

Entering Entries Online

Step 1: 4-H Exhibitors/Families – Visit the entry website at: <http://washingtonne.fairwire.com>

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

- To register one exhibitor, choose **Exhibitor**.
- To register multiple exhibitors, choose **Quick Group**.

To create a Quick Group, enter a username and password for your family. Write them down so you can log in again later to add exhibitors or entries or to view your registration history. You may choose a “Default Club” so it will automatically appear for each exhibitor and entry on later screens.

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: Create Entries – Use your fairbook – found online at <https://go.unl.edu/wcffairbook> to locate information for your entries.

Choose a **Department** for your first entry.

Next, choose a **Division** for the entry.

Then choose a **Class** and complete other required boxes. Choose one class at a time.

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 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. 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 or save this cart and login to add more entries later. Note that your cart and login information is 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 to create a new exhibitor within your Quick Group. Once you are done entering all group members, you can click **Check-out**.

Step 4: Pay – you may click **Continue** to pass over this step – We are not charging exhibitors for exhibit entries, the Washington County 4-H Council will pay ShoWorks entry fees this year.

Step 5: Confirm

Type “Yes” in the red dashed box to indicate that you agree with the General Rules and Regulations (found on pages 3-10 of the Fairbook). Click **Submit**.

Review your summary of entries and additional items. You may print and request an email 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.