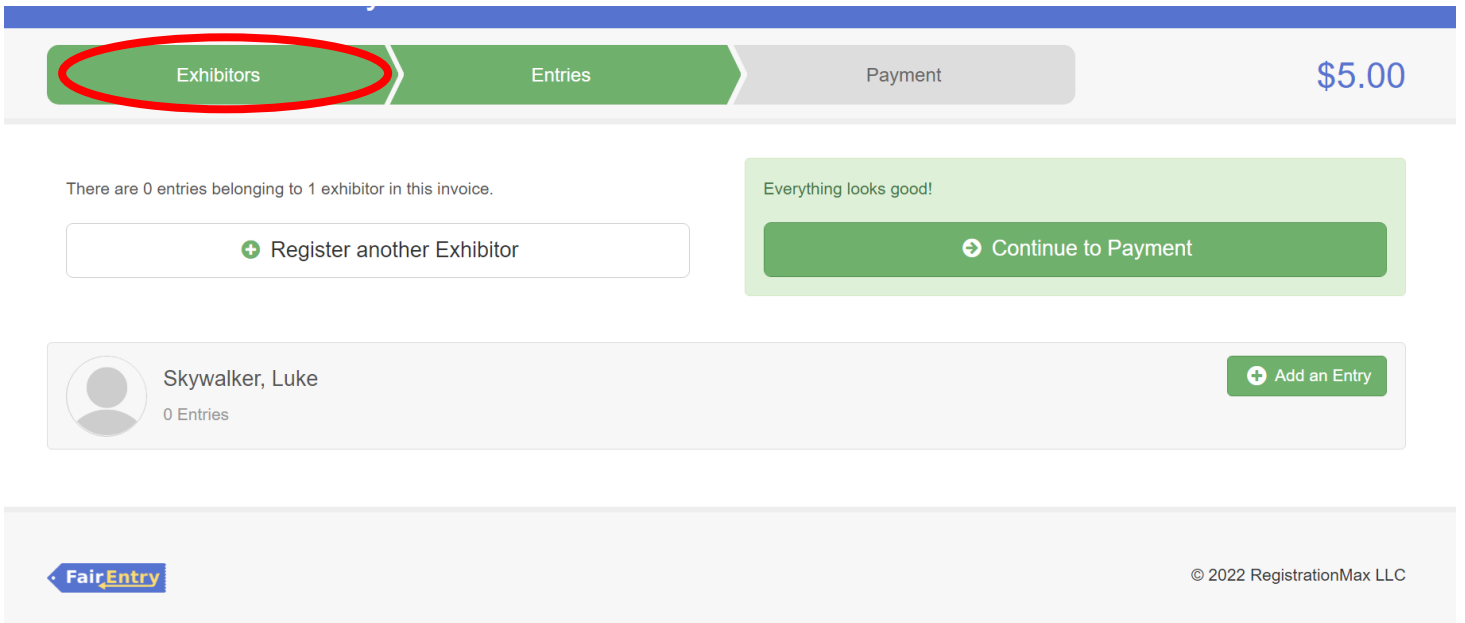
Cell Phone Carrier

Address

2916 Stanford Road
Fort Collins, CO
80525

a: What if I need to change my answers to these questions later during the registration process?

Edit these questions any time by selecting **Exhibitors** on the menu bar across the top of your screen.



Exhibitors Entries Payment \$5.00

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

+ Register another Exhibitor

Everything looks good!

Continue to Payment

Skywalker, Luke
0 Entries

+ Add an Entry

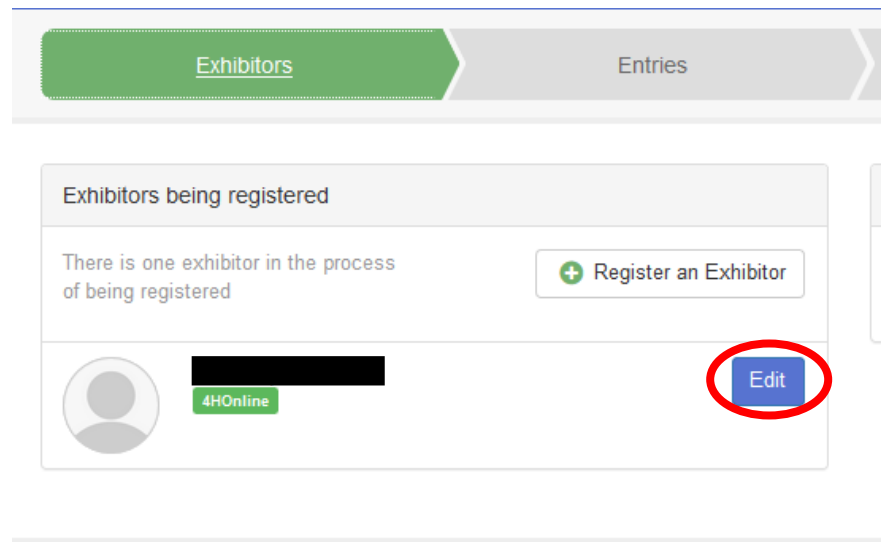
FairEntry

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This should take you to the screen to the right which lists all exhibitors you have begun registering so far.

Select **Edit** to the right of the 4-Her's name.

This will take you to the **Review Page** (pictured on page 5), where you can edit the **Questions** section on the bottom right.



Exhibitors Entries

Exhibitors being registered

There is one exhibitor in the process of being registered

+ Register an Exhibitor

4HOnline

Edit

3. Registering for Non-Animal classes (including ALL Cloverbud fair participation option)

a. Some helpful information before you begin:

- i. Divisions are listed in the same order as the [2025 Colorado State Fair 4-H Exhibit Requirements](#); this document also:

- Provides Display Board Guidelines on page 5
- Provides expectations and guidelines for fair submission for each project/class
- Find it on our EPC Extension website on the [Fair Resources page](#)

- b. All Tabletop/General: STEM, Creative, Family & Consumer Science entries will prompt you to answer two additional questions and take you to an 'Entry Files' section:

- **Provide a description of your entry:** please provide relevant details to help Fair Staff identify your project (is it a board, scrapbook, jar of food, article of clothing, etc.)
- **Do you want to interview for this class?**
- **'Entry Files':** This section allows photo uploads- **PLEASE SKIP THIS SECTION**

c. Adding entries:

Once you reach the **Entries** section, you should see the screen below:

Click **Add an Entry** to the right of your exhibitor's name.

A screen should pop up showing the menu to the right.

This list includes all departments in the 2025 El Paso County Fair.

4-H Exhibits include all non-animal project fair classes, click **Select** to the right.

Choose Department and Division	
4-H Exhibits	Select
Cat Show	Select
Creative Cooks Contest	Select
Dog Trials Contest	Select
Fashion Revue Contest	Select
Horse	Select
Livestock: Beef	Select
Livestock: Goat	Select
Livestock: Sheep	Select
Livestock: Swine	Select
Miniature Horse	Select
Public Presentations Contest	Select
Rocket Fly Day Contest	Select
Small Animal: Camelids	Select
Small Animal: Cavies	Select
Small Animal: Pocket Pets	Select
Small Animal: Poultry	Select
Small Animal: Rabbit	Select

The menu to the right should then populate.

Your 4-Her will need to be enrolled in that project in 4HOnline to enter a class within it.

Click **Select** next to the appropriate division/project.

Click **Choose** on the at the bottom to confirm.

Choose Department and Division

Department	4-H Exhibits	Change
Animal Science - Cats	Select	
Animal Science - Horseless Horse	Select	
Animal Science - Veterinary Science	Select	
Cloverbuds	Select	
Communication Arts and Leisure Sciences - Ceramics	Select	
Communication Arts and Leisure Sciences - Filmmaking	Select	
Communication Arts and Leisure Sciences - Global Citizenship	Select	
Communication Arts and Leisure Sciences - Leadership	Select	
Communication Arts and Leisure Sciences - Leathercraft	Select	
Communication Arts and Leisure Sciences - Photography	Select	
Communication Arts and Leisure Sciences - Scrapbooking	Select	
Communication Arts and Leisure Sciences - Visual Arts	Select	
Family Consumer Science - Artistic Clothing	Select	
Family Consumer Science - Cake Decorating	Select	
Family Consumer Science - Clothing Construction	Select	
Family Consumer Science - Food Preservation	Select	
Family Consumer Science - Foods and Nutrition	Select	

You will then see a screen like the one pictured below listing all the classes within that project/division.

- You can register for more than one class at a time for example if your 4-Her enrolled in Horseless Horse Unit 1 and Unit 2.
- Please be sure to select the appropriate Age Division** (Junior, Intermediate, Senior) **and Unit #, if applicable.** You can check the projects that your 4-Hers are enrolled in by logging in to co.4HOnline.com.

Check the appropriate boxes and the click **Continue** on the top right corner.

Click **Create Entries** on the bottom right corner of the next screen that pops up to confirm your selection.

Make your Club and Class selections to continue.

Continue

Club Change

4-H Independent Family **4-H**
(Primary Club)

i Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Horseless Horse, Unit 1 (Making Horse Sense)
- Horseless Horse, Unit 2 (Horses, Health & Horsemanship)
- Horseless Horse, Unit 3 (Breaking Ground)
- Horseless Horse, Unit 4 (Brushing up on Horses)

i When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Animal(s)

This Division does not allow animals.

Class or Classes

☒ 201 Jr.: Horseless Horse Unit 1 Quantity: 1

☐ 202 Int.: Horseless Horse Unit 1

☐ 203 Sr.: Horseless Horse Unit 1

☒ 204 Jr.: Horseless Horse Unit 2 Quantity: 1

☐ 205 Int.: Horseless Horse Unit 2

☐ 206 Sr.: Horseless Horse Unit 2

☐ 207 Jr.: Horseless Horse Unit 3

☐ 208 Int.: Horseless Horse Unit 3

☐ 209 Sr.: Horseless Horse Unit 3

☐ 210 Jr.: Horseless Horse Unit 4

Extension programs are available to all without discrimination. If you have a disability for which you seek an accommodation, please notify the Colorado State University Extension El Paso County 4-H Office ten days prior to the event 719-520-7698

Once you confirm your class entries, you will go back to the **Entries** screen pictured below:

At the top right you should see a button labeled **Review/Complete Outstanding Records**.

Clicking this button will lead you to submit answers to the two required questions for each 4-H Exhibits entry.

There are 2 entries belonging to 1 exhibitor in this invoice.

There are 4 items that need your attention.

[+ Register another Exhibitor](#)

[+ Review/Complete Outstanding Records](#)

[+ Add an Entry](#)

Entry #	Department	Division	Class	Status	Action
#4	4-H Exhibits	0200: Horseless Horse	204 Jr.: Horseless Horse Unit 2	Incomplete	Edit
#3	4-H Exhibits	0200: Horseless Horse	201 Jr.: Horseless Horse Unit 1	Incomplete	Edit

Question 1: Entry Description: please provide relevant details to help Fair Staff identify your project (is it a board, scrapbook, jar of food, article of clothing, etc.)

Click **Continue** when you are done.

Entry #3

old (4-H age) • Grade: 3
#4 4HOnline El Paso •
4-H Independent Family

Department: 4-H Exhibits
Division: 0200: Horseless Horse
Class: 201 Jr.: Horseless Horse Unit 1

[Delete this Entry](#)

Club/Chapter Description Questions

Entry Description

Briefly describe your entry. (Required)

Display Board

[Continue](#)

You will then see the **What to do Next?** options pictured to the right.

Click **Review/Complete Outstanding Records** to answer all remaining questions for your 4-H Exhibits entries.

What do you want to do next?

For [REDACTED]

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

There are 3 items that need your attention

[Review/Complete Outstanding Records](#)

Question 2: Do you want to Interview for this project?

If you are unsure which entry a question is referring to, confirm by reviewing the Class Name, highlighted on the left side of the screen below.

Answer this question and click **Continue** to the **What to do next?** screen pictured above. Select **Review/Complete Outstanding Records** until all required questions have been answered.

Entry #3

(4-H age) • Grade: 3

#4 4HOnline El Paso • 4-H Independent Family

Department 4-H Exhibits

Division 0200: Horseless Horse

Class 201 Jr.: Horseless Horse Unit 1

Delete this Entry

Club/Chapter

Description

Questions

1. Do you wish to interview as part of your tabletop project? All tabletop exhibitors have the opportunity to schedule an interview time with a tabletop judge for each project you exhibit.
*Required

☒ Yes

☐ No

Continue

Entry Files Section: This section is not required and can be skipped. Please select **Continue** at the bottom of the page.

Club/Chapter

Details

Questions

Files

Entry Files

Photo 1: Entire Display Board Optional

No file uploaded

Select File

gif jpg png tiff

Photo 2 Optional

No file uploaded

Select File

gif jpg png tiff

Photo 3 Optional

No file uploaded

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Once all questions are answered for all selected entries, the options to the right should populate.

Click **Add another Entry** if you would like to register for more fair classes.

Click **Register another Exhibitor** to begin the registration for another member.

Click **Continue to Payment** if you are done registering all your 4-Hers for Fair.

What do you want to do next?

For [REDACTED]

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[➔ Continue to Payment](#)

If you select **Add Another Entry**, the screen to the right will pop up.

Click **Change** to the right of the department to enter the Robotics Challenge Contest or an animal show.

Click **Change** to the right of the division to enter other non-animal project/division such as **leadership** or **etymology**.

Choose Department and Division

Department	4-H Exhibits	Change
Division	2600: Cake Decorating	Change

[Cancel](#) [Choose](#)

4. Registering for Animal Shows

a. Some helpful information before you begin:

- i. **For a complete list of classes within any animal show** please refer to the **Animal Premium Books** on the CSU Extension, El Paso County website <https://elpaso.extension.colostate.edu/county-fair/>
- ii. If you are ever unsure which class, **detailed class descriptions and competition rules** can be found in the appropriate **show premium**.

From the **Entries** screen shown below select **Add an Entry**.

If you are not currently on that screen you can navigate there by selecting **Entries** on the menu bar across the top of your screen.

A screen should pop up showing the menu to the right.

This list includes all departments in the 2025 El Paso County Fair.

Click **Select** next to the show that you would like to register for.

Choose Department and Division	
4-H Exhibits	Select
Horse	Select
Livestock Cattle	Select
Livestock: Goat	Select
Livestock: Sheep	Select
Livestock: Swine	Select
Small Animal: Cat	Select
Small Animal: Cavies	Select
Small Animal: Dog Trials Contest	Select
Small Animal: Llamas /Alpacas	Select
Small Animal: Pocket Pets	Select
Small Animal: Poultry	Select
Small Animal: Rabbit	Select

The next menu lists all Divisions within that department.

Horse, for example lists all divisions by levels.

Click **Select** to the right of the division you wish to enter.

Click **Choose** on the next screen to confirm your selection.

Choose Department and Division

Department	Horse	Change
1: Novice Classes	Select	
2: Walk Trot Classes	Select	
3: Level I Classes	Select	
4: Level II Classes	Select	
5: Level III & IV Classes	Select	
6: New To You	Select	
7: Premier Exhibitor Contest	Select	

Cancel
Choose

- b. Adding Animals: Some Divisions will require you to add animals, divisions that require animal entry will have a box like the one highlighted in the screen below which prompt you to **Add Animal**. There are two ways to add animals:

Make your Club, Animal, and Class selections to continue.

Continue

Club
Change

4-H Independent Family 4-H
(Primary Club)
Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:
• Horse, Member
When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Animal(s)
Add Animal

Allowed Animal Types:
• Horse
Enter a single animal
Enter a pen of animals
I will specify animal(s) later
Alex
Ally
4HOnline

Class or Classes

☐ 1: Showmanship English and Western Combined
☐ 10: Western Trail
☐ 11: Ranch Showmanship
☐ 12: Ranch Riding
☐ 13: Ranch Trail
☐ 14: Written Test (Required)
☐ 2: English Pleasure
☐ 3: Show Hack
☐ 4: Hunt Seat Equitation
☐ 5: Riding Control
☐ 6: English Trail
☐ 7: Western Pleasure
☐ 8: Western Horsemanship
☐ 9: Western Reining

- i. **Importing Animals from 4HOnline:** for all animals that required 4HOnline IDs before May 1, you will not be able to enter these classes with animals entered from scratch.

- **Required for:** Breeding Beef, Breeding Sheep, Breeding Swine, Breeding Boer Goat, Pygmy Goat, Dairy Goat, Horse, Miniature Horse, Dog, Cat, and Camelid

For these projects all completed IDs should populate for the animal type allowed in the division, Camelid, in the example shown below.

Each Animal ID should have a check box to the left of it, select one or all and click **Import Selected**.

Import Animal(s) from 4HOnline

4HOnline

Below are all the 4HOnline animals found for this family that may be eligible for entry in the Llama Show Division.

Allowed animal types:

- Llama/Alpaca

☒ 123

- ii. **Add animals from scratch:** Select this for all divisions in which an Animal ID in 4HOnline was not due by May 1.

- **Required for:** Market Beef, Market Sheep, Market Goat, Market Swine, Pocket Pets, Cavy, Rabbit, and Poultry

For these projects, **select Add animal from scratch**.

Import Animal(s) from 4HOnline

4HOnline

Below are all the 4HOnline animals found for this family that may be eligible for entry in the Llama Show Division.

Allowed animal types:

- Llama/Alpaca

☒ 123

Select the Animal type from the drop-down menu and then complete the fields that populate below it.

Some Animal Types require more information than others such as the example to the right: **Pocket Pets**

Fields with a (*) are required, other fields have been listed but are not required.

Complete all fields and then select **Save** on the bottom right of the pop-up window.

Add Animal from Scratch

Animal Owner: [Redacted]

Animal Type: Pocket Pet 2020 EPC Fair

These are the animal types allowed in the Pocket Pet Classes Division.

Type of Pet: [Text Field]

Animal Name: [Text Field]

Breed: [Text Field]

Animal Age: [Text Field]

Sex: ☐ Male ☐ Female

Buttons: Cancel, **Save** (circled in red)

c. Registering animals for fair classes

Once you have added your animal(s) you can register for classes.

Only one animal can be registered at a time. In the example below, this member has added three market goats but only the goat tagged XYZ is being added to the Market Goat Class.

This member will click **Continue** and then click **Confirm** on the next screen to submit their entry.

Make your Club, Animal, and Class selections to continue. **Continue** (circled in red)

Club [Change]

4-H Independent Family (Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Goat - Market, Member

When entering into an Open Class, your club selection will be treated as No Club (Open).

Class or Classes

☐ 1: Market Goat Producer Class

☒ 2: Market Goat

Animal(s) [Add Animal]

Allowed Animal Types:

- Market Goat-Use EPC Tag #

☒ Enter a single animal

☐ Enter a pen of animals

☐ I will specify animal(s) later

Cortez, Conrad

☐ 123

☐ 1234

☒ XYZ

Once the entries are confirmed, this member will be taken back to the **Entries** screen, where they will need to select **Add an Entry** to enter their other goats into the market goat show.

#	Department	Division	Class
#6	Livestock: Goat	4: Market Goat Show	2: Market Goat

Select the Livestock Goat department.

Livestock: Goat	Select
4: Market Goat Show	Select

Select the Market Goat division and then select **Choose** on the screen that pops up to confirm the selection.

When they return to the Market Goat classes, they will be able to select a different goat to register, check the appropriate class and click **Continue**.

All animals previously added are still there to choose from.

This process will need to be repeated for the third goat.

Club

4-H Independent Family (Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Goat - Market, Member

When entering into an Open Class, your club selection will be treated as No Club (Open).

Class or Classes

☐ 1: Market Goat Producer Class

☒ 2: Market Goat

Animal(s)

Allowed Animal Types:

- Market Goat-Use EPC Tag #

Enter a single animal

Enter a pen of animals

I will specify animal(s) later

Cortez, Conrad

☐ 123

☒ 1234

☐ XYZ

d. Registering for animal shows where adding animals are not required
(Showmanship, Premier Exhibitor, etc.)

Some animal show divisions such as Showmanship or Premier Exhibitor do not require any animals to be added, when you enter these division you will see a screen like the example below.

On the bottom left you will see the message **'This Division does not allow animals'** highlighted below.

This 4-Her is entering hogs in both the Market and Breeding Swine division and must register for both Breeding and Market Showmanship, they can simply check the appropriate boxes for their age division, click **Continue** and then click **Create Entries** on the next screen to confirm.

Exhibitor	<div>Individual 4HOnline</div>	Change
Department / Division	Livestock: Swine / Showmanship	Change

Make your Club and Class selections to continue.

Continue →

Club [Change](#)

4-H Independent Family **4-H**
(Primary Club)

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Swine - Breeding, Member
- Swine - Market, Member

When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Animal(s)

This Division does not allow animals.

Class or Classes

☐ 2A: Breeding Swine Showmanship-Senior

☐ 2B: Breeding Swine Showmanship-Intermediate

☒ 2C: Breeding Swine Showmanship-Junior Quantity: 1

☐ 6A: Market Swine Showmanship-Senior

☐ 6B: Market Swine Showmanship-Intermediate

☒ 6C: Market Swine Showmanship-Junior Quantity: 1

5. Submitting your registration

Once ALL 4-Hers in your family have been registered for classes, submit your entries by selecting **Continue to Payment** as shown on the screen below.

If you have not yet registered all your 4-Hers, select **Register another Exhibitor**.

You will be able to review your invoice on the next screen, click **Detail** as pictured below to see each individual fee incurred, when you are done reviewing, click **Continue** at the bottom left.

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You should see the message below on the following screen, click **Continue**.

Check Payment Instructions

Thank you for registering for the [REDACTED] El Paso County Fair!

Payments will not be accepted until your family's registration has been reviewed and approved by the CSU Extension Office.

Once your invoice/registration is approved you will be sent a separate email with an invoice number, total and payment link.

Forgot to register for a class??:You will have to log in and register on a separate invoice if your first invoice has already been approved.

Please contact the CSU Extension Office with any questions or concerns.

Continue →

You will then reach the final screen shown below, click the box next to **I agree to the above statement** and click **Submit** to finish your registration! An email will be sent from the extension office with payment information once your submission has been reviewed in FairEntry.

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

\$5.00

By Check

Agree to Terms

There will be NO REFUNDS for fair registration payments once the money has been received.

Registration is pending all requirements have been met:

- 4-Her currently active in 4-HOnline
- 4-Her is registered only in classes that correspond to the projects they are enrolled in according to 4HOnline
- 4-Her has completed all requirements and submitted all necessary forms as outlined in the appropriate fair show premium

All fair premiums, which outline rules and requirements for the 2020 El Paso County Fair, can be found on the CSU Extension, El Paso County website: <https://elpaso.extension.colostate.edu/4-h-member-resources/?target=Fair>

☒ I agree to the above statement

Check Payment Instructions

Thank you for registering for the [REDACTED] El Paso County Fair!

Payments will not be accepted until your family's registration has been reviewed and approved by the CSU Extension Office.

Once your invoice/registration is approved you will be sent a separate email with an invoice number, total and payment link.

Forgot to register for a class??:You will have to log in and register on a separate invoice if your first invoice has already been approved.

Please contact the CSU Extension Office with any questions or concerns.

Submit