

4-H Registration for the 2020 Nance County Fair

Registration Deadline: Wednesday, July 1. To begin, click on the Start Registration button at

<http://nance.fairmanager.com>

Step 1. Register

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

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

To register multiple exhibitors (family with several 4-Her's), choose **Quick 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.

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.

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.

Step 2. Entries

Choose a **Department** for your first entry. If you are a cloverkid, be sure to select Clover Kids for ALL of your projects. Once you select the department, the **Division** tab will pop up. The divisions are listed in your fair book. Once you select a division, then the **classes** will show up. A description box will pop up. It is not necessary to fill this in, but you can add a few words if you know what your project looks like. Example: Dresser Drawer painted with Teal Chalk paint. You must select a **Club** for your entries.

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.

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**. Choosing to Save This Cart will allow you to come back another day and continue to add projects. It is recommended to start the process now, and then continue to work on your projects and make your final selections before July 1 . You must Check Out before midnight on June 30 for your projects to be submitted.

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** 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 4. Confirm

Type “Yes” in the red dashed box to indicate that you agree with 4-H rules and regulations. 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**.

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 2020 Nance County Fair

Need Help?

This is a new process for registration. Do not hesitate to ask for help! There may be problems that we are unaware of. Stop by the office, located at 304 3rd Street. We are open M-F 8-4:30 or contact Ashley:

Office – 308-536-2691

Email – aboryca3@unl.edu

Facebook – Nance Extension