

## 4-H and FFA Registration for the 2017 Nebraska State Fair

To register for the 2017 Nebraska State Fair, 4-H and FFA exhibitors and parents must complete the online registration and pay by credit card. We recommend printing these instructions for use during registration. For more information or to begin registration, go to the State Fair website:

<http://www.statefair.org/p/getinvolved/4h-ffa>

If you have questions about State Fair rules or the registration process related to departments, divisions, classes, required ID numbers, affidavits, or paperwork, please contact your FFA Advisor or 4-H County Extension Office.

If you have lost your password, please click the “Forgot your password?” link on the login screen. The system will send a message containing your password to the e-mail address you previously provided. If you have other technical difficulties with the online registration, please e-mail the technical support team: [ne.showworks@gmail.com](mailto:ne.showworks@gmail.com).

Keep these registration timeframes in mind:

4-H and FFA livestock and companion animals:	July 10 to August 10 at 5 p.m.
FFA static exhibits (ag mechanics, horticulture, crops):	July 10 to August 21 at 5 p.m.
4-H static exhibits:	August 13 to August 21 at noon

To begin, click on the Start Registration button at <http://www.statefair.org/p/getinvolved/4h-ffa>

### Step 1. Register

Click on **Sign In** at top right. Choose a login type:

To register one exhibitor, choose **Exhibitor**.

To register multiple exhibitors, choose **Quick Group**.

*Families are registering exhibitors themselves and paying registration fees directly to the fair by credit card. 4-H Leaders, County Extension staff, and FFA Advisors should NOT be registering livestock on behalf of exhibitors. FFA Advisors may register static exhibits (ag mechanics, horticulture, and crops) for their students using the Quick Group option.*

**Quick Group users only:** Quick Groups are useful for families with multiple exhibitors. Quick Groups may also be preferable for FFA Advisors who wish to register static exhibits on behalf of their students and pay for them as a group.

To create a Quick Group, enter a username and password for your group. Write them down so that you can log in again later to add exhibitors or entries or to view your registration history. You may choose a **Default Club**. The default club will automatically appear for each exhibitor and entry on later screens. Please note that as you add exhibitors and entries, you may need to change from the default club if registering both FFA and 4-H exhibits.

*Do not be confused by the word “club.” The list of clubs includes both 4-H County programs and FFA Chapters. If you are showing in both 4-H and FFA competitions, choose whichever is appropriate for each entry on later screens.*

Now proceed with the instructions below for each exhibitor in your Quick Group. In the future, you may enter the site again with either your Quick Group name and password or the login information for any individual exhibitor in your group.

**All users:** On the Login screen, *before entering your name*, begin by entering your family’s UXID. This five-digit number allows the system to retrieve ID information that you already submitted during the nomination process. Looking up your family’s UXID is easy:

Click on **What is UXID?** And then **Find my UXID.**

Select **Your County** from the drop-down list. Give the system a couple seconds to retrieve a list of exhibitors from your county.

Find your name in the list and click on it.

Now your name and UXID will appear on the Login screen. If your name is misspelled, you may correct it. Now select whether you are a new exhibitor this year. Please note that we do not retain personal information or logins from last year’s fair.

New exhibitors should choose a password and complete all fields. Please remember your password in order to register more exhibits later or to verify your registration. Previously registered exhibitors, enter your password. If you have forgotten your password, click the “Forgot your password?” link. Please note that the system may not save your login name and password until you complete the registration process.

**4-H exhibitors:** In the 4-H County box, enter the name of your 4-H County. In rare cases, this may be different from the county you live in. If you are not also showing FFA exhibits, then leave the FFA Chapter box blank.

**FFA exhibitors:** In the FFA Chapter box, enter your FFA Chapter name. If you are not also showing 4-H exhibits, then leave the 4-H County box blank.

**Siblings:** If you have siblings showing livestock at the fair, please list their names. This will help our staff assign stalling and keep family members close together.

**All exhibitors:** Indicate whether you are showing 4-H, FFA, or both. This information will help us make sure your registration is processed correctly.

**Swine exhibitors:** Enter your PQA number here. This saves you from having to enter the number again for each swine exhibit.

## Step 2. Entries

Choose a **Department** for your first entry. Choose a 4-H Department name for each 4-H entry and a FFA Department name for each FFA entry.

Then choose a **Division** for the entry. It may be helpful to consult these resources when choosing Divisions:

4-H State Fair Resources: <http://4h.unl.edu/nebraskastatefair>

FFA State Fair Handbook: <http://www.neaged.org/fair-updates.html>

**Remember:** All livestock entries must have DNA on file. You should have submitted DNA and identification paperwork for all market beef entries by April 15 and all swine, sheep, goat, and breeding beef entries by June 15.

Click on **Get Animal Info** to see all the animals that have DNA on file for the department you selected. Click on **Select** to select an animal to enter. ID information for that entry will auto-fill in the text boxes. This information cannot be changed. Note that some data may not be relevant for every entry. In those cases, a 0 or NDA will appear in some text boxes. This is OK.

*If you see animals listed as Unvalidated, or if you believe the list is missing animals, please contact your local Extension Office or FFA Advisor. Entries can only be made from animals that were nominated by exhibitors and validated by 4-H or FFA.*

Then choose a **Class** and complete other required boxes. (In Divisions that are determined by weight, you may not need to select a Class.)

You must select a **Club** for each entry. All 4-H Counties and FFA Chapters appear in the list. Choose a 4-H County for each 4-H entry, and choose a FFA Chapter name for each FFA entry.

*Do not be confused by the word "club." The list of clubs includes both 4-H County programs and FFA Chapters. If you are showing in both 4-H and FFA competitions, choose whichever is appropriate for each entry.*

**Stall with:** Indicate whether this exhibit should be stalled with your 4-H or FFA exhibits. We will make every effort to stall all of your animals closely together.

**Cow-calf pairs:** Check the box if this exhibit is a cow-calf pair. That way we will have adequate stalling space assigned.

Click the **Add Entry to Cart** button.

You may now add another entry:

**Add different entry** is for adding another entry in a different Department.

**Add similar entry** is an easy way to add another exhibit in the same Department.

Repeat the steps above for each entry. Note that you may add many types of entries, including a combination of both 4-H and FFA entries, without logging off. You will pay for all entries in one payment. Remember that if you are using the Quick Groups option, you may need to change from the default club as you add entries.

Once all entries have been completed, click **Continue**.

### **Step 3. Items**

Now enter the additional items you wish to order:

**Daily Gate Pass:** Enter the number of daily fair admission passes you wish to purchase for family members. These are in addition to the free Fair Admission Badge that all livestock exhibitors will receive. (Please note that exhibitors of 4-H dogs and companion animals and exhibitors of other non-livestock items will NOT receive free badges unless they are also showing livestock.)

**Fair Admission Badge:** Enter the number of fair admission badges you wish to purchase for family members. These are good for the duration of the fair. These are in addition to the free Fair Admission Badge that all livestock exhibitors will receive.

**Livestock Lot Parking Sticker:** The vehicle sticker provides access to convenient parking for livestock exhibitors. Stickers for trailers are not necessary, only for vehicles.

### **Step 4. Review**

Review your entries and additional items for accuracy. Before checking out, you may add more entries or save this cart and log in to add more entries later. Note that your cart and login information are not saved until you click **Save This Cart**. Your exhibits are not registered until you click **Check-out** and complete the payment process

**Quick Group users:** You may now click the button **Add Entries for a different Exhibitor**. This will take you back to Step 1 in order to create a new exhibitor within your Quick Group. Once you are done entering all group members, you can click **Check-out** and pay for them all at once. Remember that if you are using the Quick Groups option, you may need to change from the default club as you add entries.

### **Step 5. Pay**

Choose a payment method. Only Visa and MasterCard are accepted.

Enter your credit card information. Click **Continue** and complete the confirmation page.

## Step 6. Confirm

Type “Yes” in the red dashed box to indicate that you agree with 4-H, FFA, and Nebraska State Fair rules and regulations. See the links below for this information. Click **Submit**.

4-H State Fair Resources: <http://4h.unl.edu/nebraskastatefair>

FFA State Fair Handbook: <http://www.neaged.org/fair-updates.html>

Nebraska State Fair Rules: <http://www.statefair.org/p/getinvolved/4h-ffa>

Review your summary of entries and additional items. You may print and request an e-mail of the receipt. If everything is correct, click **Finish**.

You may review your previous transactions and view your profile by clicking on your name in the top right corner of the page.

Congratulations! You are registered for the 2017 Nebraska State Fair.