



ON-LINE SUBMISSION AND FORM/REPORT ACCESS INSTRUCTIONS

1

You can now update your fair's GENERAL INFORMATION (including your e-mail, website, and physical fairground addresses) **and SPECIFIED LIST INFORMATION AND complete your SCHEDULE OF EVENTS information on line @ IDOA's website below.** Utilize the following instructions to access IDOA's website and forms/reports:

www.agr.state.il.us

In this order:

--click FORMS AND APPLICATIONS

--click COUNTY FAIRS

--click THE FORM NEEDED

(You can complete all forms on the screen; however, you must print it out and email or fax it to this office).

(You will no longer receive a SCHEDULE OF EVENTS form from this office requesting your fair's daily events.)

2

Once you have located the **SCHEDULE OF EVENTS ON-LINE SUBMISSION** form at IDOA's website, utilize the following instructions to submit your events/updated information.

--Enter your username and password shown below. (Usernames and passwords are case sensitive.) Contact this office if you've misplaced your Username and Password.

**SAMPLE: Username: moriis
 Password: arir2kifld**

--Simply click LOGIN or ENTER to do so.

(REMEMBER: If you do not utilize this process, your daily events will not be available to this office or the general public.)

**FYI
IDOA
County Fair Office
peggy.lowder@illinois.gov
(217/524-6194—fax)**