

## On-line Entry for the Platte County Fair

We recommend printing these instructions for use during registration.

If you have questions about rules or the registration process related to departments, divisions, classes, required ID numbers, affidavits, or paperwork, please consult the current year Platte County Fairbook and/or Platte County 4-H Animal Exhibitor Handbook.

If you have lost your password, please click the “Forgot your password?” link on the registration screen. The system will send a message containing your password to the e-mail address you previously provided. If you have any other technical difficulties with the online registration, please call the Platte County Extension Office at 402-563-4901 or email [platte-county@unl.edu](mailto:platte-county@unl.edu).

### Step 1. Register

To begin registration, go to <https://plattene.fairwire.com>

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

To register one exhibitor, choose Exhibitor. Go To Step 2.

To register multiple exhibitors, choose Quick Group.

Quick Group users only: Quick Groups are useful for families with multiple exhibitors.

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. Please note that as you add exhibitors and entries, you may need to change from the default club if registering both FFA and 4-H exhibits. NOTE: If exhibitor showing both 4-H & FFA, do not create a new registration for both, just change club for each entry.

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.

### Step 2. Entries

- Choose a **Department** for your first entry. Choose a Department name for each entry.
- Then choose a **Division** for the entry. It may be helpful to consult the fairbook when choosing Divisions.
- Then choose a **Class** and complete other required boxes.

- You must select a **Club** for each entry.
- 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. Note that you may add many types of entries without logging off. Remember that if you are using the Quick Groups option, you may need to change from a default club as you add entries.

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 and 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**.

**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** to check out for all of your exhibitors 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, FFA and Nebraska State Fair rules and regulations. See the links below for this information. 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 hand corner of the page.

Congratulations! You are registered for the Platte County Fair.