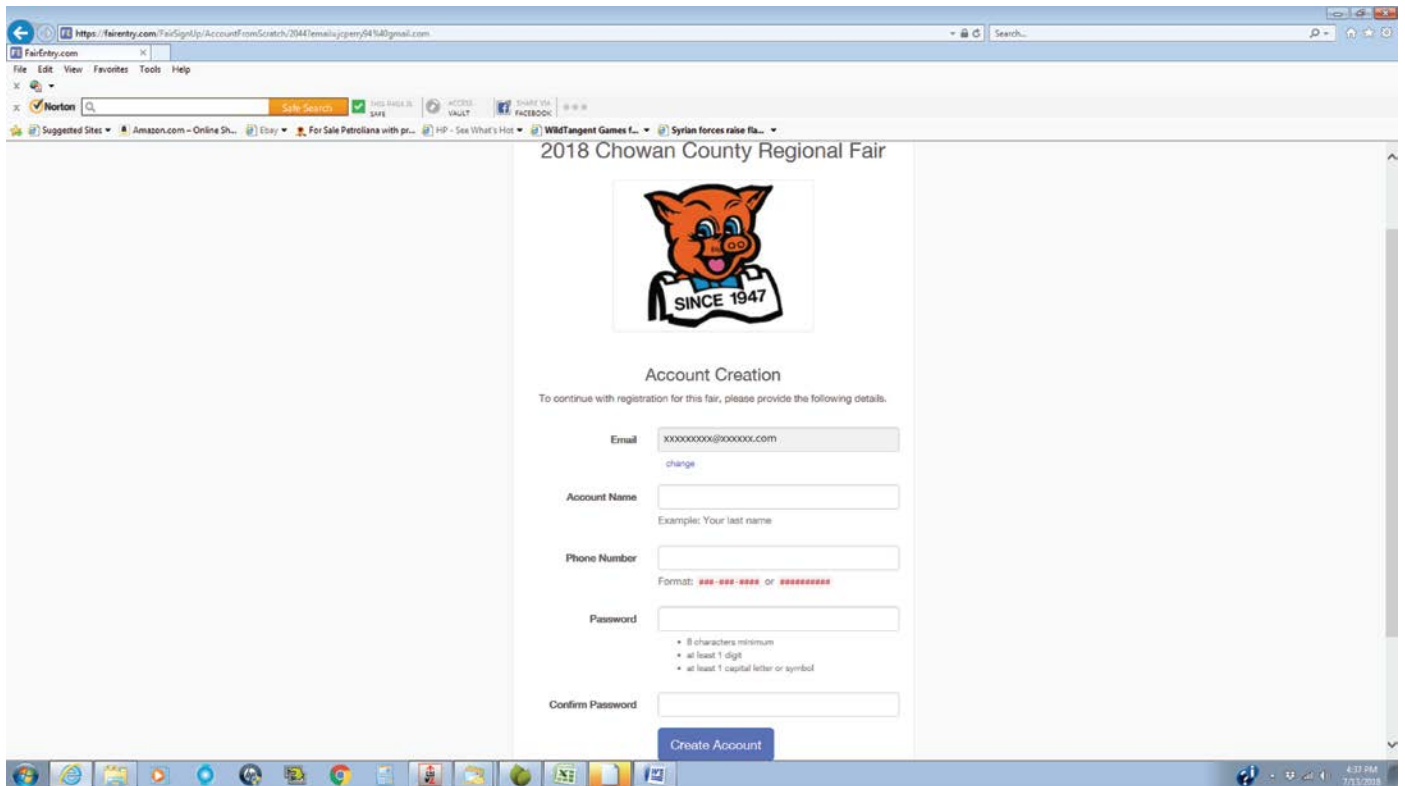The welcome Screen:

Click on Create a FairEntry account under Exhibitor and Staff sign-in
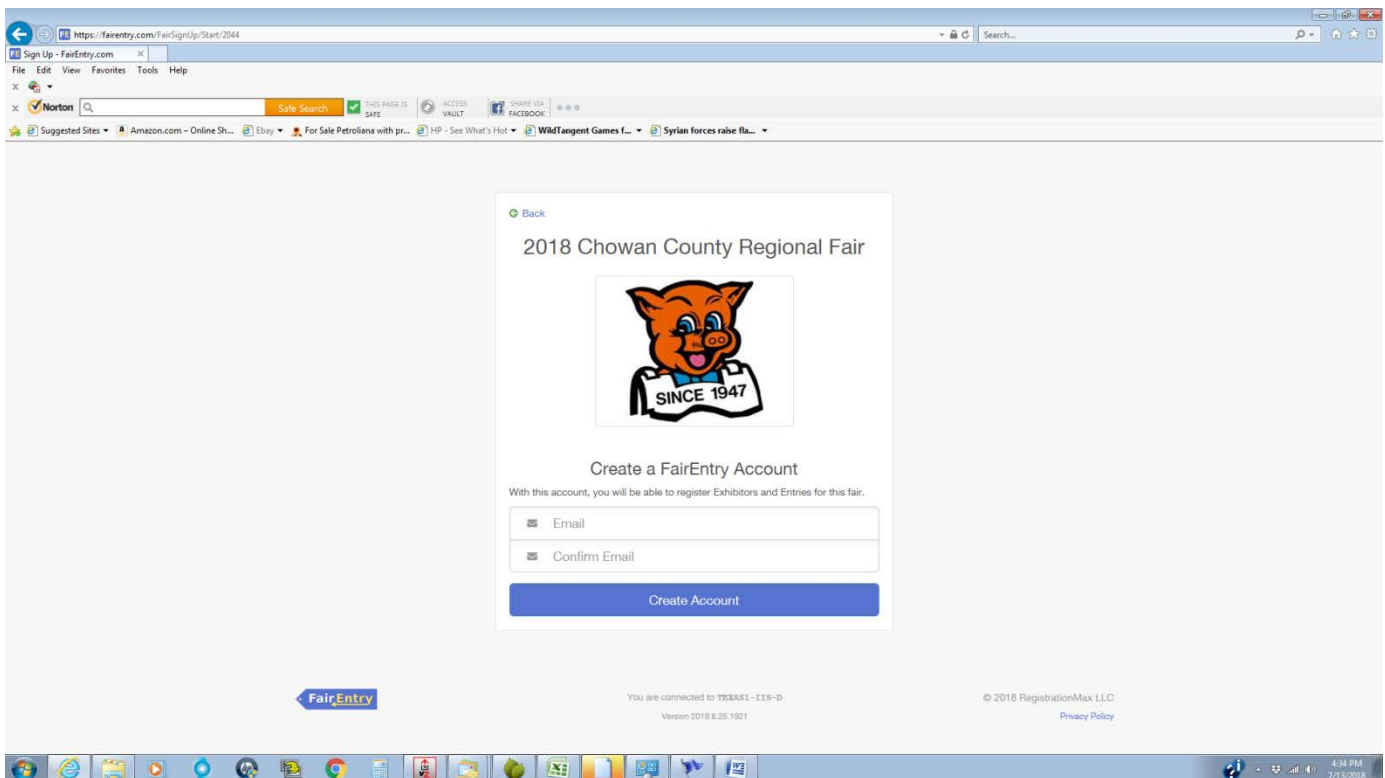

Type in your email address in the box that says Email and retype your email address in the box that says Confirm Email. They both must match exactly. Then click on Create Account.

Create an Account Name such as your last name and enter it into the box. Enter your phone number. Create a password containing a minimum of 8 characters, at least 1 digit (number) and at least 1 capital letter or symbol. Confirm your password by re-entering it in the Confirm Password box. Both password entries must match. Then click Create Account.
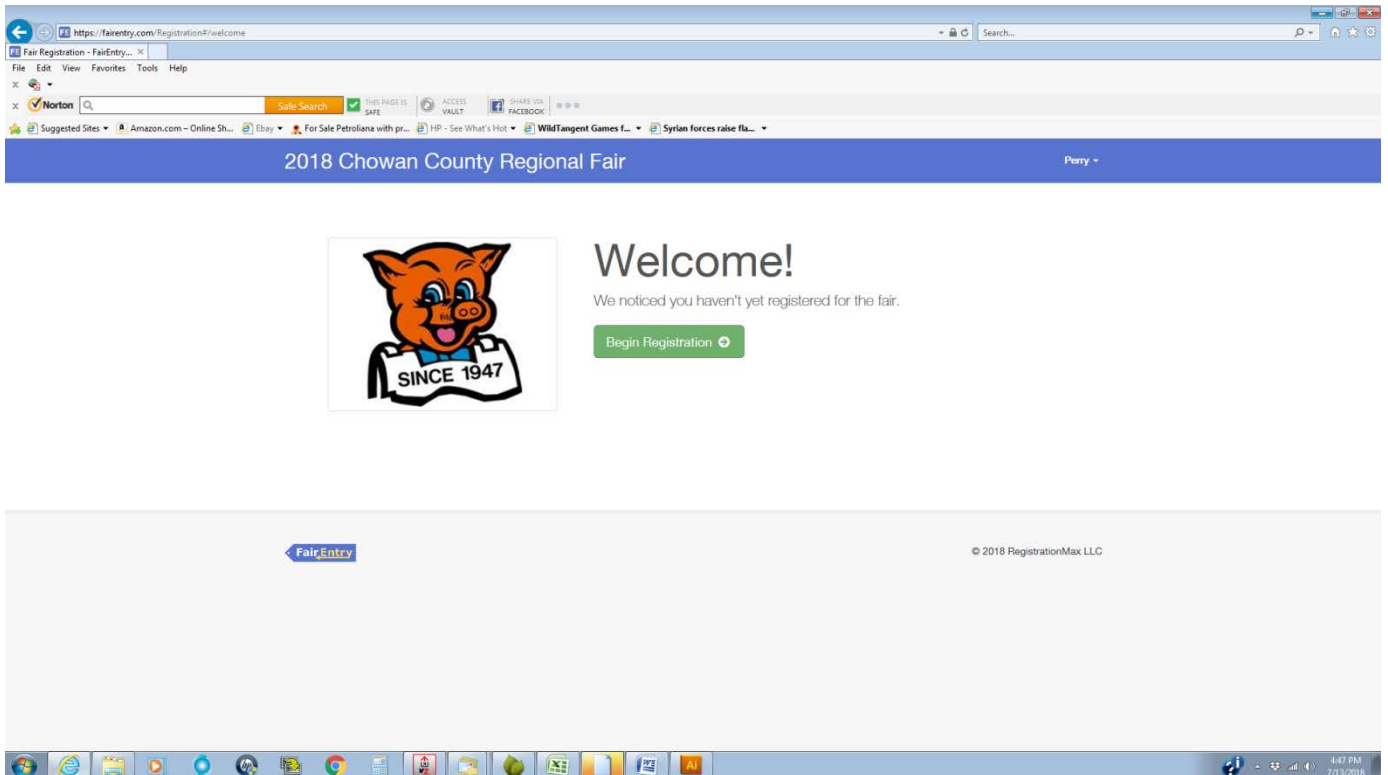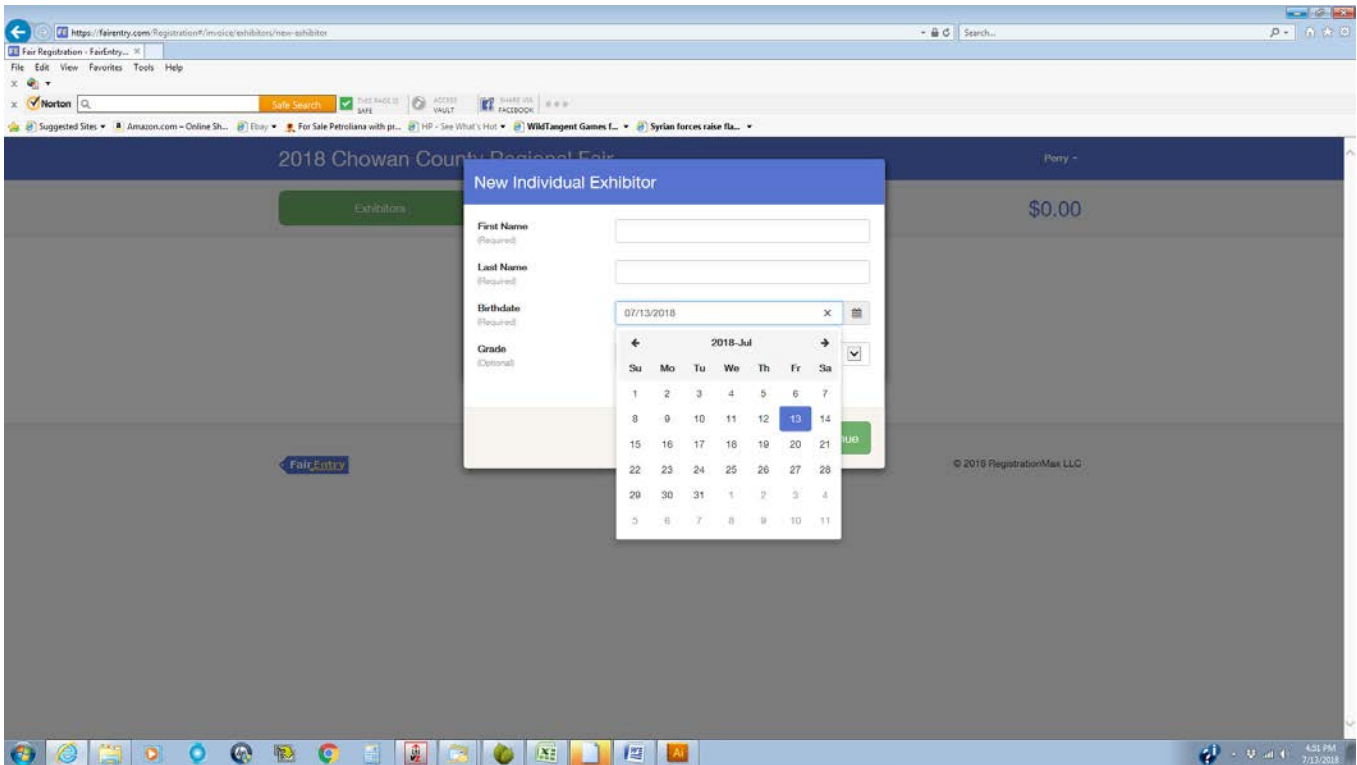

Click on Begin Registration
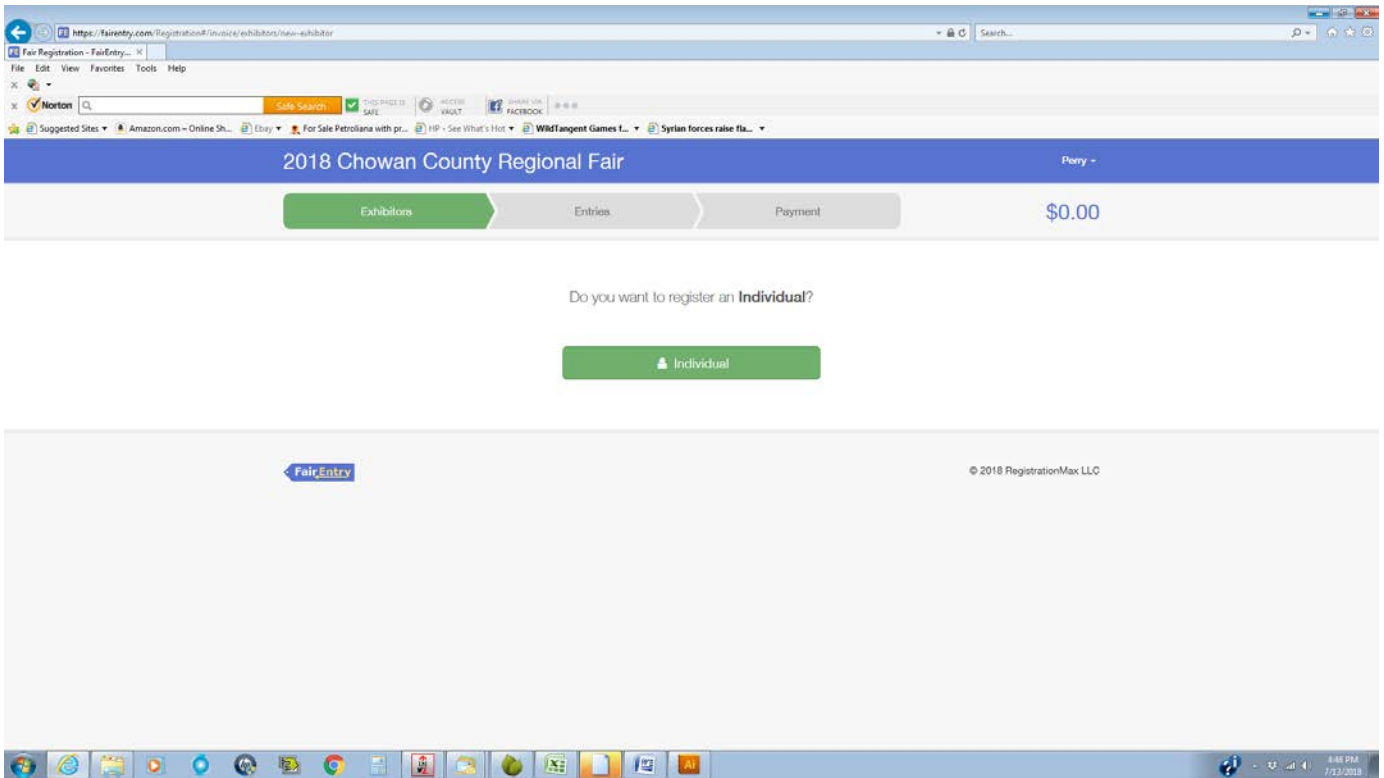
Click on the green Individual button
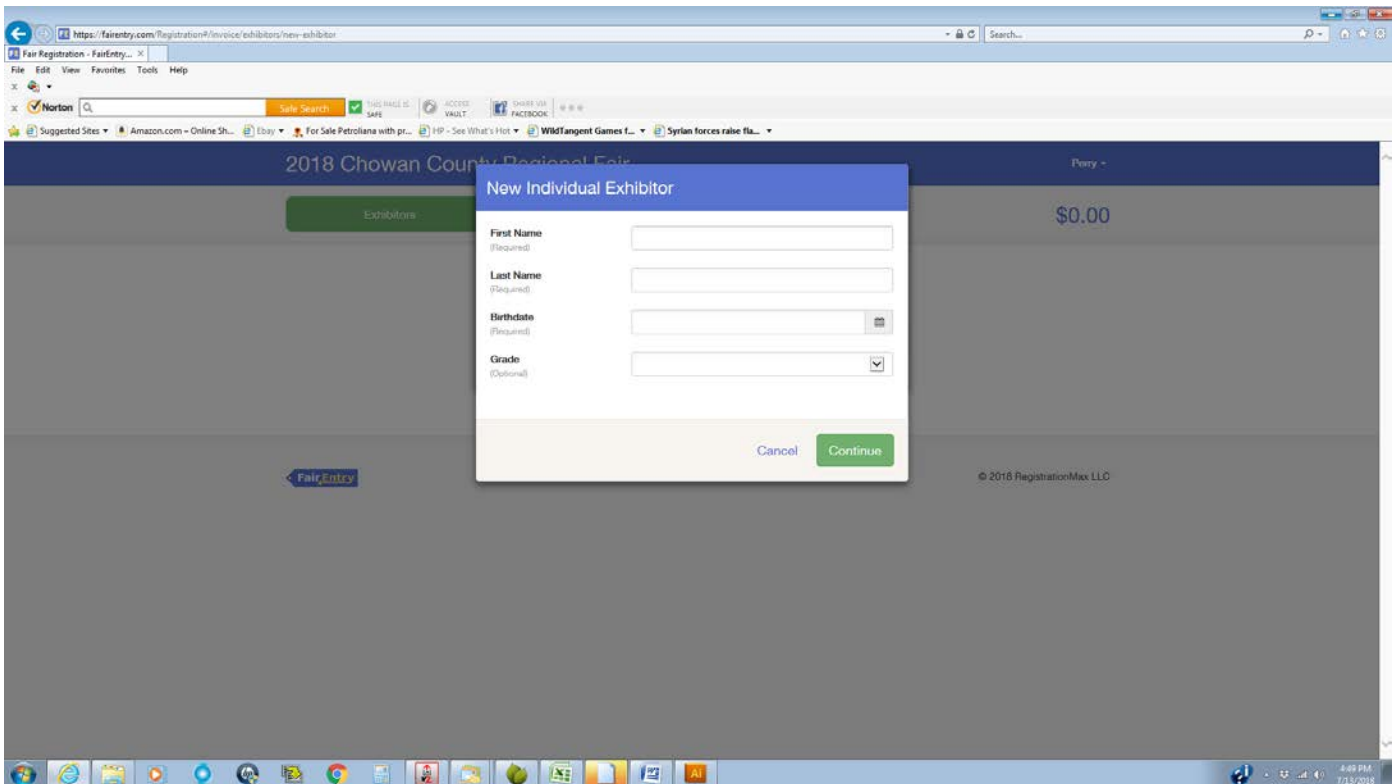
The New Individual Exhibitor box will pop up. Enter your First Name, Last Name in the appropriate boxes.

For the Birthdate, a calendar will pop up, please appropriate pick your birthdate. You may use the arrow to scroll through the calendar to get to your birthdate OR to type it in –

Step 1 – Click on the box the calendar will pop up

Step 2 – Then Click on the calendar icon beside the box

Step 3 – Click inside the box again

You will then be able to type inside the box. Use the format mm/dd/yyyy. Once the calendar shows the correct month, day and year click on that date and the calendar will disappear and you will be able to enter your grade in school.
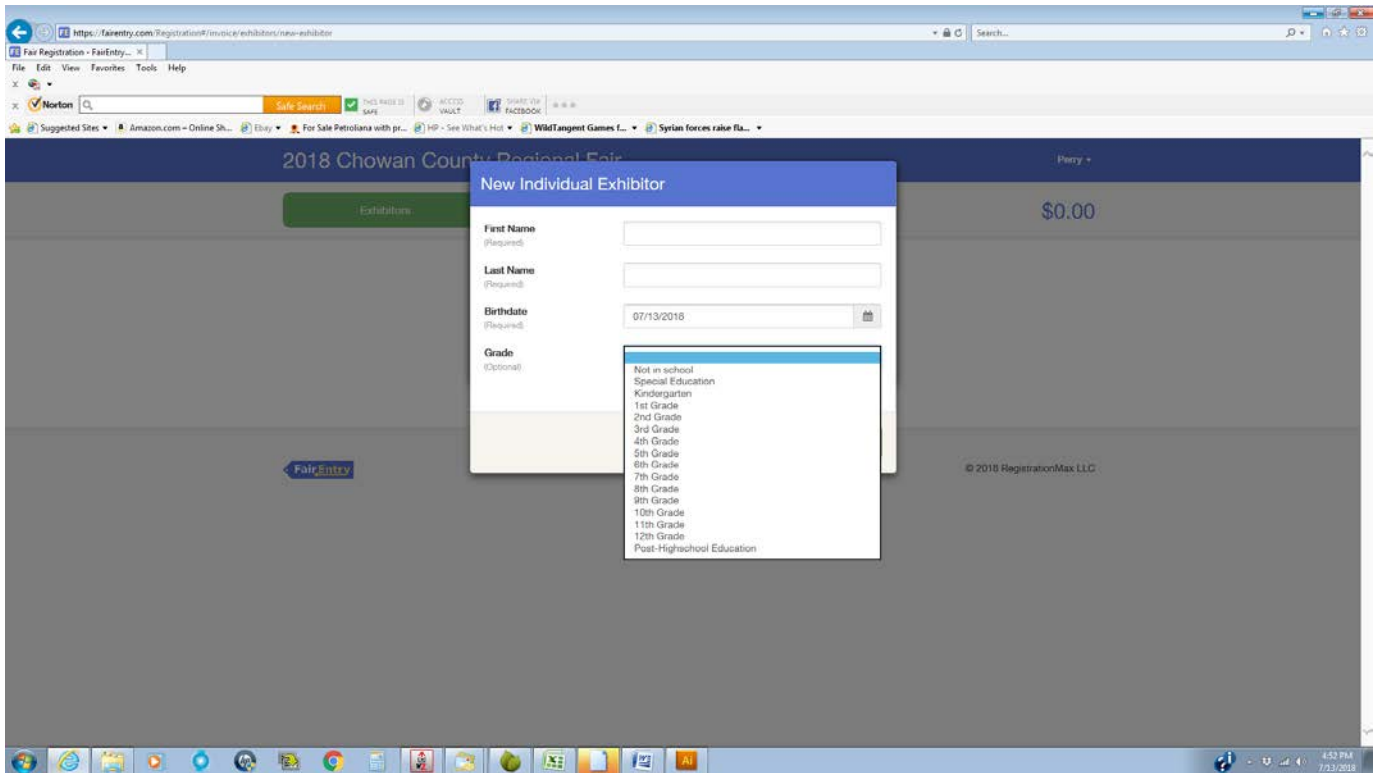

For Grade, click n the arrow to the right side of the box and choose the appropriate answer. Then click Continue.
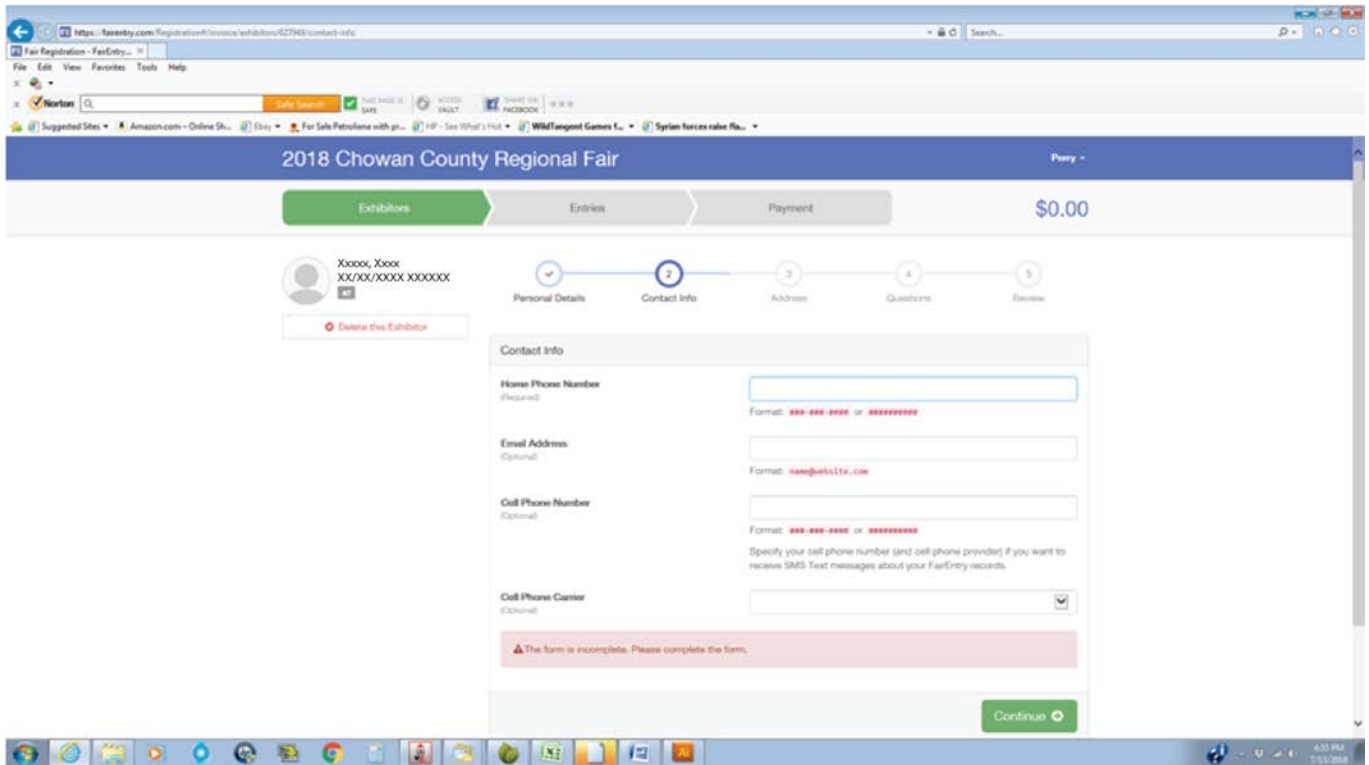
Please enter your Home Phone Number, including the area code. This may also be your cell phone. Although it is optional, please also enter your Email Address in case we need to contact you. Once you have finished, click on Continue.
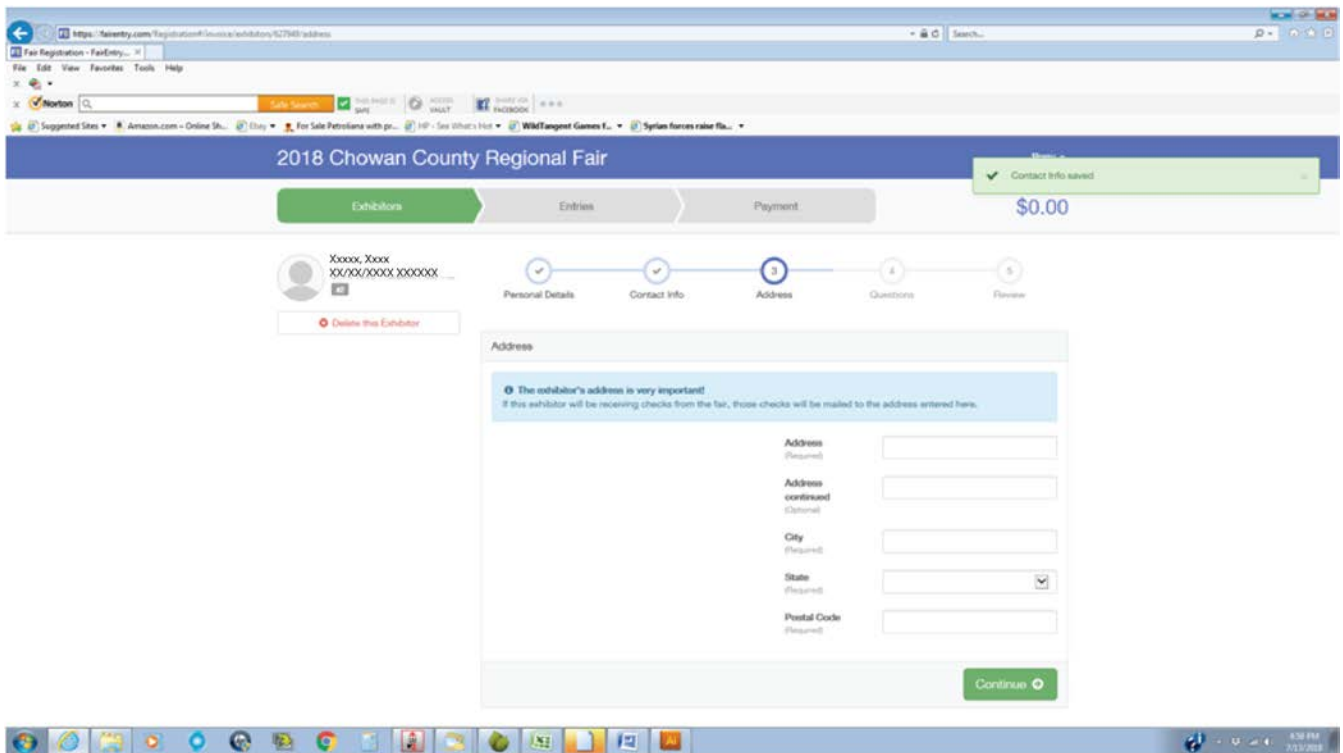

Fill in the boxes for the necessary information about your address and click on Continue.
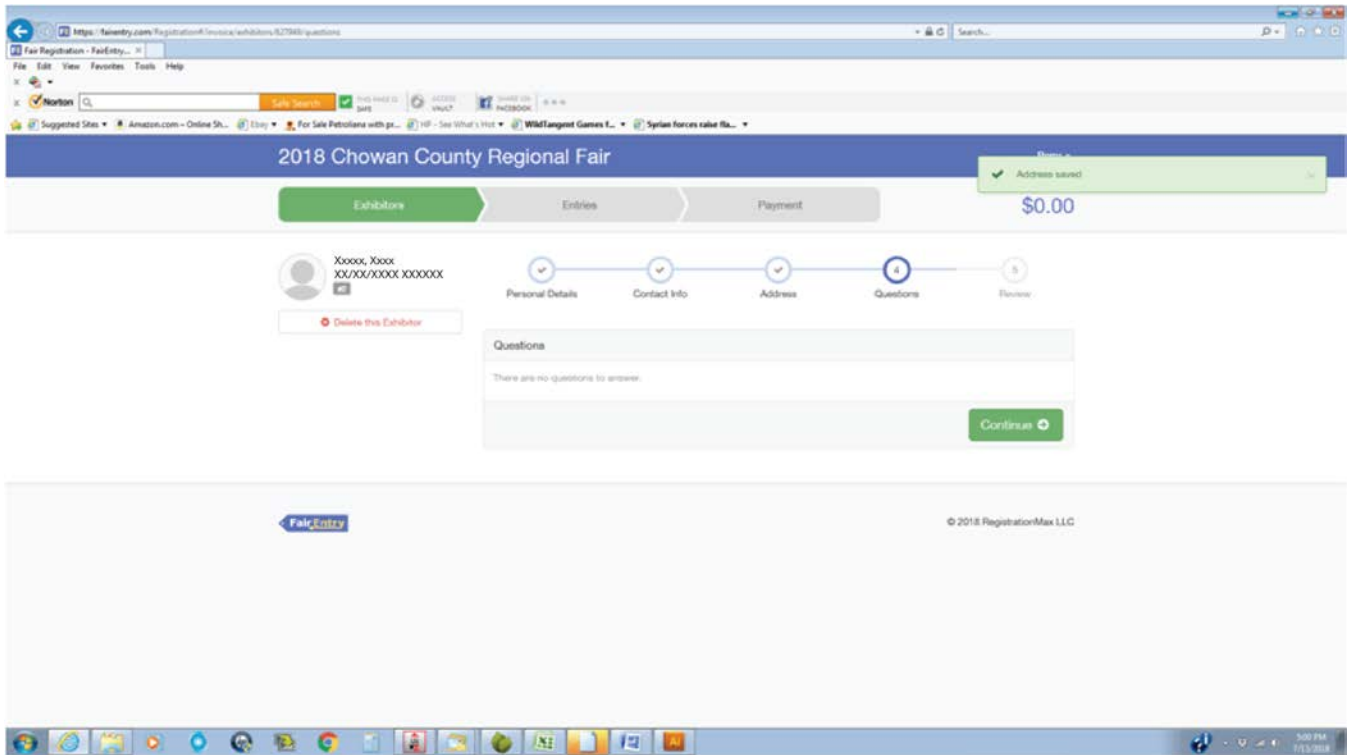
At this time we have not entered a question for exhibitors to answer so please click Continue.
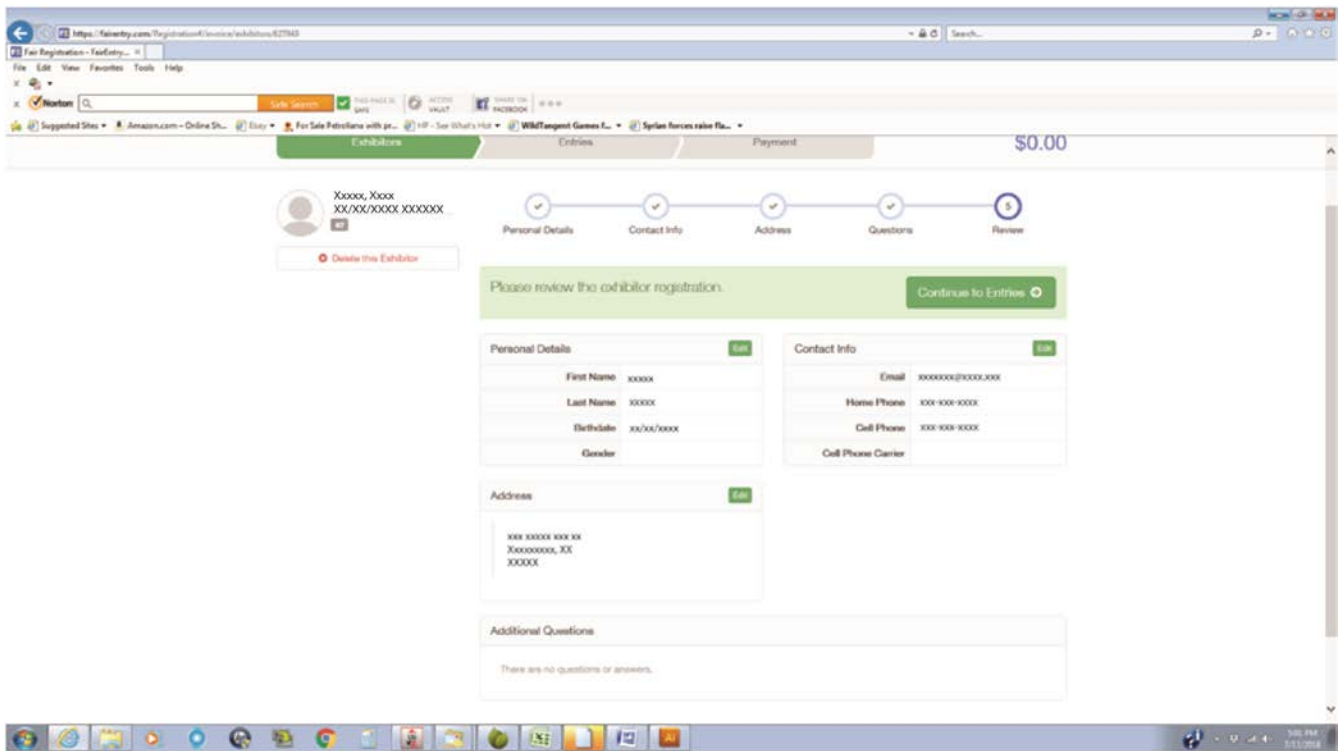

Please verify that the information is correct. If all of your information is correct, click Continue to Entries. If anything is incorrect click on the Edit button for the appropriate box containing the information that needs to be corrected.
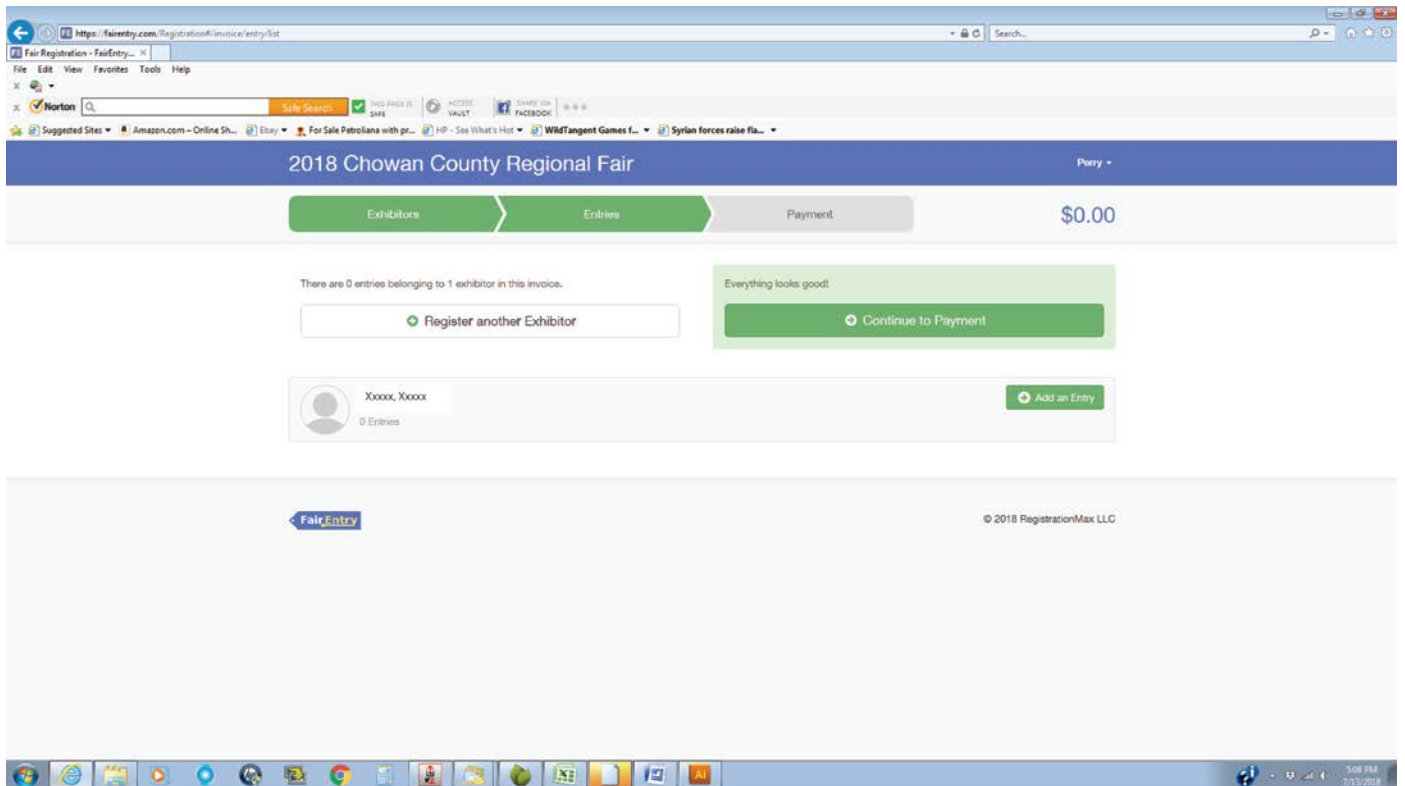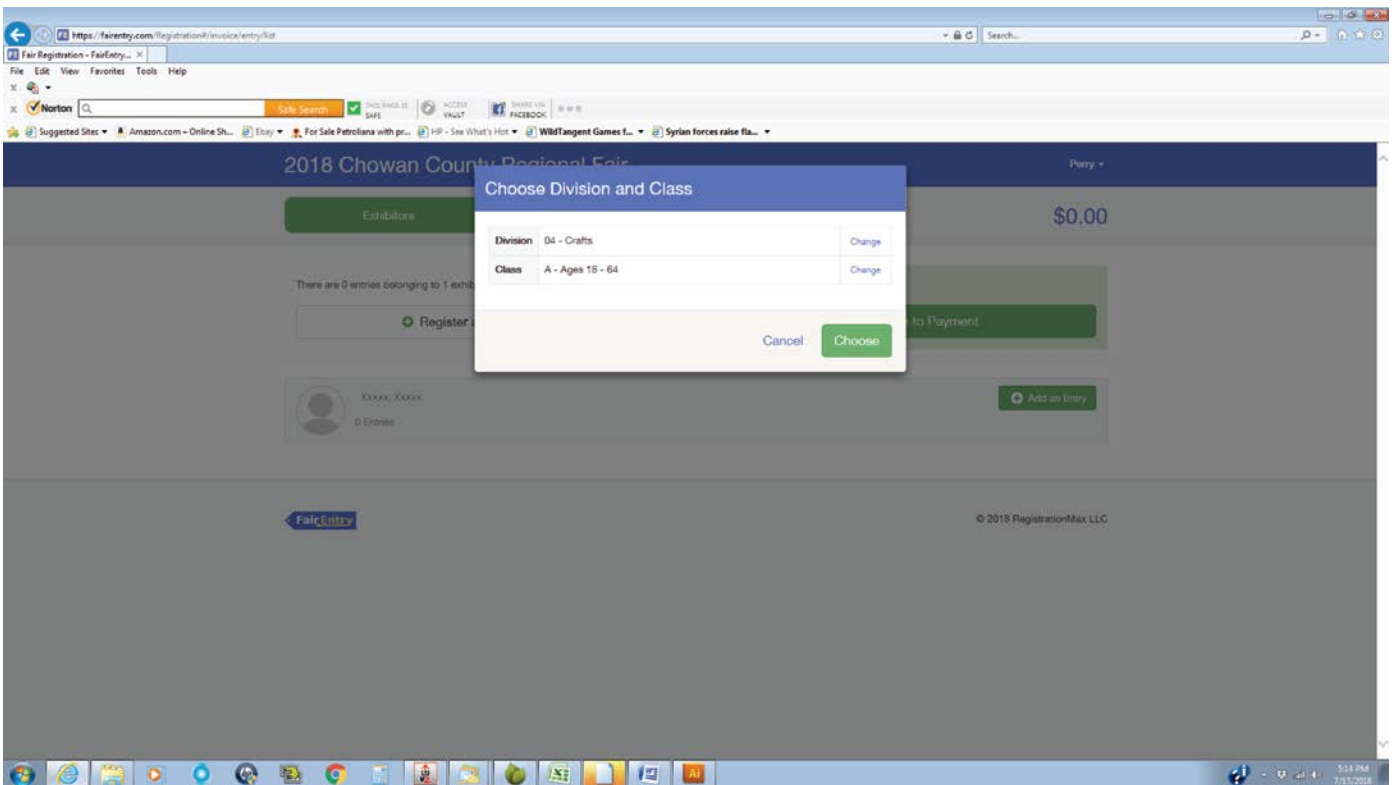
From this screen can proceed to add your exhibit entries by clicking on Add an Entry.
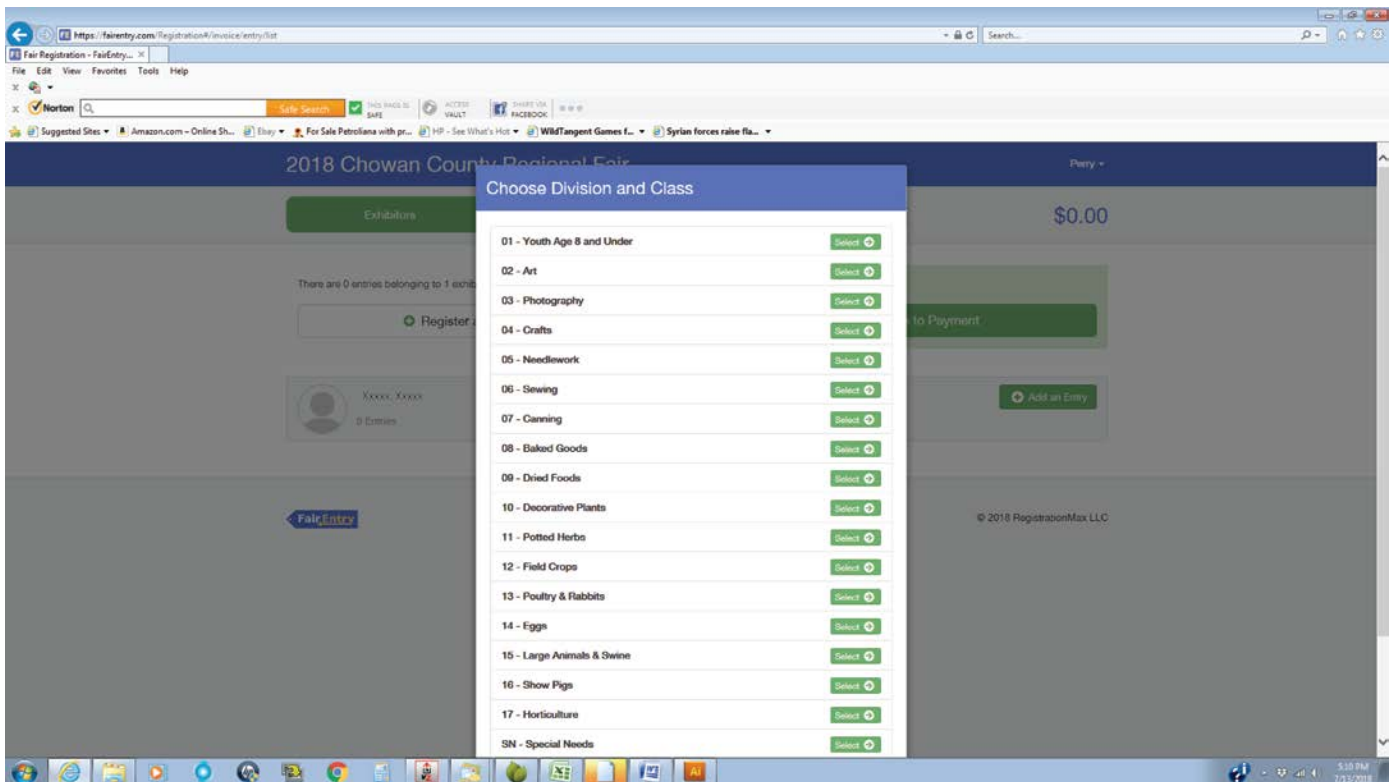
Click on the Green Select button beside the Division name and number you would like to enter.
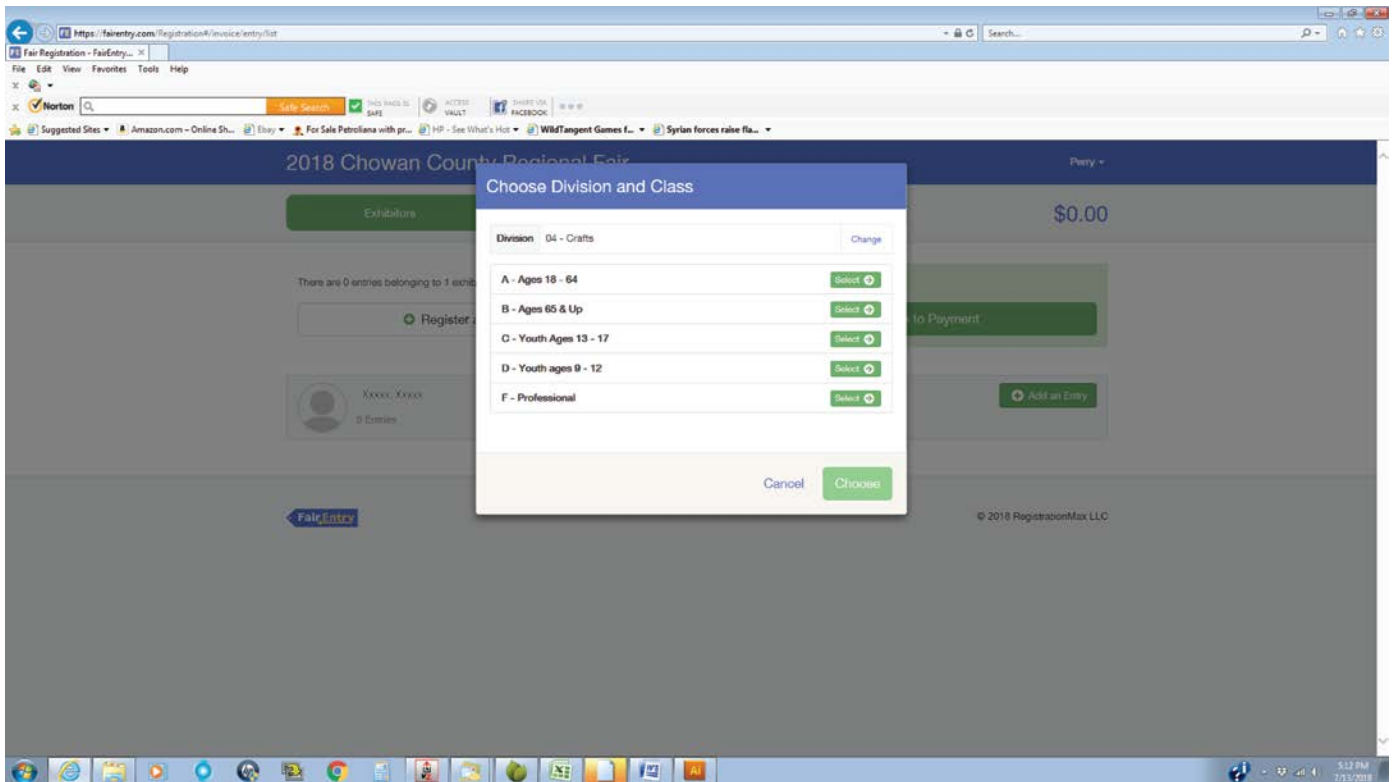
For this example Division 4 - Crafts was Selected. Please click on the green Select button next to the appropriate age group.


The pop up box then changes to state that the exhibitor has selected Division 4 Crafts and Class A ages 18 - 64. If this information is correct click on Choose. If it is incorrect click on Cancel at the bottom to start over at the Add an Entry screen or Change beside the information that needs to be corrected.
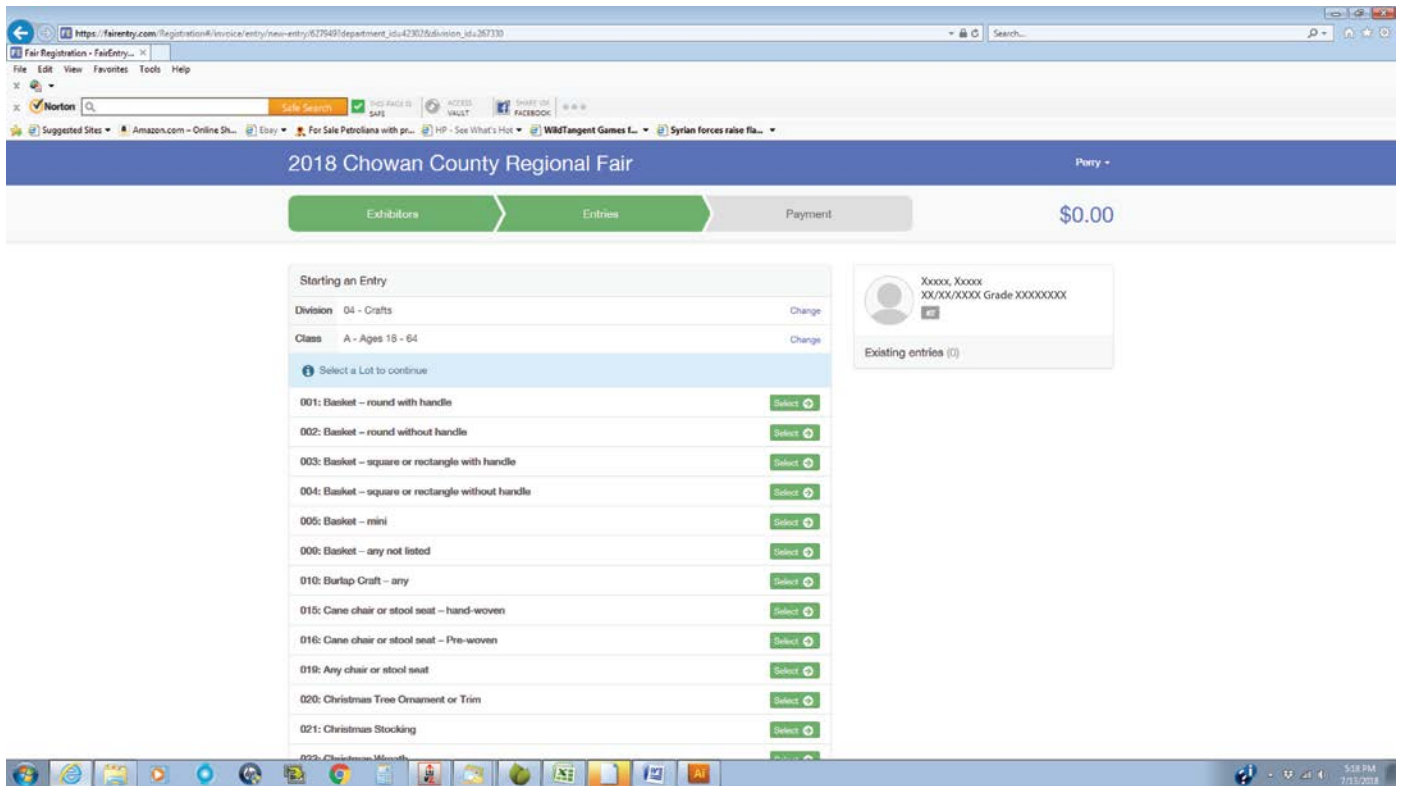
Once the Division and Class have been correctly selected you will be directed to select a Lot number and the type of item you would like to enter. At the top you will notice the Change buttons beside Division and Class. These may also be corrected from this page. Select one item you would like to enter at this time.
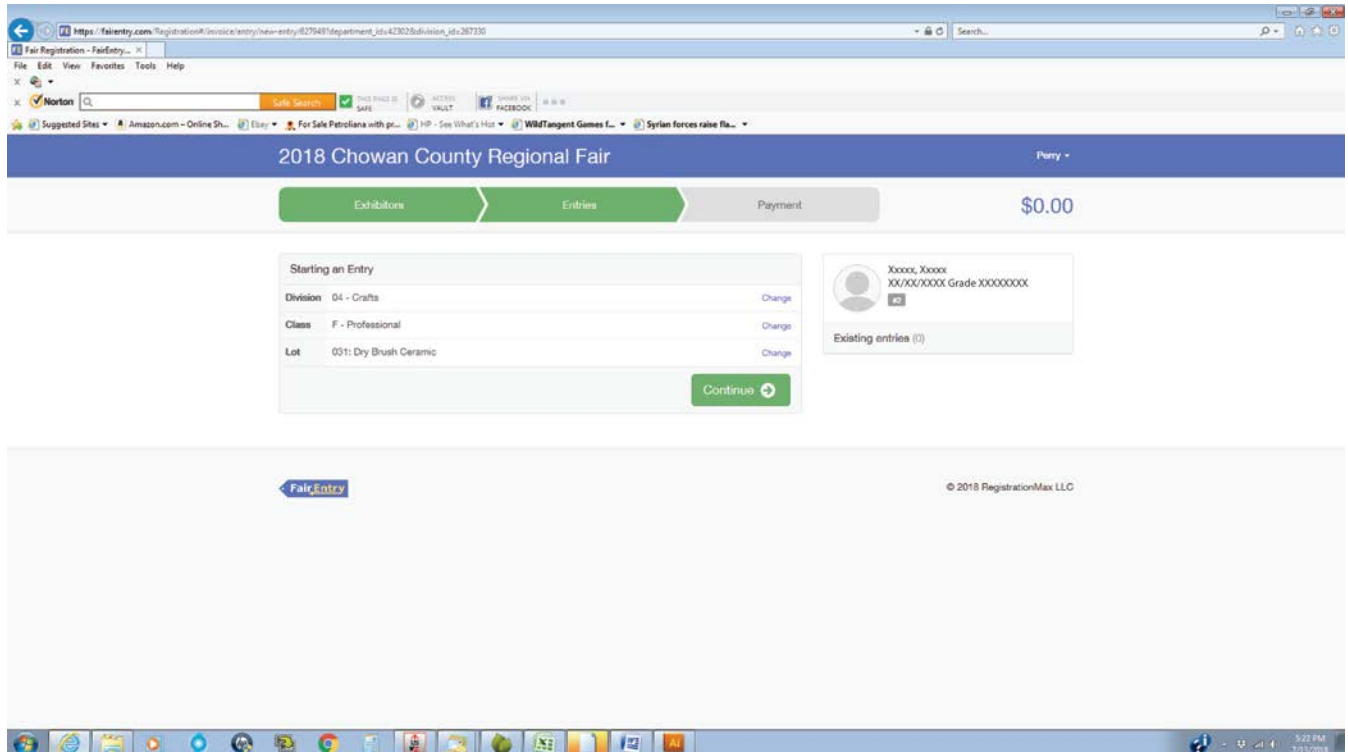

This exhibitor has changed their Class and is entering a ceramic item. Click Continue to proceed.
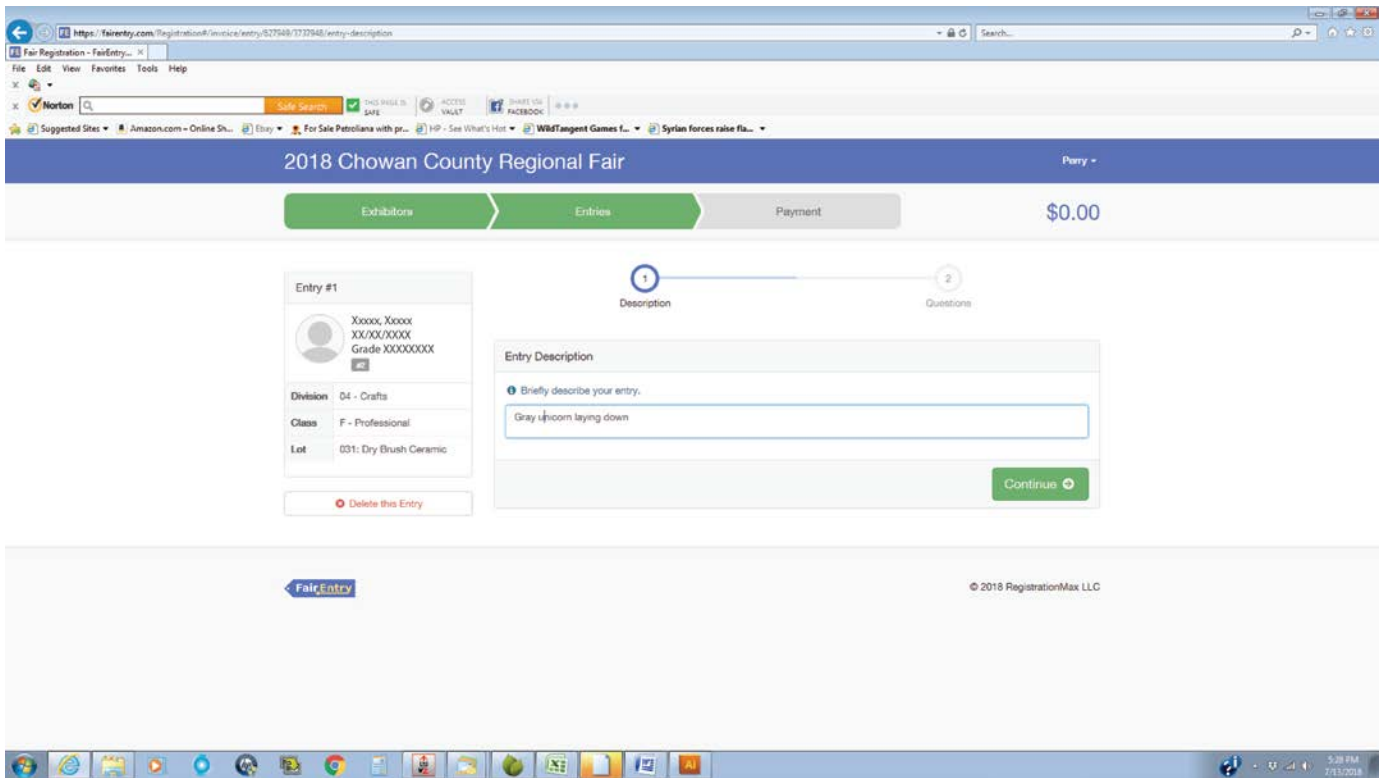
Type in a brief description of your item. Please do not enter a Lot description such as tree ornament. Please give a description so Staff will be able to quickly identify it if necessary, such as "beaded star ornament or painted wooden angel ornament". Click Continue to proceed.
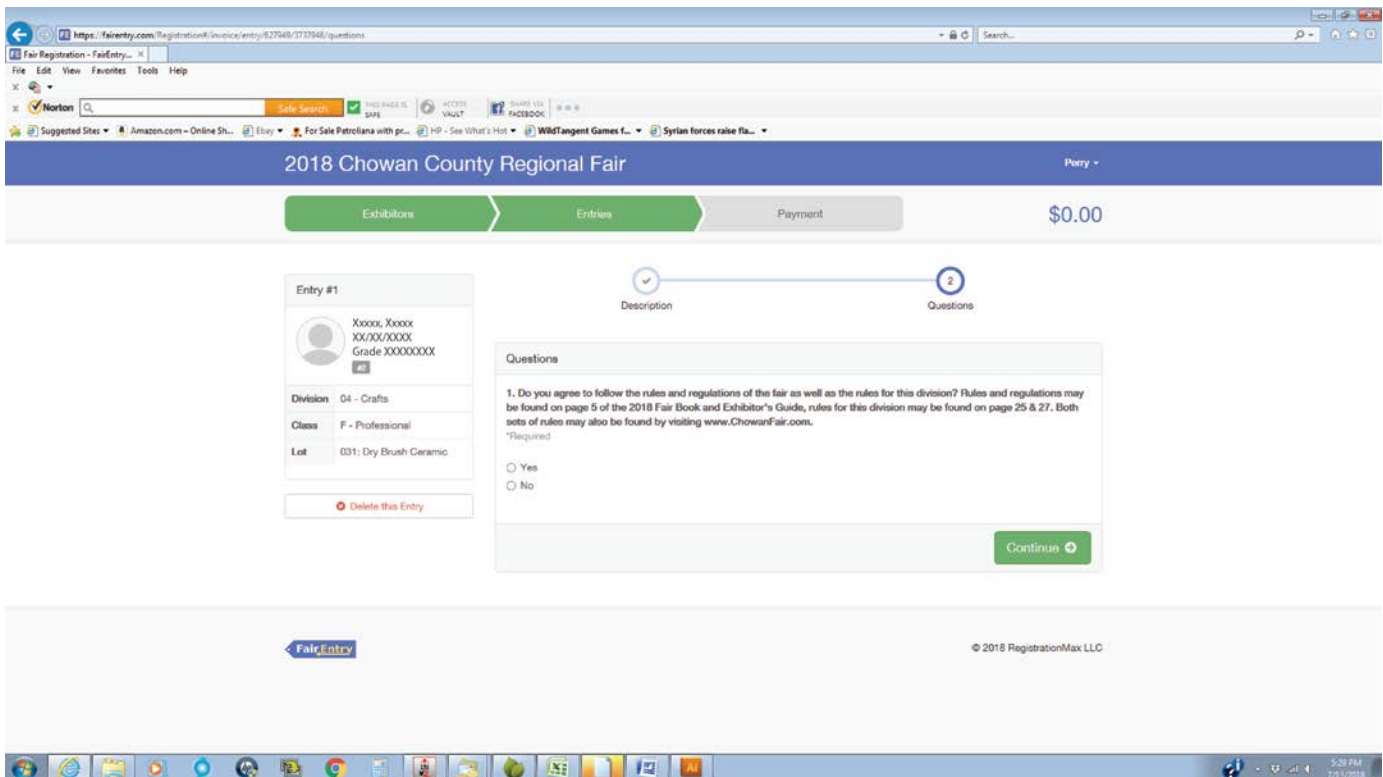
You will then be prompted to answer a question. Please make sure you read the rules regarding the 2018 Chowan County Regional Fair and the rules that apply to the items you are entering.
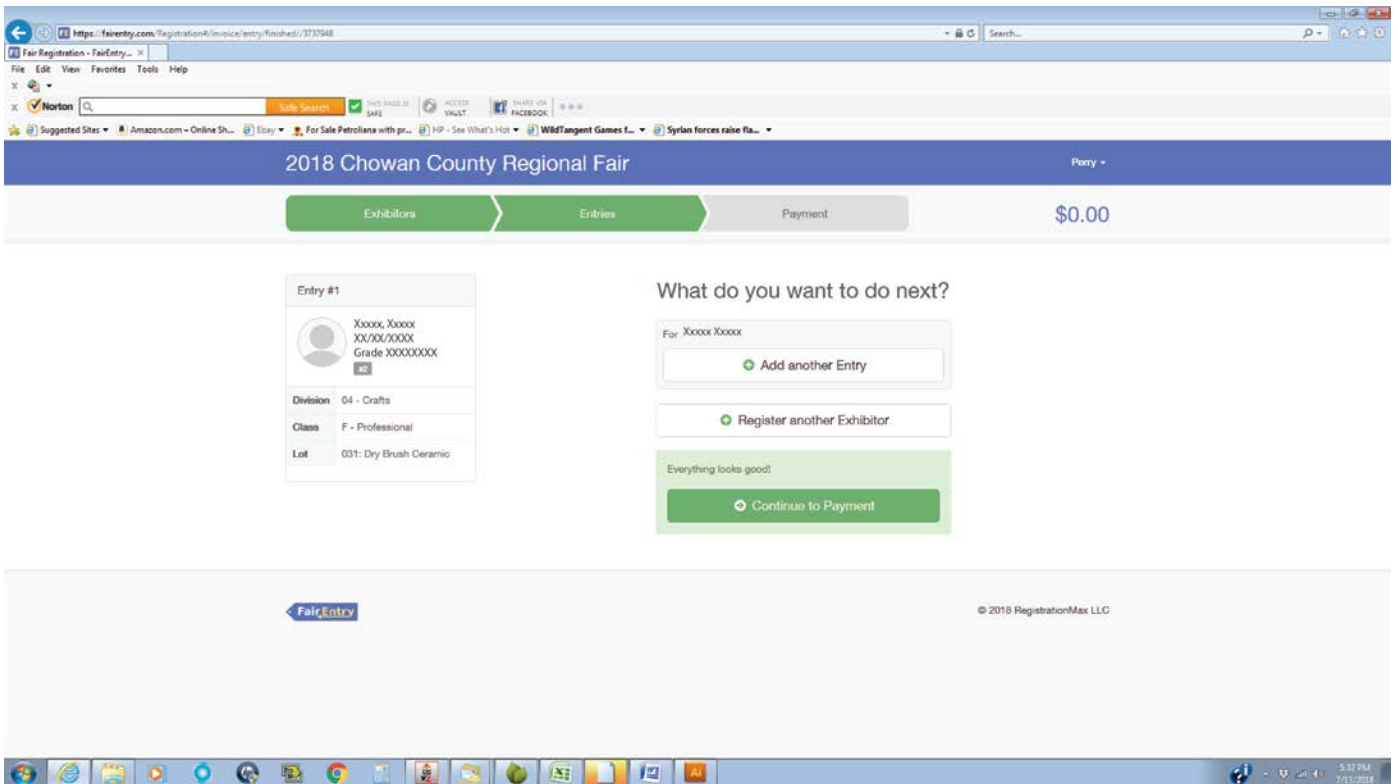
From this screen you may enter another item if you would like. DO NOT click on Continue to Payment unless you are absolutely sure you have entered all of your items. Please remember there is NO charge for entering exhibits.

To log out, click on your Account name at the top right side of the page and select the red Sign Out button.

Thank you for using the online Exhibit Registration. Have a great Day!