

## Online Registration for Nance County Fair Projects

ALL entries are due June 28! No late entries will be accepted.

**Step 1.** Register online at <https://nance.fairmanager.com>

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.

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.

**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. 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 the July 1. You must Check Out before midnight on July 1 for your projects to be submitted.

**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 2021 Nance County Fair.

**Need Help?** 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 the office at 308-536-2691 Email – [sglup2@unl.edu](mailto:sglup2@unl.edu) Facebook – Nance Extension