

## Online Fair Entry – INDIVIDUAL ENTRY

- After June 1, go to [www.browncountyfair.com](http://www.browncountyfair.com).
- Click on Exhibitor Handbook.
- Click on the Online Entry button. This will take you to the Showworks online fair entry pages.
- Once at the Showworks page click on “sign in” (in the upper right hand corner) and then choose **Exhibitor** if registering as an individual or **Quick Group** if registering as a family or group of individuals (i.e. 4-H Club members). This will then take you to the beginning where you can continue as follows:
  - a. Click on #1 Register.
    1. Enter exhibitor first name and last name. If this is your first time this year, select “I am a new exhibitor or have yet to register this year”. If you are returning after creating a username and password, select “I have previously registered this year”. Please remember your password, as there is no way for the fair association to retrieve it! Click “continue”.
    2. This will take you to a registration page. Enter all information, and **TYPE IN** the name of your 4-H club, FFA Chapter, Boy or Girl Scout Pack or Troop or if you are an open class exhibitor type “Open” or if a senior class exhibitor (age 62 or over) type “Senior”.
    3. Click “continue” and review all information for accuracy. If there are errors, go back and fix them now. If all is correct, click “continue”
    4. This will take you to the fair entry portion of the site:
      - Select your department
      - Select your division
      - Select your class
      - Choose your Club from the drop-down list  
(if your entry is an animal project, you will be **REQUIRED** to provide premise ID – if you don’t have it, you can get it by calling 1-888-808-1910 and asking for the Wisconsin Livestock Identification Number)
      - Click “add entry to cart”
      - Repeat the process for all entries, by selecting “add different entry”. If you have multiple entries for a department, you may select “add similar entry” and be taken to the department of your previous entry.
      - When you are finished with all of your entries, click “continue”. This will take you to the additional items page, where you can purchase, if you would like, youth or adult wristbands or daily passes. The fair entry fee is \$4.00 – one set price no matter how many entries you bring. Add in items you would like and click “continue”
      - Review the entries on the page that comes up. **THIS IS EXACTLY WHAT YOU WILL BE ENTERED INTO FOR FAIR. SPEND TIME LOOKING IT OVER FOR ACCURACY, AND MAKE CORRECTIONS NOW IF SOMETHING IS WRONG.**
      - You may “save your cart for later” or click on “check out”. These two buttons save the work you have done. Be advised that if you save your cart, you will not receive a reminder to check out.
    5. Click on “pay now”, and you will be prompted to enter your credit card number to process your entries.
    6. You will be taken to a screen to do one final check on the entries you submitted. You will be required to type “yes” into the box to indicate you have reviewed your entries for accuracy, and that you agree to the rules and regulations of the Brown County Fair.
    7. Once you hit submit, you will get a confirmation page. Select print detailed report, and print 2 copies of this page – one for you and one for your main leader. This is your confirmation of both entry and payment.
    8. You may go back in and add or review entries up until the deadline (**Clothing: June 15; All Other: July 15**). Simply go back to the beginning page, and enter your name and password. Once you have paid the \$4 entry fee, if you add additional entries, you will **NOT** be assessed additional fees.

*If, after you have submitted your entries, you find an error, send an email ([hollie.eichhorst@browncountyfair.com](mailto:hollie.eichhorst@browncountyfair.com)) or make a phone call to the Fair Office (606-5120). All changes must be made before July 20.*

## Online Fair Entry – FAMILY OR GROUP/CLUB ENTRY

If you would like to register multiple members of the same family or Club for the fair and use ONE credit card to make payment, use this option.

- After June 1, go to [www.browncountyfair.com](http://www.browncountyfair.com).
- Click on Exhibitor Handbook, then the Online Entry button. This will take you to the Showworks online fair entry pages.
- Once at the Showworks page click on “sign in” (in the upper right hand corner) and then choose **Exhibitor** if registering as an individual or **Quick Group** if registering as a family or group of individuals (i.e. 4-H Club members. This will then take you to the beginning where you can continue as follows:
  - a. Click on #1 Register
    1. Enter group name (this could be your family name, or club name, depending on how you are entering). If this is your first time, select new group. If you are returning after creating a username and password, select returning group. Please remember your password – the fair cannot retrieve it. Click “continue”
    2. Complete all fields, and select your club from the dropdown box
    3. Click “continue” and review all information for accuracy. If there are errors, go back and fix them now. If all is correct, click “continue”
    4. Click on “begin entering exhibitors and their entries”. You will need to create a registration for each of the members you are registering, by entering their names, creating their passwords, addresses and phone numbers, one at a time. Please remember passwords – the fair cannot retrieve them.
    5. This will take you to the fair entry portion of the site:
      - Select your department
      - Select your division
      - Select your class
      - Choose your Club from the drop-down list (if your entry is an animal project, you will be **REQUIRED** to provide premise ID – if you don’t have it, you can get it by calling 1-888-808-1910 and asking for the Wisconsin Livestock Identification Number)
      - Click “add entry to cart”
      - Repeat the process for all entries, by selecting “add different entry”. If you have multiple entries for a department, you may select “add similar entry” and be taken to the department of your previous entry.
      - When you are finished with all of your entries for the individual, click “continue”. This will take you to the additional items page, where you can purchase, if you would like, youth or adult wristbands or daily passes. The fair entry fee is \$4.00 – one set price no matter how many entries you bring. Add in items you would like and click “continue”
      - Review the entries on the page that comes up. **THIS IS EXACTLY WHAT YOU WILL BE ENTERED INTO FOR FAIR. SPEND TIME LOOKING IT OVER FOR ACCURACY, AND MAKE CORRECTIONS NOW IF SOMETHING IS WRONG.**
      - If you have other members you would like to submit entries for, click on “add entries for additional exhibitor, and repeat steps 4 and 5 for each member.
    6. You may “save your cart for later” or click on “check out”. These two buttons save the work you have done. Be advised that if you save your cart, you will not receive a reminder to check out. When you have finished entering ALL members, click continue “check out”
    7. Click “pay now”; you will be prompted to enter your credit card number to process entries.
    8. You will be taken to a screen to do one final check on the entries you submitted. You will be required to type “yes” into the box to indicate you have reviewed your entries for accuracy, and that you agree to the rules and regulations of the Brown County Fair.
    9. Once you hit submit, you will get a confirmation page. Select print detailed report, and print 2 copies of this page – one for you and one for the member(s).
    10. You may go back in and add or review entries up until the deadline (**Clothing: June 15; All Other: July 15**). Simply go back to the beginning page, and enter your name and password. Once you have paid the \$4 entry fee, if you add additional entries, you will NOT be assessed additional fees.

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