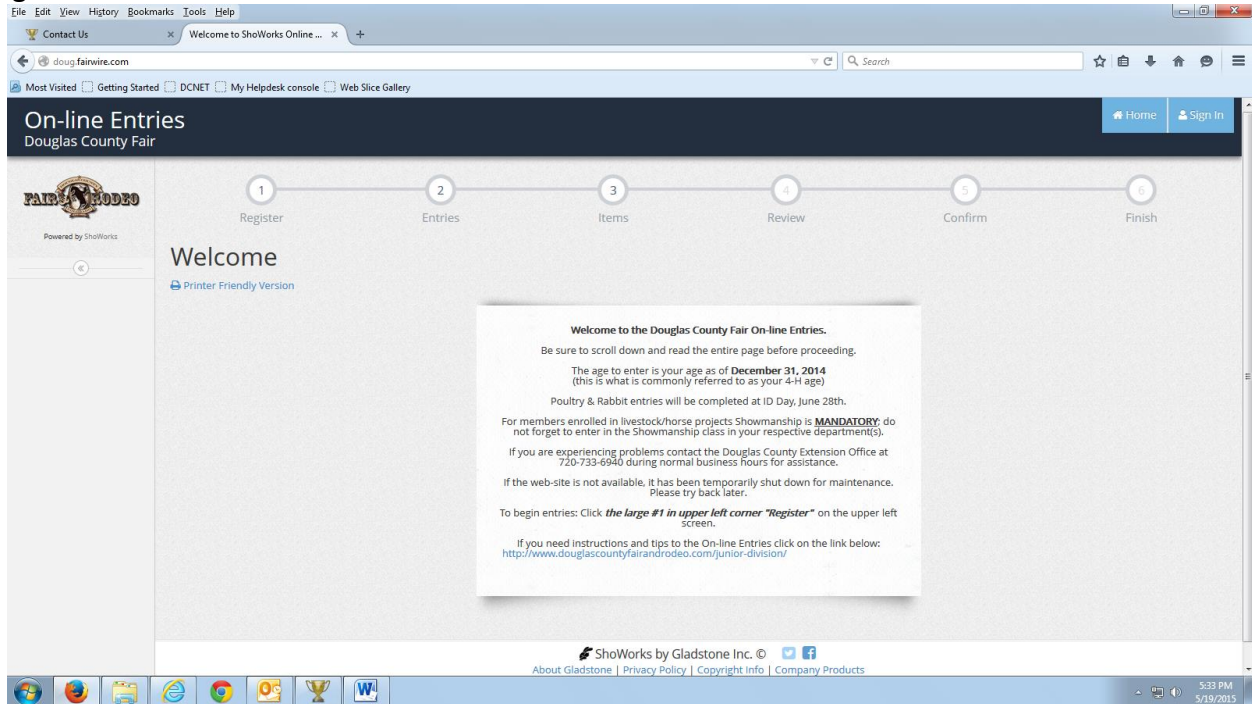
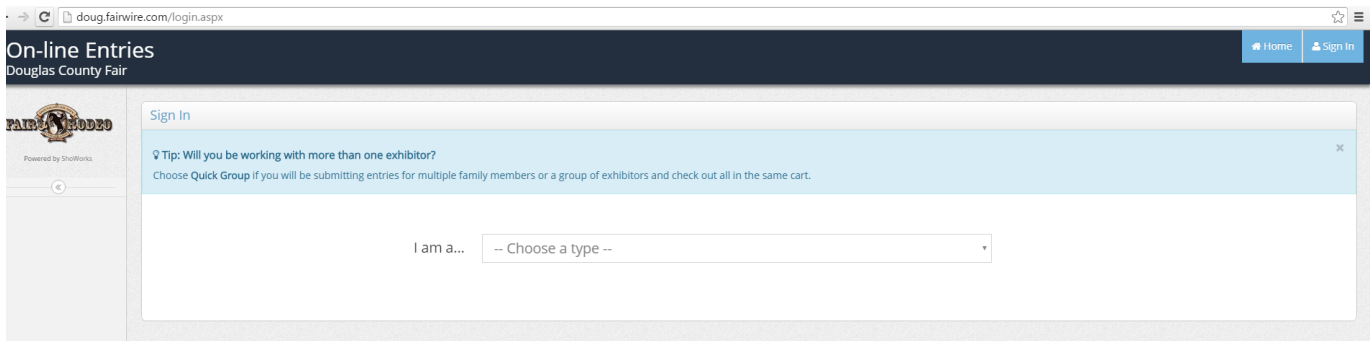


STEP 1: SETTING UP YOUR ACCOUNT- 2018

This will be the first screen you will see when you go to <http://doug.fairwire.com> . Please be sure to read the entire front page since this is where we have posted important information about dates and changes.

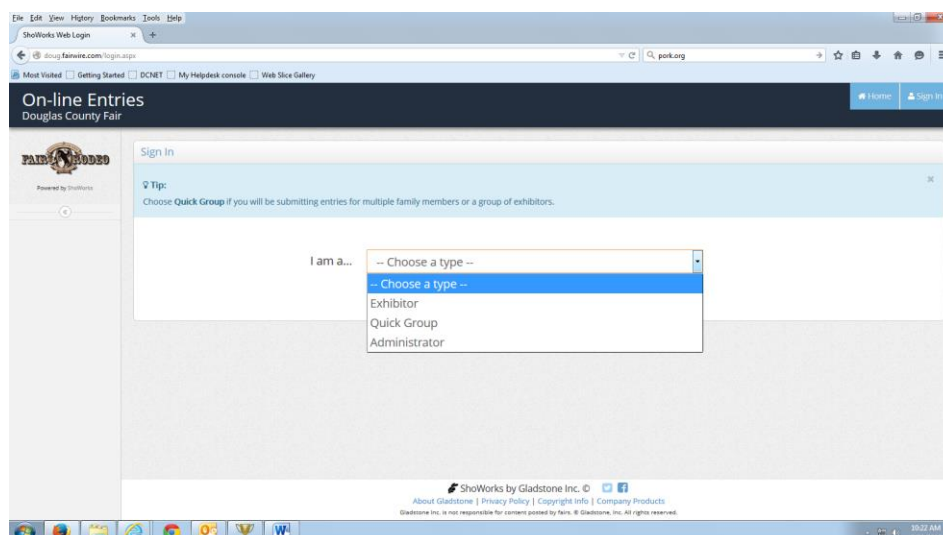


To Start click on “Sign In” in the upper Right hand corner of the screen.



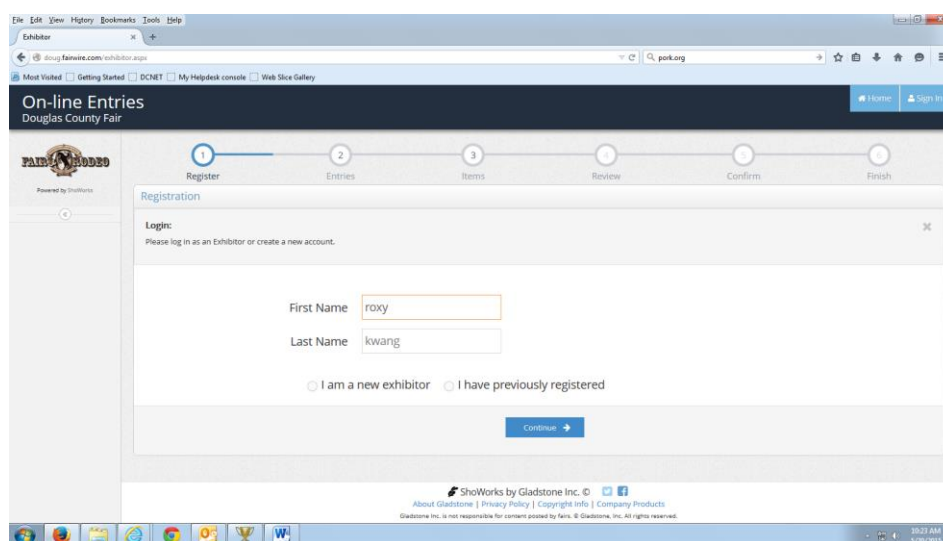
Next you will select what “Type” of exhibitor you want to enter. If you have only a single family member to enter then select “Exhibitor” however, if you are creating entries for multiple individuals you will want to select “Quick Group”. This will allow you to set up a Family Name or Group Name.

(Fair Administrator is reserved for fair management members.)



If you select “Exhibitor” you will enter the member’s First Name and Last Name; use the same name for On-line entries as you did for 4-H ENROLLMENT. Example, if you enrolled your daughter as Abigail on 4-H Online then enter her as Abigail (not Abby) on the DC Fair On-line entries.

Since this is your first time (THIS YEAR) making any entries select the “I am a new exhibitor”. Please remember we DO NOT connect to any other systems or remember you from last year. Everything is new this year. Click “Continue”



Now you will create a password. Your password can be numbers or letters or a combination of both. Make it something easy to remember.

Anything with a * blue asterik is required information.

The age you enter is your child’s age as of December 31, 2017, also commonly referred to as their 4-H age. It is very important that they are entered in the correct age division.

Make sure to enter your mailing address in this section, especially if it is different than your street address. The address you enter will be used to send out the Jr. Livestock Sale checks.

Click "Continue"

The image displays two screenshots of a web browser showing a registration form for the Douglas County Fair. The top screenshot shows the 'Registration' step, and the bottom screenshot shows the 'Review' step.

Registration Information:
Complete the following registration and click the **Continue** button at the bottom.

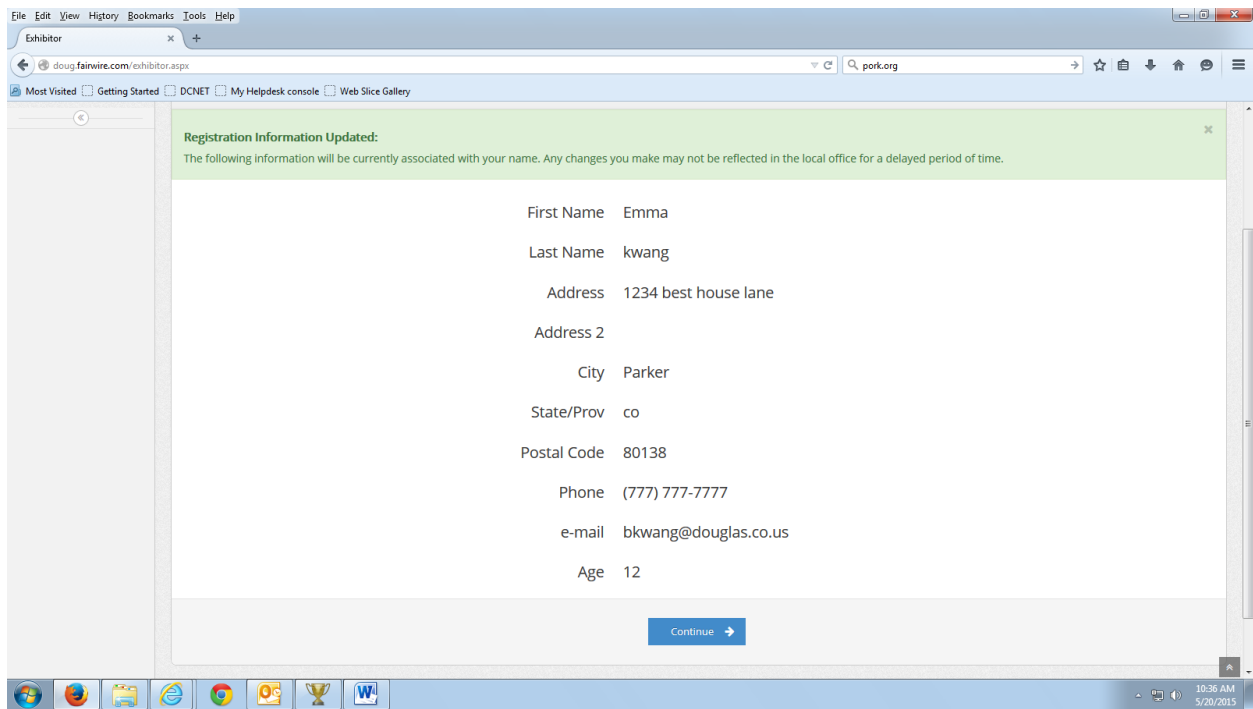
Registration Step:

- First Name: Emma
- Last Name: kwang
- Password: [Empty]
- Re-type Password: [Empty]
- Address: [Empty]
- Address2: [Empty]
- City: [Empty]
- State/Prov: [Empty]

Review Step:

- First Name: Emma
- Last Name: kwang
- Password: [Masked]
- Re-type Password: [Masked]
- Address: 1234 best house lane
- Address2: [Empty]
- City: Parker
- State/Prov: co
- Postal Code: 80138
- Phone Number: [Empty]
- e-mail: bkwang@douglas.co.us
- Re-type e-mail: bkwang@douglas.co.us

On this next screen you can verify the information. If you need to go back and make a correction, use your computers back button.

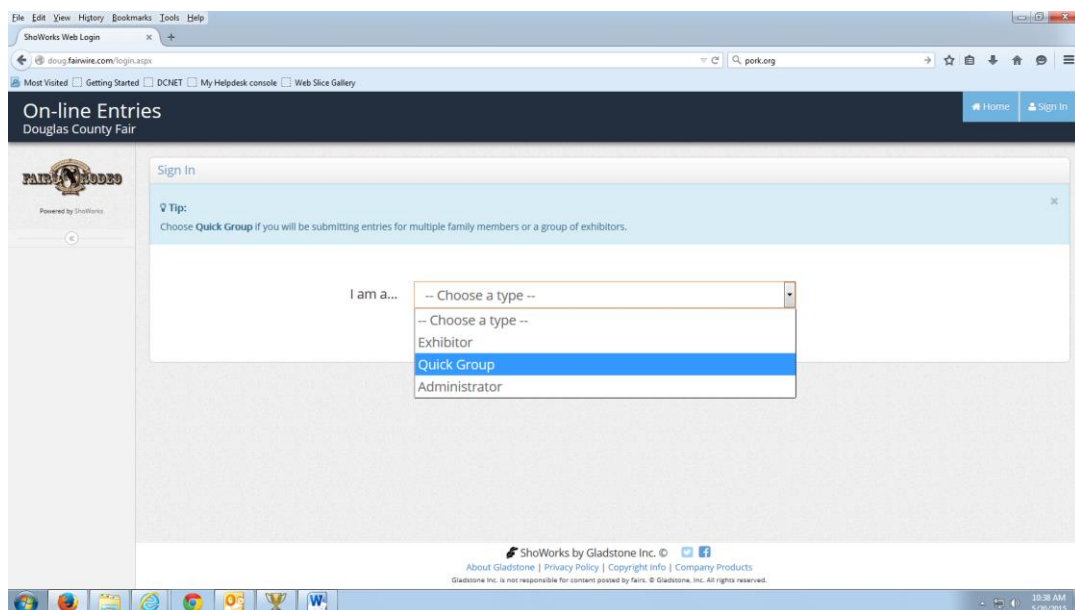


If everything looks correct, click “Continue”. You’ve now created your single Exhibitor!

Quick Group (Family Account for more than one Exhibitor)

But let’s say you have more than one member in your family that you need to set up, so let’s go back and set up a family account.

At the Sign in screen you will select “Quick Group”.



Create Group username. Since this is your first time (THIS YEAR) making any entries select the “I am a new group”. Please remember we DO NOT connect to any other systems or remember you from last year. Everything is new this year.

Click “Continue”

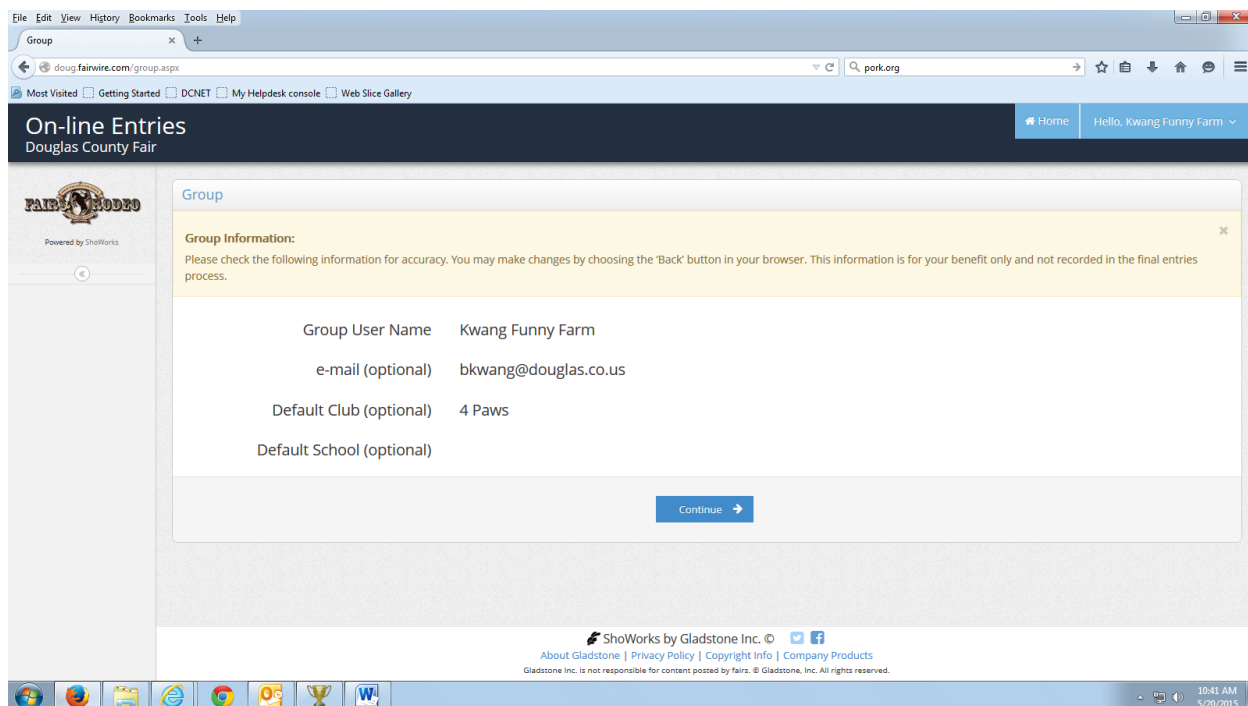
Next you will create a password for the Family/Group and enter an e-mail. Club is optional at this point.

The screenshot shows a web browser window with the address bar displaying 'doug.fairwire.com/group.aspx'. The page title is 'On-line Entries Douglas County Fair'. The main content area is titled 'Group' and contains a 'New Group' form. The form has the following fields:

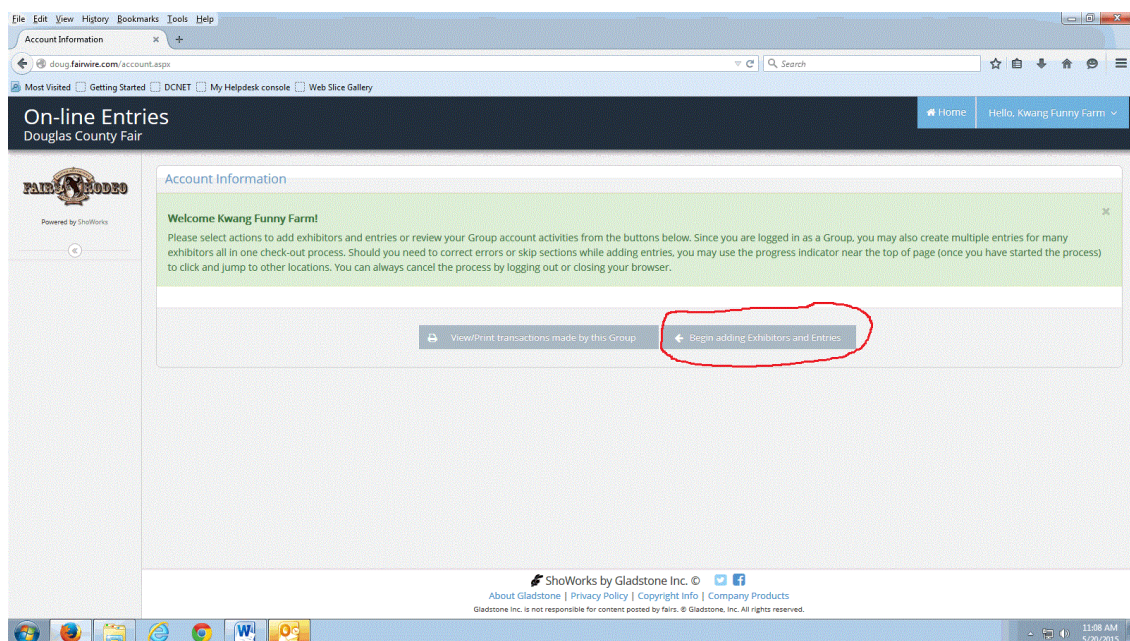
- Group User Name: Kwang Funny Farm
- Password: [Empty field]
- Re-type Password: [Empty field]
- e-mail (optional): [Empty field]
- Default Club (optional): -- Choose a Club --

A blue 'Continue' button is located at the bottom of the form. The footer of the page includes the ShoWorks by Gladstone Inc. logo and links for 'About Gladstone', 'Privacy Policy', 'Copyright Info', and 'Company Products'. The system clock in the bottom right corner shows '10:40 AM 5/20/2015'.

The next screen you will verify that your information is correct. If you need to make corrections use your computer’s back button to go to the previous page. If everything looks correct then click “Continue”.



This next page will provide you with some helpful instructions. Click on “Begin adding Exhibitors and Entries”.



At this next screen you will enter the First and Last Name of one of your family members: use the same name for On-line entries as you did for 4-H Online. For example, if you enrolled your daughter as Abigail on 4-H Online, then enter her as Abigail (not Abby) on the DC Fair On-line entries.

Since this is your initial set up of this individual select the “This is a new exhibitor”. They are new for 2018. We do not connect to any other programs or carry information over from a previous year. Click “Continue”.

On-line Entries
Douglas County Fair

1 Register 2 Entries 3 Items 4 Review 5 Confirm 6 Finish

Login:
Please specify an Exhibitor for these entries.

First Name Emma
Last Name Kwang

☒ This is a new exhibitor
☐ This exhibitor has already been registered

Continue →

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This is just like setting up an individual exhibitor, however you can enter a new password or the family password that you created.

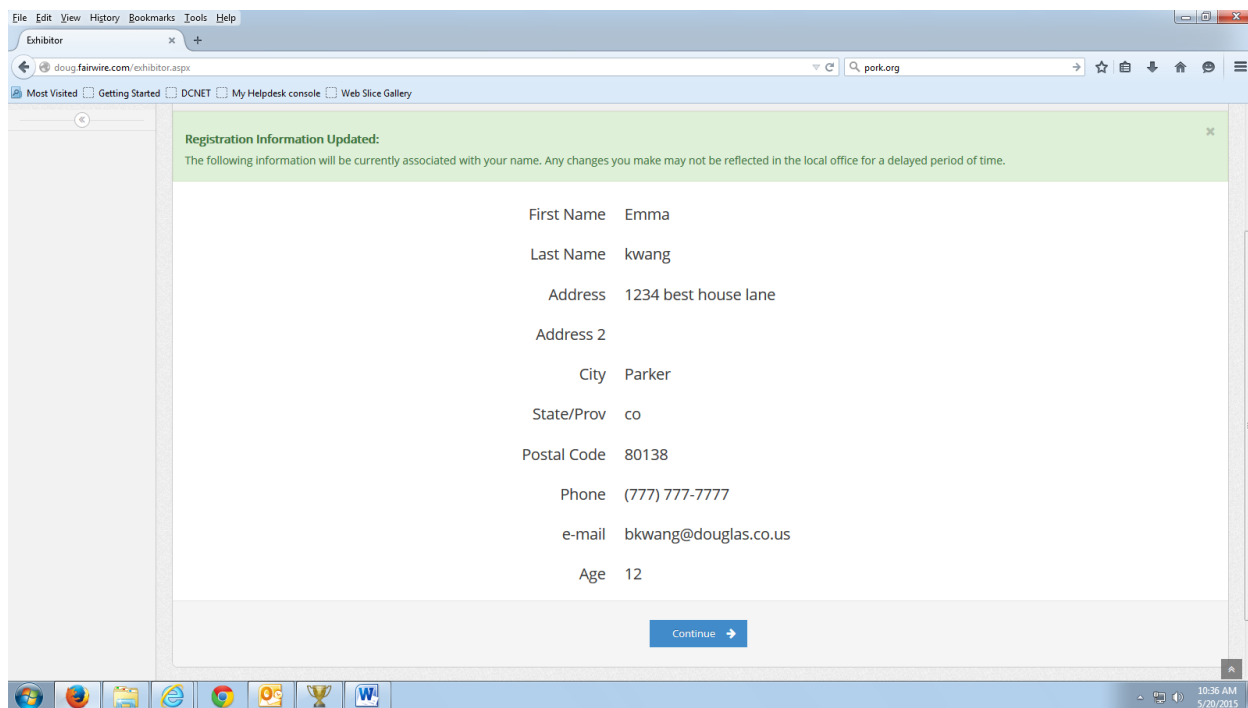
Anything with a * blue asterik is required information.

The age you enter is your child’s age as of December 31, 2017, also commonly referred to as their 4-H age. It is very important that they are entered in the correct age division.

Make sure to enter your mailing address in this section especially, if it is different than your street address. The address you enter will be used to send out the Jr. Livestock Sale checks.

Click “Continue”

On this next screen you can verify their information. If you need to go back and make a correction, use your computer’s back button. If everything looks correct click “Continue”.



You can now create entries for this family member. Once you've created entries for this family member you will be able to create the next family member. Please continue on to the "Creating Entries" section by clicking "Continue".