

2022 PRE-FAIR ONLINE ENTRY INSTRUCTIONS

Do not hesitate to call or e-mail if you have any problems or questions.

If you do not have access to the internet please call your local Nebraska Extension Office.

All Entries must be entered online by **July 8 @ 9:00 p.m.**

For the Pre-Fair Entry process be sure to have your Fairbook or access it at sw3.unl.edu. Having a fairbook will help you navigate through the Online Entry process.

A few other things you will need before you start this process:

All Entries:

- If you have more than one entry in a class, you must make an entry for each exhibit. For example, if you have 3 market lambs, you must be sure you have 3 market lamb entries.

For Livestock Entries:

- Scrapie Tag number- All sheep and goats tag number is their scrapie tag.
- Tattoo's- for breeding heifers if do not have a tag
- Don't forget to add Showmanship and Pen of Three (if applicable)

For static entries:

- Include a short description of your entry. (example: blue landscape painting or red dress)
- Don't forget to add Fashion Show
- Be sure and read the fairbook for the class that you are entering, to make sure you have all the documentation needed when it comes to county fair.

Please follow the steps below to complete the online Pre-Fair Entry process:

Step 1: Go to your counties Pre-Fair Entry website: dundy.fairwire.com

Step 2: At the top left hand side of the page there is a progress bar, click on **Register (Tab 1)**.

Step 3a: If only one child type in the Exhibitors First and Last name, then select **I am a new exhibitor and create a password**.

Use the exact name as used when youth was enrolled in ne.4honline.com.

Make sure you spell the Exhibitors name correctly. You will not be able to change it once you leave this page. Therefore, if you do not submit your entry forms in this one process you may not be able to log back into your account if you did not spell the name correctly.

Step 3b: If you have several Exhibitors to enter from the same family click "Sign in as a Quick Group" in the blue Tip area Then create a Group User Name such as your last name. Then select **I am a new group**. Click **Continue** and **create a password**.

Use the exact name as used when youth was enrolled in ne.4honline.com.

Make sure you spell the Exhibitors name correctly. You will not be able to change it once you leave this page. Therefore, if you do not submit your entry forms in this one process you may not be able to log back into your account if you did not spell the name correctly.

Step 4: Enter exhibitor information and select **Continue**. (If entering quick group you will enter exhibitor name and then select "This is a new exhibitor")

Step 5: To Create entries:

Choose your department and division in the drop down menu (Look in your Fairbook if you do not know what department or division to look under. Fairbooks can be found at sw3.unl.edu)

Select the class you wish to enter and fill out the remaining information required for the class.

Step 6: After the information is entered, click **Add 1 Entry to Cart**. If you want to add another entry in the same class click the **plus + sign** before hitting add. Continue process of adding entries until all entries have been made.

Step 7: Once you have pre-entered into all of the classes you wish to participate in, select **Continue**.

Step 8: Review the entries created for your exhibitor. If you find entries that were added by mistake, click the **X** to delete them. You may continue to **Add More Entries** for the current exhibitor, or if you are a quick group choose **Add Entries for a different Exhibitor**. When you are done entering choose **Save this cart for later** to return at a different time to complete the entry process, or proceed to **Check-out**. If you submit (finalize) your entry and later decide you have more entries, you may log back in and enter additional exhibits.

Step 9: Confirm Entries:

Review your entries then type the word YES in the agreement box, and click **Submit**.

Step 11: Send email to wendi.vanderford@unl.edu

Also print a receipt by clicking on **Print Detailed Receipt** for your records.

IMPORTANT This receipt is the ONLY invoice given, and contains your confirmation number. (We recommend you keep a copy of the detailed receipt and bring your receipt with you to the Fair.)

Step 12: After all receipts have been printed, click **Finish**. Your entries have been submitted once you hit finish.

If you have any questions, please contact your county Nebraska Extension office:

PHONE:

Dundy County- (308)423-2021

EMAIL

Kimberly: kcook2@unl.edu

Nancy: nancy.frecks@unl.edu

Wendi: wendi.vanderford@unl.edu