- After June 1, go to www.browncountyfair.com
- Click on Exhibitor Handbook
- Click on the Online Entry Button. This will take you to the Showorks online fair entry pages.
- Once at the Showorks page:
  A. Click on login/logoff.
  B. Select exhibitor from the drop down list, and follow the directions on the screen
  1. Enter exhibitor first name and last name. If this is your first time, select new exhibitor. If you are returning after creating a username and password, select returning exhibitor. Please remember your password, as there is no way for the fair association to retrieve it! Each year you are considered a new exhibitor. Click continue.
  2. This will take you to a registration page. Enter all information and TYPE IN your 4-H or FFA club name in the field at the bottom.
  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 or scrappies tag information-if you don't have it, you can get it by calling 1-888-808-1910 and ask 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.
       - If you are entering in both the junior division and open class, please make sure the club drop down if switched from your club name to open class.
       - 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 wish, youth or adult wristbands or daily passes. Please remember wristbands do NOT allow you to go on rides, daily passes do. The entry fee is $4.00 on line. This is a set price no matter how many entries you place. Add in items you would like to purchase and click "continue".
       - Review the entries on the page that comes up. THIS IS EXACTLY WHAT YOU WILL BE ENTERED INTO FOR THE 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 for entries, July 15th. 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.
  9. *If, after you have submitted your entries, you find an error, send an email to Hollie Eichhorst @ hollie.eichhorst@browncountyfair.com or call 920-606-5120. All changes must be made before July 16th*

IF YOU WOULD LIKE TO REGISTER MULTIPLE MEMBERS FOR THE FAIR AND USE ONE CREDIT CARD TO MAKE PAYMENT, USE THIS OPTION.

- After June 1, go to www.browncountyfair.com
- Click on Exhibitor Handbook, then the Online Entry button. This will take you to the Showorks online fair entry pages.
- Once at the Showorks page:

A. Click on login/logoff

B. Select quick group from the drop down list, and follow the directions on the screen. If this is your first time, this year, select new group. If you are returning after creating a username and password, select returning group. Please remember your password-the fair association cannot retrieve it. Click "continue"

C. Complete all fields, and select your club from the dropdown box

D. Click "continue" and review all information for accuracy. If these are errors, to back and fix them now. If all is correct, click "continue"

E. 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.

F. 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 dropdown list (If your entry is an animal project you will be required to provide premise ID or scrappies 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 like, youth or adult wristbands or daily passes. Please remember wristbands do NOT allow you to go on rides, daily passes do, which you can also purchase at this time. The entry fee is $4 per exhibitor no matter how many entries you enter. 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 THE FAIR. SPEND TME 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.
- If you are entering for your club booths, flower pots or booth, please do on a paper entry, there isn't a fee to enter a club. Please send entry to PO Box 472, DePere by July 15th

G.   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 to "check out"

H. Click "pay now" you will be prompted to enter your credit card number to process entries.

I. 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.

J. 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 club leader.

K. You may go back in and add or review entries up until the deadline date, July 15th. Simply go back in 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 assed additional fees.

If, after you have submitted your entries, you find an error; send an email to Hollie Eichhorst at hollie.eichhorst@browncountyfair.com. Or call 920-606-5120. All changes must be made by July 16th