



## Adams County Pre-Fair Entry Instructions

We are using Online ShoWorks entry system this year. Website is <https://adams4h.fairwire.com>

Current Adams County 4-H Fair book is available either by hard copy you pick up at our office or online on our Adams County 4-H website <https://extension.unl.edu/statewide/adams/forms-and-resources/> . Also listed on these sites are Pre-Entry forms you can use as worksheets only.

### Pre-Fair Online Entry Deadline is June 15, 2023 by 11:59 PM

If you have an Internet connection problem or do not feel capable of entering your exhibits online yourself, you may come to the office and use one of our computers to submit your entries by the deadline.

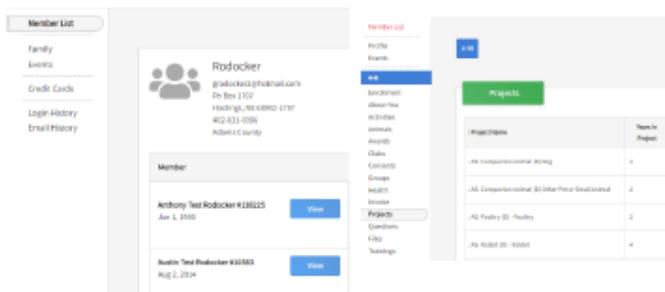
### Paper Forms for Pre-Fair Entry (Static, Livestock, Contests) are not permitted in 2023.

- **Livestock and Animals exhibits** are required to be pre-entered by **June 15th**.
- **Static Exhibits** – Pre-Entry Deadline **June 15th**. **We strongly encourage pre-entry** of Static Exhibits. This allows us to print the entry tags ahead. They will be ready for you to pick them up (TBA) before Entry Day or when you drop off your exhibits on Static Entry Day. Static exhibits not pre-entered can still be entered on Entry Day, it will just take longer.
- **Contests are required for Pre-Entry (Best Dressed Goat, Ice Cream in a Can & Ice Cream In a Bag)**
- **Judging ID and Skillathon Contests:** can be pre-entered or you can just come and participate day of the contest.
- **Horticulture, Floriculture & Houseplants enrollees: Exhibits cannot be pre-entered.** You will receive special forms in the mail in July - to bring the specific exhibits that are ready the morning of fair for entry - no tags will be printed a head oftime.

### Getting your list of Projects for 2023 Adams County Fair Entry

To find what 2023 projects your child is enrolled in and eligible to exhibit in, Log in to your 4-H Online family profile.

Select the child's name to View and on the left side select "Projects".



This will show you what projects that Child is enrolled in. If you forgot to enroll them in a project, you can still add the project by clicking on the "Edit" button and select the "Select Projects at the bottom of the list, finding the project and hit "Select".

Project Name	Years In Project	Parent/Project Name	Club Name	Volunteer Type	Consents
4-H Computer Control 2023	1				
4-H Computer Control 2023 Parent/Grand/Student	1				
4-H Family ID - Family	1				
4-H Family ID - Adult	1				

## ShoWorks Entry for the 2023 Adams County 4-H Fair

### Online Entry deadline – June 15th at 11:59 PM

**All Pre-Entry of Livestock and Static (except horticulture and floriculture) exhibits will be done online in 2023. No paper copies will be accepted for pre-entry. If you have internet issues come to the office and use one of our computers to complete your pre-entry.**

We recommend printing these instructions for use during registration. For more information or to begin registration go to <https://adams4h.fairwire.com>

You can also view a Sample Online Registration Video provided by Butler County at <https://youtu.be/WpdqR5YBUfY>

If you have questions about rules or the registration process related to departments, divisions, classes, required ID numbers, affidavits, or paperwork, please contact the Adams County Extension Office at 402-461-7209 or consult the current Adams County Fairbook.

Once an Exhibitor or Quick Group is created or registered for the year, you can log back into your account to view previous transactions, add entries, completed a previously saved cart, etc. as often as needed. 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 or call the Adams County Extension Office at 402-461-7209 or [adams-county@unl.edu](mailto:adams-county@unl.edu).

### Step 1. Register

Exhibitors must register - create profile in ShoWorks every year.

Click on **Sign In** at top right. Choose a login type and follow Online instructions:

To register only one exhibitor in a family, choose **Exhibitor, set up profile. Go To Step 2.**

To register multiple exhibitors in a family, choose **Quick Group.**

**Quick Group users only:** Quick Groups are useful for families with multiple exhibitors.

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 (Adams County Primary 4-H Club)**. The default club will automatically appear for each exhibitor and entry on later screens. Please note that you will need to create an Exhibitor profile for each youth in your group and as you add exhibitors and entries, you may need to change from the default club if registering 4-H project exhibits for different Adams County 4-H Club.

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 or they can login themselves if you have given them their password you set up.

## Step 2. Entries

- Choose a **Department** for your first entry. Choose a Department name for each entry
- Then choose a **Division** for the entry. It may be helpful to consult the fairbook when choosing Divisions:
  - 2023 Fairbook: [https://go.unl.edu/2023-adams\\_co-fairbook](https://go.unl.edu/2023-adams_co-fairbook)
- Then choose a **Class** and complete other required boxes.
- You must select a **Club** for each entry.
- 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 without logging off. 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. 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**.

**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** to check out for all of your exhibitors 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 4. 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 listed on site for this information. Click **Submit**.

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**.

**Your entries are not finalized until you have hit “Submit” and then “Finish” buttons.**

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 2023 Adams County 4-H Fair.

Remember to “Log Out” from the website.