

Registration for Central IV County Fairs

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

Once registered, if you lose 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 email Brenda bjrabek2@unl.edu or Penny proot2@unl.edu.

Registration timeframes for fair entries:

County	Web Address	Deadline
Howard County Fair Entries	https://howardne.fairwire.com	June 30 at 11:59 p.m.
Sherman County Fair Entries	https://sherman.fairwire.com	July 11 at 11:59 p.m.
Valley County Fair Entries	https://valleycf.fairwire.com	July 18 at 11:59 p.m.
Greeley County Fair Entries	https://greeley.fairwire.com	July 25 at 11:59 p.m.

Deadline for **floriculture and horticulture** fair entries:

County	Web Address	Deadline
Howard County Fair Entries	https://howardne.fairwire.com	July 14 at 11:59 p.m.
Sherman County Fair Entries	https://sherman.fairwire.com	July 22 at 11:59 p.m.
Valley County Fair Entries	https://valleycf.fairwire.com	August 1 at 11:59 p.m.
Greeley County Fair Entries	https://greeley.fairwire.com	August 4 at 11:59 p.m.

Step 1. Register

Click on **Sign In** at top right.

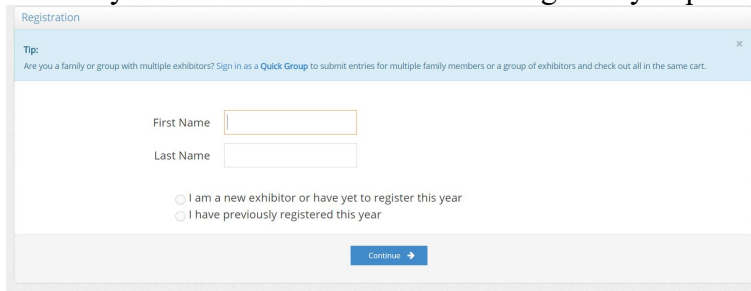
Choose a login type:

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 but can be changed as you put in exhibitor's entries.



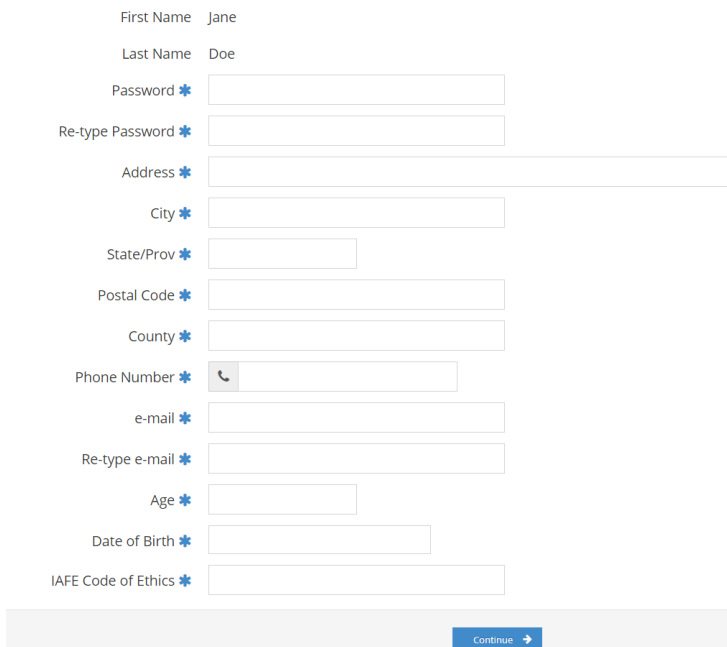
The image shows a registration form titled "Registration". At the top, there is a tip box that says: "Tip: Are you a family or group with multiple exhibitors? Sign in as a Quick Group to submit entries for multiple family members or a group of exhibitors and check out all in the same cart." Below the tip, there are two input fields for "First Name" and "Last Name". Underneath these fields are two radio button options: "I am a new exhibitor or have yet to register this year" and "I have previously registered this year". At the bottom of the form is a blue "Continue" button with a right-pointing arrow.

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. This may be different from the county you live in.

Remember the Age field is an exhibitor's 4-H age as of December 31, 2020.



The image shows a detailed registration form with the following fields and labels: "First Name" (Jane), "Last Name" (Doe), "Password" (with a blue asterisk), "Re-type Password" (with a blue asterisk), "Address" (with a blue asterisk), "City" (with a blue asterisk), "State/Prov" (with a blue asterisk), "Postal Code" (with a blue asterisk), "County" (with a blue asterisk), "Phone Number" (with a blue asterisk and a phone icon), "e-mail" (with a blue asterisk), "Re-type e-mail" (with a blue asterisk), "Age" (with a blue asterisk), "Date of Birth" (with a blue asterisk), and "IAFE Code of Ethics" (with a blue asterisk). At the bottom of the form is a blue "Continue" button with a right-pointing arrow.

Step 2. Entries

The screenshot shows a form titled "Entries" with a "required" indicator. It contains four dropdown menus: "Department" (Communications & Expressive Arts), "Division" (Photography Unit I**), "Class" (B180003 : Fun with shadows display**), and "Club" (RKD 4-H Club). A blue "Add Entry to Cart" button is at the bottom right.

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

The screenshot shows a "Review of Cart" page. It includes a yellow banner with the text "Continue to Check-out" and a red warning banner that says "You are not finished yet! You will still need to confirm in the upcoming steps." Below these is a table of items in the cart:

Item	Description	Amount	Edit	Remove
John Doe's items:				
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		

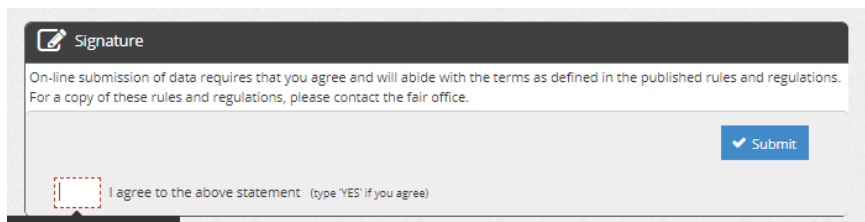
At the bottom, there are four buttons: "Add more Entries for John Doe", "Empty Cart", "Save this cart for later", and "Check-out".

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.



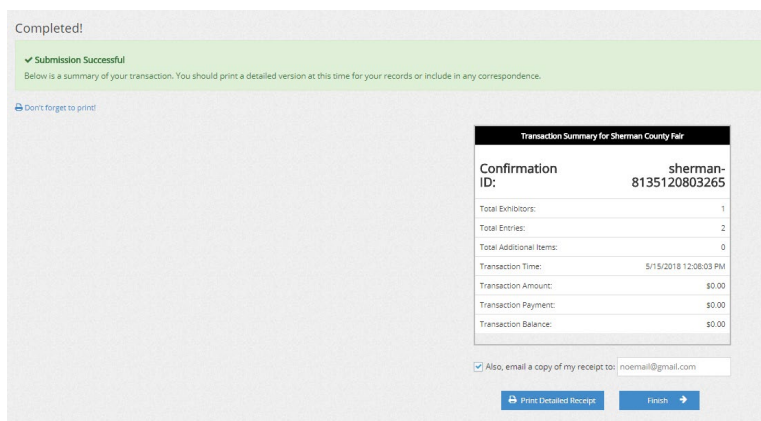
Signature

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 12:08:03 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 county fair.