

2026 El Paso County Fair

Fair Entry Registration

Checklist

Fair Entry – FAQ's

What is my FairEntry username and password?

Your FairEntry username and password are the same username and password used to log into your 4HOnline account, please do not create a new account on FairEntry.

I submitted my entries, but have not gotten confirmation from the Extension Office, or the FairEntry website, were my entries received?

Once submitted, all entries must go through an approval process, completed by staff at the Extension Office. This is to ensure that each exhibitor has selected the correct classes, divisions, and/or number of animals (if applicable). If there is a correction that needs to be made, you will receive an email from FairEntry stating that there was an error with your entry. Please review this email closely as it contains the message from us at the Extension Office as to why there is an error. Then, please log on to FairEntry, correct the error, and re-submit. It will then need to be looked over by staff again. Once all entries are correct, we will 'approve' your entry.

I have not received a correction email from FairEntry, or I have corrected my entries, now what?

Once your entry has been approved by Extension Office staff, we will send you an email with information on how to pay for your entry. In that email, you will find your invoice total, invoice number, and the EventBrite website link. If you have not received an email with this information, but have entered, please reach out to staff about the status of your entry.

I have received the emailed link to pay, I am on the EventBrite website, now what?

Once you have clicked the EventBrite link, it will ask you to first enter the number of tickets you would like, please click '1', regardless of how many exhibitors or entries you have. Then, it will ask you for your total dollar amount, please find this information in the email. Once you have entered the dollar amount, please enter your payment/card information and submit. Once payment has been received, you will receive a receipt from Event Brite via email. Please note that Extension staff must then input your payment information onto your invoice to complete your entry. If Extension staff do not show record of your payment as it nears the deadline, you may receive a reminder email.

Can I pay my FairEntry with check or cash?

Please note that physical payments such as check or cash **cannot** be accepted, all entries will need to be paid electronically through EventBrite.

All entries are due June 12, 2026 at 4 PM and all entry payments are due June 23 at 4 PM. Entries completed after June 12, 2026 at 4 PM will need to pay the \$35 late fee, however after June 19, 2026 at 4 PM entries will not be accepted.

If you have any questions about any part of the FairEntry process, please email ShawnaLamothe@colostate.edu or call 719-520-7698

Registering for Tabletop/General Projects

Below, find a list of steps and elements that are required to complete your FairEntry

- Log into FairEntry, click Sign In through 4HOnline and select the 4-H'er you want to add entries for
- Edit personal and contact info as needed, continue to entries
- Click 'Add Entry', for Tabletop and General (non live animal) projects select the 'Tabletop/General: STEM, Creative, Family, and Consumer Science' department at the bottom
- Then, select the appropriate division, Cloverbuds, Vet Science, Electricity, etc
- Next, select the classes within that division that you will be exhibiting at Fair, select Quantity: 1 for each class you wish to enter. Please note that when you hit Continue, if you are not able to enter one or more of the classes you have selected, you may not be signed up for that project in 4HOnline. If this happens, please, in another tab, log into 4HOnline and verify which projects and divisions you are enrolled in, if you have any questions about this, please contact our office!
- Hit Continue, then you will see a screen that shows all exhibitors and entries you have on your account, here you may click Add an Entry to begin adding another class entry for that exhibitor, or if there is another exhibitor in the same family or being paid for by the same adult, you may click Register Another Exhibitor and begin the entry process for them. Once all entries on this screen look correct, click Review/Complete Outstanding Records
- Now, you must answer TWO questions for each Tabletop/General project that is entered
 - The first will ask for a detailed description of your entry, here please provide specific details about your project so that it can be easily identified by Fair Staff. For example, 'Unit 1 Cake, white frosting & M & M's decorated in a heart shape' is much more descriptive than 'white cake', or 'heart cake' or 'M & M cake', then click 'Continue' and click 'Review/Complete Outstanding Records'
 - The second question will ask if you want to interview for this project, please see the left hand side of the screen for which class it is referring to. Please

select 'yes' or 'no' and 'continue'. If you are unsure if you are required to interview or not, please reach out to your project leader as soon as possible.

- Skip the entry files section, 'continue' at the bottom of the page
- It will then ask you what you want to do next, if you would like to go back to add entries to any exhibitor, or add another exhibitor, do that now, otherwise, click 'Continue to Payment'
- This screen will show you all entries on your invoice, click 'Detail' to see individual fees per class, click 'Continue'
- You will then see a message that states "Thank you for Registering for the El Paso County Fair..." but please note that at this point your entry has NOT been received, there is still one more step to complete your registration, click 'Continue'
- Lastly, click the box that states 'I agree to the above statement', and click 'Submit'. Now your entry has been submitted to the Extension Office and we will review and send payment information via email shortly. Please be on the lookout for this email, with the subject line reading El Paso County Fair Event Brite Payment. This will be sent to the email used to log into FairEntry.

Registering for Animal Projects

Below, find a list of elements that are required to complete your FairEntry

- Log into FairEntry, click Sign In through 4HOnline and select the 4-H'er you want to add entries for
- Edit personal and contact info as needed, continue to entries
- Click 'Add Entry', here, please select which department your entry falls under, Beef, Goat, Sheep etc
- Then, select the appropriate division, for example for the Horse project, here you will select which Level the exhibitor is showing in, for Poultry you may select breeding or market bird
- Before entering in classes, some divisions will require you to add an animal, you will need to click 'Add Animal' on the left menu, if you do not see this menu continue to classes
 - If you do see this menu, click 'Add Animal'
 - There are two ways of adding animals into FairEntry, this depends on what type of animal it is,
 - The following projects will auto populate your animal into FairEntry because you completed the required Animal ID by May 1st, those projects are: Breeding Beef, Breeding Sheep, Breeding Swine, Breeding Boar Goat, Pygmy Goat, Dair Goat, Horse, Miniature Horse, Dog, Cat and Camelid. You will see your animal listed on this menu, click 'Import Selected' at the bottom. If you are in the above projects and you do not see your Animal listed, you may not have completed your Animal ID, please contact our office if you have any questions.
 - The following projects do not require an Animal ID, therefore will not auto populate on this menu : Market Beef, Market Sheep, Market Swine, Market Goat, Pocket Pets, Cavy, Rabbit, and Poultry. For these animal projects you will need to click 'Add Animal from Scratch' and add info
- Now, you may add the classes you would like to enter and click 'Continue'. For projects that use the same animal for multiple classes, such as Horse, please select all classes here, if this animal is only being shown in one class, select it and hit 'Continue' to then add another animal. Please note that when you hit 'Continue', if you are not able to enter one or more of the classes you have selected, you may

not be signed up for that project in 4HOnline. If this happens, please, in another tab, log into 4HOnline and verify which projects and divisions you are enrolled in, if you have any questions about this, please contact our office!

- Then you will see a screen that shows all exhibitors and entries you have on your account, here you may click 'Add an Entry' to begin adding another class entry for that exhibitor, such as adding another animal, or if there is another exhibitor in the same family or being paid for by the same adult, you may click 'Register Another Exhibitor' and begin the entry process for them.
- All animal projects are required to complete Showmanship
 - To enter showmanship, click 'Add Entry', select the department, for example, Livestock, then click the division, Showmanship
 - The next screen will allow you to click the showmanship classes you would like to enter, note that you do not need to add an animal for this entry
 - For exhibitors showing both Breeding and Market animals, both breeding and market showmanship are required
- Premier Exhibitor is not required, but can be entered in the same fashion as showmanship, add an entry, find the department name, click Premier Exhibitor and select the class.
- Once all entries on the main screen look correct, click 'Review/Complete Outstanding Records'
- It will then ask you what you want to do next, if you would like to go back to add entries to any exhibitor, or add another exhibitor, do that now, otherwise, click 'Continue to Payment'
- This screen will show you all entries on your invoice, click 'Detail' to see individual fees per class, click 'Continue'
- You will then see a message that states "Thank you for Registering for the El Paso County Fair..." but please note that at this point your entry has NOT been received, there is still one more step to complete your registration, click 'Continue'
- Lastly, click the box that states 'I agree to the above statement', and click 'Submit'. Now your entry has been submitted to the Extension Office and we will review and send payment information via email shortly. Please be on the lookout for this email, with the subject line reading El Paso County Fair Event Brite Payment. This will be sent to the email used to log into FairEntry.