

# Online Entry Instructions

## 2022 Thayer 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 2022 Southern Plains Fairbook.

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 last year. If you have any other technical difficulties with the online registration, please call the Thayer County Extension Office at 402-768-7212 or email [thayer-county@unl.edu](mailto:thayer-county@unl.edu).

### Step 1: Register

To begin registration, go to <https://thayer.fairwire.com/>. Click on Sign In at top right. Choose a login type. To register one exhibitor, choose Exhibitor. Then go to Step 2. Or, to register multiple exhibitors, choose **Quick Group**.

**Quick Group Users:** 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 is 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.

**NOTE:** "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 entered until you click Check-out and Finish.**

**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. 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 righthand corner of the page.

**Congratulations! You are entered for the  
2022 Thayer County Fair.**