

County Fair Online Entry Instructions

Entering your County Fair exhibits online is quick and easy. Please use the following instructions to submit your County Fair entries. You can submit all your entries online (static and animals).

The website is: <https://jeffersonne.fairwire.com/>

ONLINE ENTRIES MUST BE SUBMITTED BY MIDNIGHT ON JUNE 15TH AS THE SITE WILL CLOSE.

Read and follow the on-screen instructions which will help guide you from start to finish.
Each exhibitor will need to set up/create a online fair account or Quick Group.

DO NOT CREATE MORE THAN ONE ACCOUNT PER EXHIBITOR OR QUICK GROUP (family group password).

The screenshot shows the 'On-line Entries' page for the Jefferson County Fair. The header includes a 'Home' button and a 'Sign In' button. A progress bar at the top indicates five steps: 1. Register, 2. Entries, 3. Review, 4. Confirm, and 5. Finish. The main content area features a 'Welcome' message and a 'Printer Friendly Version' link. A central white box contains the following text: 'Welcome to the Jefferson County Fair Online Entry Website. Online users are required to set up a password for EACH exhibitor. Please write down your password as we DO NOT have access to your passwords. Be sure to print your receipt/copy of your entries for your records. Entries will not be accepted online AFTER midnight on June 15. If you have questions about making entries, please call the Extension Office at 402-729-3487. Please refer to the procedures for making entries.' The footer includes the ShoWorks logo and contact information for Gladstone Inc.


2. Complete - *First Name and Last Name* AND select: *I am a new exhibitor or have yet to register this year* and *Continue*.

The screenshot shows the 'Registration' form. At the top, the progress bar is updated, with '1 Register' highlighted. A 'Tip' box states: '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 is a radio button labeled 'NO' with the text 'I am not a Team or Company'. The form has two text input fields: 'First Name' with the value 'John' and 'Last Name' with the value 'Smith'. Below these fields are two radio buttons: 'I am a new exhibitor or have yet to register this year' (which is selected) and 'I have previously registered this year'. At the bottom right, there is a blue 'Continue' button with a right-pointing arrow. Red arrows point to the 'First Name' and 'Last Name' fields, the selected radio button, and the 'Continue' button.

3. Everyone will use the password: **Jefferson33**


Complete ALL information AND **Continue**

First Name	John
Last Name	Smith
Password *	<input type="password" value="Jefferson33"/>
Re-type Password *	<input type="password" value="Jefferson33"/>
Address *	<input type="text"/>
Address2	<input type="text"/>
City *	<input type="text"/>
State/Prov *	<input type="text"/>
Postal Code *	<input type="text"/>
Phone Number	<input type="text" value=""/>
e-mail *	<input type="text"/>
Re-type e-mail *	<input type="text"/>
Age	<input type="text"/>



4. Confirm information is correct AND **Continue**

First Name	John
Last Name	Smith
Address	1234
Address 2	
City	Fairbury
State/Prov	NE
Postal Code	68352
Phone	
e-mail	johnsmith@noemail.com
Age	



5. Choose your **Department, Division, Class** and enter a description if required. This will be a dropdown menu choices. **Add entry to cart.**

Department: Consumer & Family Science

Division: STEAM Clothing 1 (Sew for Fun)

Class *: C220909 : Three stripe pillow

Description:

Club: -- Choose a Club --

Add 1 Entry to Cart + -

6. Continuing making entries until you have entered all your exhibits and animals. Use the **Add More Entries for this**

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
John Smith's Items:				
STEAM Clothing 1 (Sew for Fun)	Class: C220909 - Three stripe pillow	\$0.00	✎	✖
Total for John Smith with 1 entries		\$0.00		
1 TOTAL ITEMS IN CART:		\$0.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$0.00		

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

7. You also have the option to **Save This Cart For Later** to log back in and add more entries before the entry

Jefferson County Fair

Review of Cart

✓ Cart has been saved

Your cart has been saved so that you can return at a later time and continue the check-out process. Anyone who logs in under the Exhibitor 'John Smith' will be able to view this cart until they check-out.

⚠ You will still at some point, need to complete the check-out process.

Continue →

8. Type **YES** to confirm your entries and click **Submit**.

Item	Description	Amount
John Smith's items:		
STEAM Clothing 1 (Sew for Fun)	Class: C220909 - Three stripe pillow	\$0.00
Total for John Smith with 1 entries		\$0.00
1 TOTAL ITEMS IN CART:		\$0.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$0.00

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 extension office.

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

By typing 'YES' you agree and are bound by the above statement. This action serves as your signature.

Submit

9. You will receive a Confirmation ID and an option to print a detailed receipt or have a receipt emailed to you. Please print or email yourself the receipt as this is a list of your entry information.

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 Jefferson County Fair

Confirmation ID:	jeffersonne-8124140709953
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	5/4/2018 2:07:09 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

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

Print Detailed Receipt **Finish**

10. If you print your receipt it will look like this example.

Jefferson County Fair			
On-line Entries Receipt			
ITEM	DESCRIPTION	WEN#	AMOUNT
STEAM Clothing 1 (Sew for Fun)	Class: C220909 Class Description: Three stripe pillow	AE8DDF	\$0.00
Total for John Smith with 1 entries Address: 1234 City: Fairbury State/Prov: NE Postal Code: 68352 e-mail: johnsmith@noemail.com			
TOTAL:		\$0.00	
PAYMENTS:		\$0.00	
BALANCE DUE:		\$0.00	
EXHIBITOR NAME:		John Smith	
CONFIRMATION ID:		jeffersonne-8124140709953	
TRANSACTION TIME:		5/4/2018 2:07:09 PM	
 			
This is sample text that the fair can change as needed. Possible text may include instructions or disclosure statements. If this text is appearing, please instruct the fair to edit the Web Receipt field located in the Setup menu in ShoWorks.			
Jefferson County Fair			
On-line Entries Receipt Summary			
1 TOTAL ITEMS IN CART:			\$0.00
PAYMENTS:			-\$0.00
BALANCE DUE:			\$0.00
CONFIRMATION ID:			jeffersonne-8124140709953
Transaction Time: 5/4/2018 2:07:09 PM			

Once you have printed your receipt you have completed your entries for this member. Repeat for other family members.

If you forgot an entry, you may log back into your account and add the additional entries and complete the submission process and print an additional receipt. Keep in mind that your receipt will only show the entry or entries you just completed, so you will have multiple receipts depending on how many times you log back in to add additional entries.

1. If you have several 4-H/FFA members in your family, you can create a **QUICK GROUP**.

ShoWorks™
software and technology for fairs

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

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.

☐ NO I am not a Team or Company

First Name

Last Name

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

Continue →

2. Enter a name for your Group User Name AND select: *I am a new group* AND Continue. Write down your Usernames and Passwords - we do not have access to them.

ShoWorks™
software and technology for fairs

Group

Login:
Please log in as a Group or you may choose to create a new Group.

Group User Name

☒ I am a new group
☐ I have previously registered

Continue →

3. Choose a Group Password and email (optional) AND Continue.

ShoWorks™
software and technology for fairs

New Group:
Here you can set any defaults for this group.

Group User Name

Password *

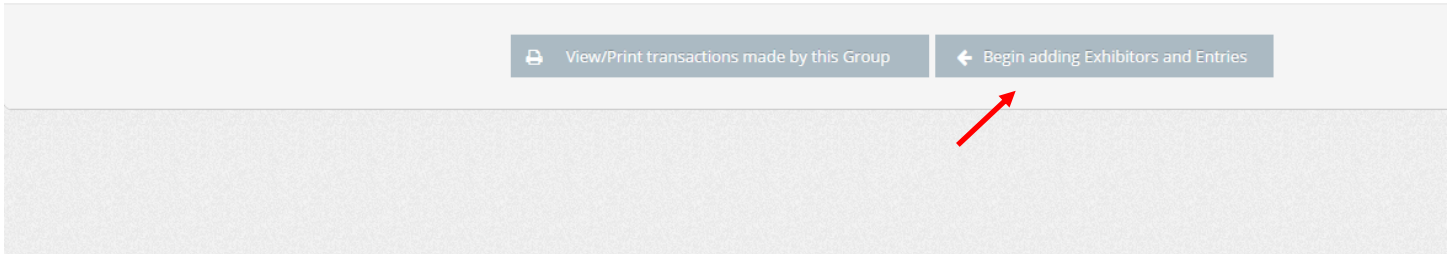
Re-type Password *

e-mail (optional)

Continue →

4. Begin adding exhibitors and entries for members in your **QUICK GROUP**.

Please select actions to add exhibitors and entries or review your Group account activities from the buttons below. Since you are logged in as a Group, you may also create multiple check-out process. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you have started the process). You can always cancel the process by logging out or closing your browser.



5. Complete - **First Name and Last Name** AND select: **I am a new exhibitor or have yet to register this year and Continue.**

A screenshot of the 'Registration' form in the ShowWorks system. The form is part of a multi-step process indicated by a progress bar at the top with steps: 1 Register, 2 Entries, 3 Review, 4 Confirm, and 5 Finish. The 'Register' step is currently active. The form includes a 'Tip' box with advice for families or groups. Below the tip, there is a toggle switch labeled 'I am not a Team or Company'. The main section contains input fields for 'First Name' (filled with 'John') and 'Last Name' (filled with 'Smith'). Below these are two radio button options: 'I am a new exhibitor or have yet to register this year' (which is selected) and 'I have previously registered this year'. At the bottom right, there is a blue 'Continue' button with a right-pointing arrow. Red arrows point to the 'First Name' field, the 'Last Name' field, and the 'Continue' button.

6. Refer to instructions on pages 2-5 of this help sheet to complete your online entries.