

## Registration for the 2018 Central IV County Fairs

To register for the 2018 Central IV county fairs, exhibitors and parents must complete the online registration. We recommend printing these instructions for use during registration.

If you have questions please contact the County Extension Office.

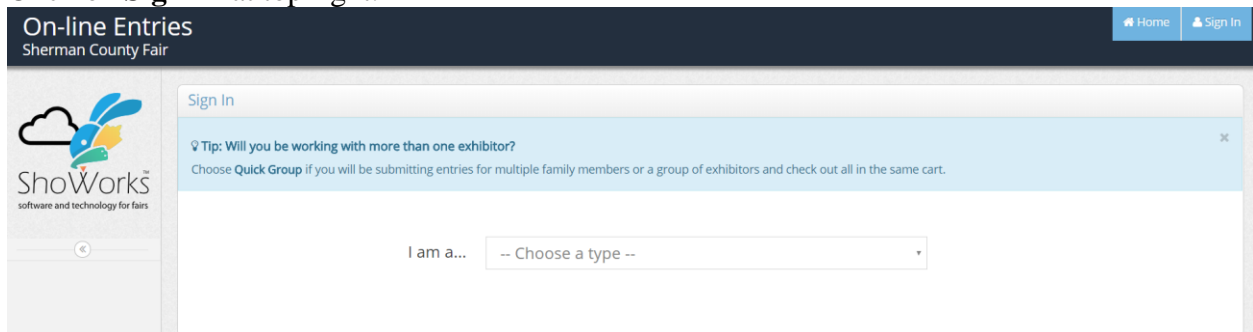
If you have lost your password, please click the “Forgot your password?” link on the login screen. The system will send a message containing your password to the e-mail address you previously provided. If you have other technical difficulties with the online registration, please e-mail Brenda [bjrabek2@unl.edu](mailto:bjrabek2@unl.edu) or Penny [proot2@unl.edu](mailto:proot2@unl.edu).

Keep these registration timeframes in mind:

Howard County Fair Entries	<a href="https://howardne.fairmanager.com">https://howardne.fairmanager.com</a>	June 29 at 11:59 p.m.
Sherman County Fair Entries	<a href="https://sherman.fairmanager.com">https://sherman.fairmanager.com</a>	July 6 at 11:59 p.m.
Valley County Fair Entries	<a href="https://valleycf.fairmanager.com">https://valleycf.fairmanager.com</a>	July 13 at 11:59 p.m.
Greeley County Fair Entries	<a href="https://greeley.fairmanager.com">https://greeley.fairmanager.com</a>	July 20 at 11:59 p.m.

### 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**. Quick Groups are useful for families with multiple exhibitors because you need only remember one password.

*Families are registering exhibitors themselves. 4-H Leaders, County Extension staff, and FFA Advisors should NOT be registering exhibitors online.*

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.

Registration

**Tip:**  
Are you a family or group with multiple exhibitors? Sign in as a **Quick Group** to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.

First Name

Last Name

I am a new exhibitor or have yet to register this year  
 I have previously registered this year

[Continue](#)

First Name Jane

Last Name Doe

Password \*

Re-type Password \*

Address \*

City \*

State/Prov \*

Postal Code \*

County \*

Phone Number \*

e-mail \*

Re-type e-mail \*

Age \*

Date of Birth \*

IAFE Code of Ethics \*

[Continue](#)

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. Remember each exhibitor in a Quick Group uses the same password.

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 County box, enter the name of your 4-H County. In rare cases, this may be different from the county you live in.

## Step 2. Entries

Entries

\* required

Department: Communications & Expressive Arts

Division: Photography Unit I\*\*

Class \*: B180003 : Fun with shadows display\*\*

Club \*: RKD 4-H Club

Add Entry to Cart

Choose a **Department** for your first entry.

Then choose a **Division** for the entry.

Then choose a **Class** and complete other required boxes.

You must select a **Club** for each entry. All clubs for each county appear in the list.

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. 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 of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✎ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
<b>John Doe's items:</b>				
Photography Unit I**	Class: B180003 - Fun with shadows display** Club: RKD 4-H Club	\$0.00	✎	✖
Beef**	Class: G010001 - Senior showmanship** Gender: Male Tag ID: 12 Club: RKD 4-H Club	\$0.00	✎	✖
Total for John Doe with 2 entries		\$0.00		
2 TOTAL ITEMS IN CART:		\$0.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$0.00		

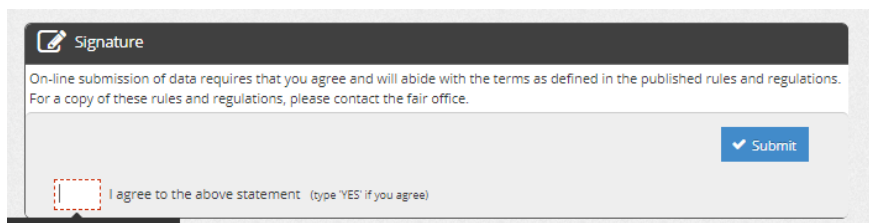
+ Add more Entries for John Doe   Empty Cart   Save this cart for later   Check-out →

Review your entries for accuracy. Before checking out, you may add more entries or save this cart and log in to add more entries at a later date. 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 registration 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** for all exhibitors at the same time. 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. Confirm for Check Out

Once you have reviewed all your entries and are satisfied, click the **Check-out** button to complete the process.



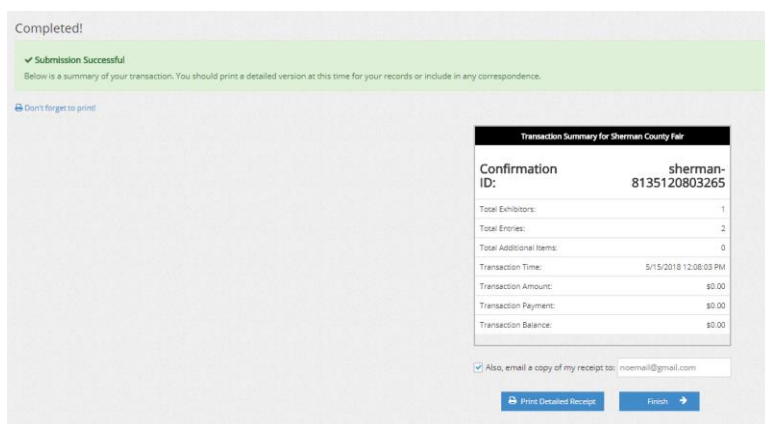
Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please contact the fair office.

I agree to the above statement (type "YES" if you agree)

Submit

Type “Yes” in the red dashed box to indicate that you agree with your county fair rules and regulations.



Completed!

Submission Successful

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

Transaction Summary for Sherman County Fair	
Confirmation ID:	sherman-8135120803265
Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	5/15/2018 12:58:03 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to: noemail@gmail.com

Print Detailed Receipt Finish

Review your summary of entries. 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 your 2018 county fair.**