

ON-LINE SUBMISSION FAIR DATES AND EVENTS 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 at the IDOA's website below. Utilize the following instructions to access IDOA's website and forms/reports:

- Go to: www.agr.state.il.us
- Then: at the top, left hand corner --click FORMS
- Next: scroll down to COUNTY FAIRS
- Click: On-Line Submission of Fair Events/Updated Information

(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: mendon
Password: Farm49old

- 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.