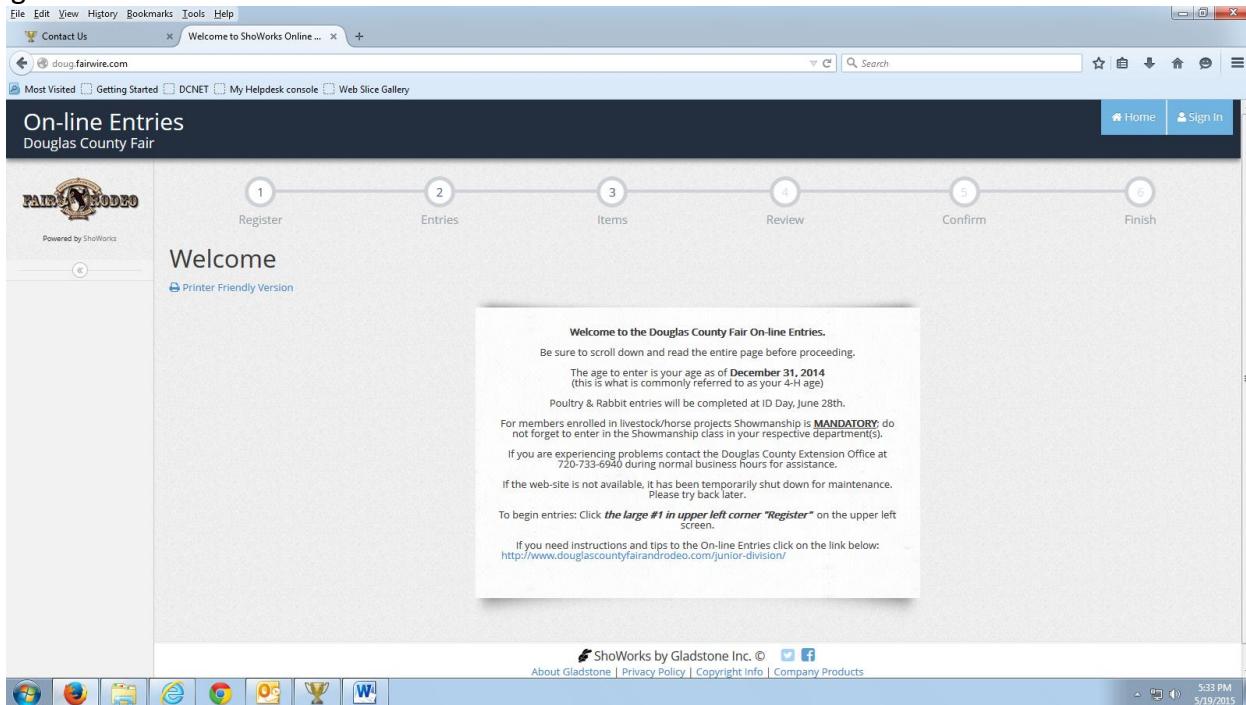
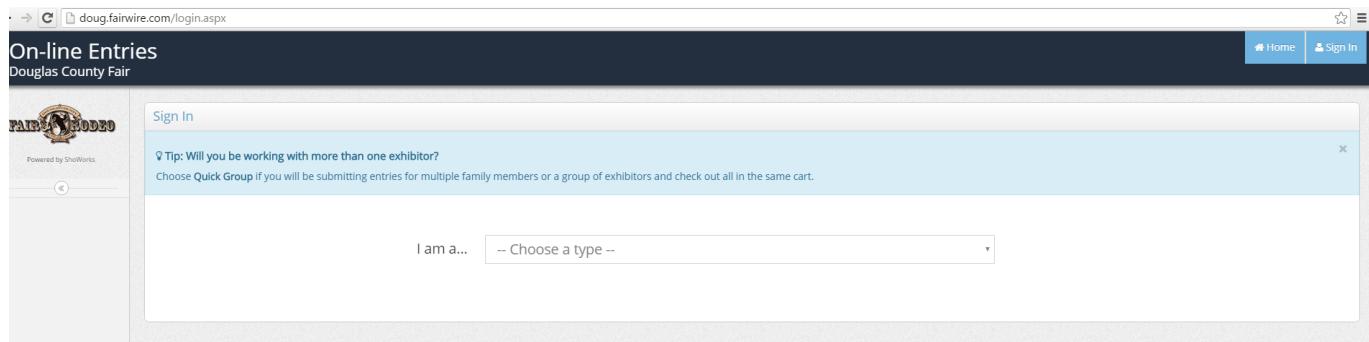


# STEP 1: SETTING UP YOUR ACCOUNT- 2018

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.

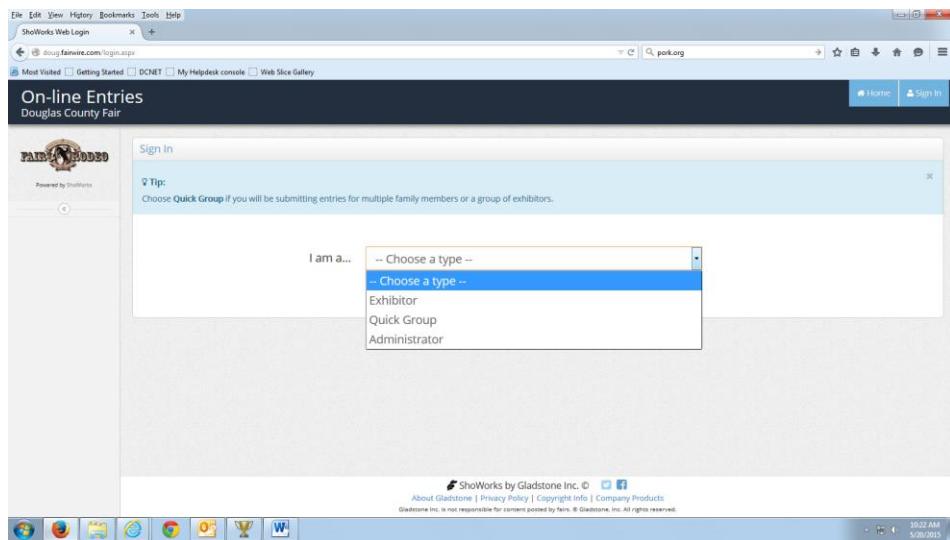


To Start click on “Sign In” in the upper Right hand corner of the screen.



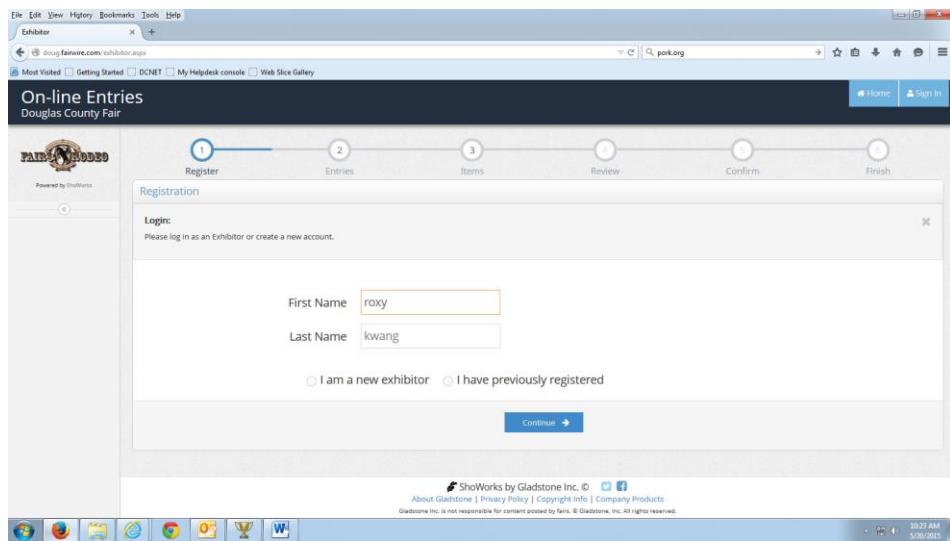
Next you will select what “Type” of exhibitor you want to enter. If you have only a single family member to enter then select “Exhibitor” however, if you are creating entries for multiple individuals you will want to select “Quick Group”. This will allow you to set up a Family Name or Group Name.

(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"

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

First Name: Emma  
Last Name: kwang  
Password \*:   
Re-type Password \*:   
Address \*:   
Address2:   
City \*:   
State/Prov \*:

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

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

Registration Information Updated:  
The following information will be currently associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name Emma  
Last Name kwang  
Address 1234 best house lane  
Address 2  
City Parker  
State/Prov co  
Postal Code 80138  
Phone (777) 777-7777  
e-mail bkwang@douglas.co.us  
Age 12

Continue →

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”.

File Edit View History Bookmarks Tools Help

ShoWorks Web Login

doug.fairwire.com/login.aspx

Most Visited Getting Started DCNET My Helpdesk console Web Slice Gallery

10:38 AM 5/20/2015

On-line Entries  
Douglas County Fair

Sign In

Tip: Choose Quick Group if you will be submitting entries for multiple family members or a group of exhibitors.

I am a... -- Choose a type --  
-- Choose a type --  
Exhibitor  
**Quick Group**  
Administrator

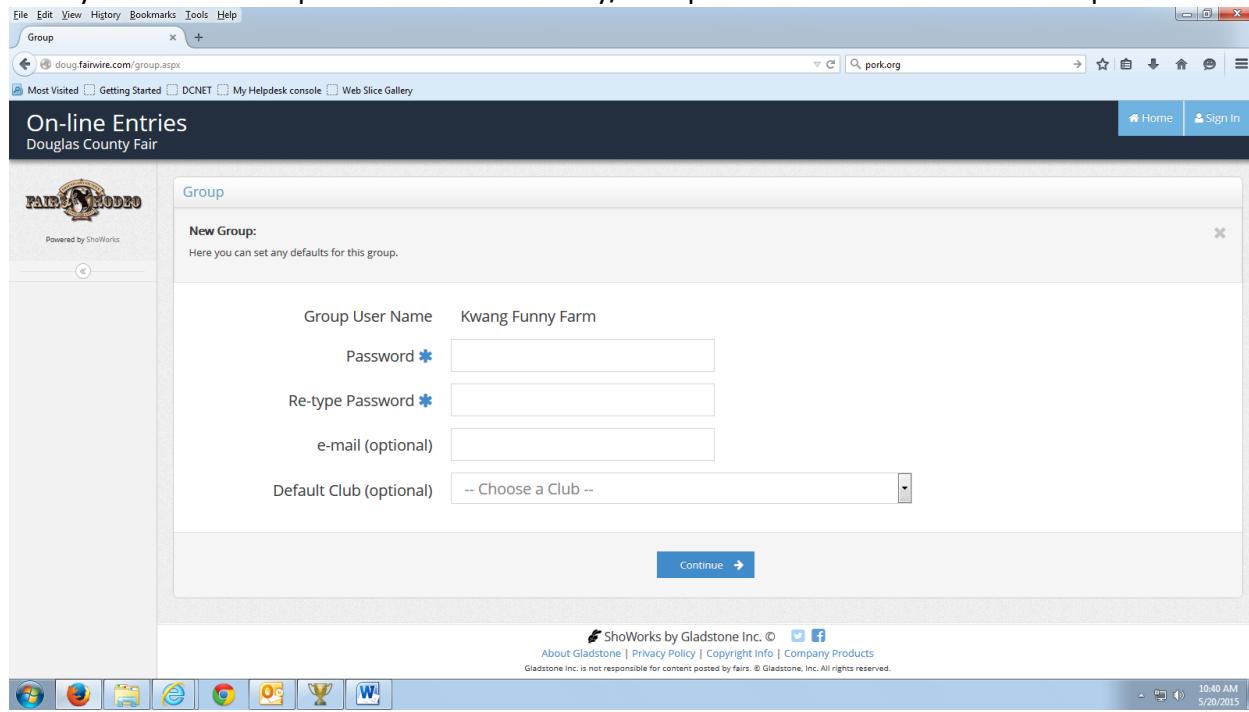
ShoWorks by Gladstone Inc. © About Gladstone | Privacy Policy | Copyright Info | Company Products  
Gladstone Inc. is not responsible for content posted by fairs. © Gladstone, Inc. All rights reserved.

10:38 AM 5/20/2015

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”

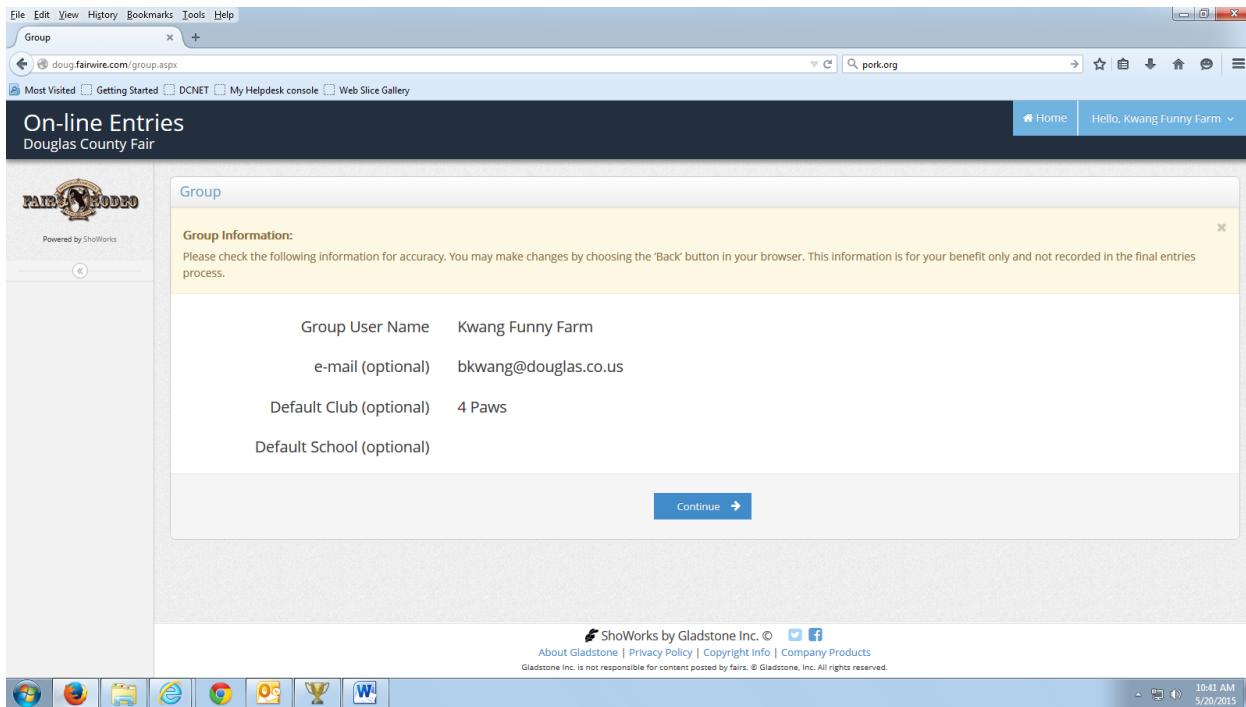
Next you will create a password for the Family/Group and enter an e-mail. Club is optional at this point.



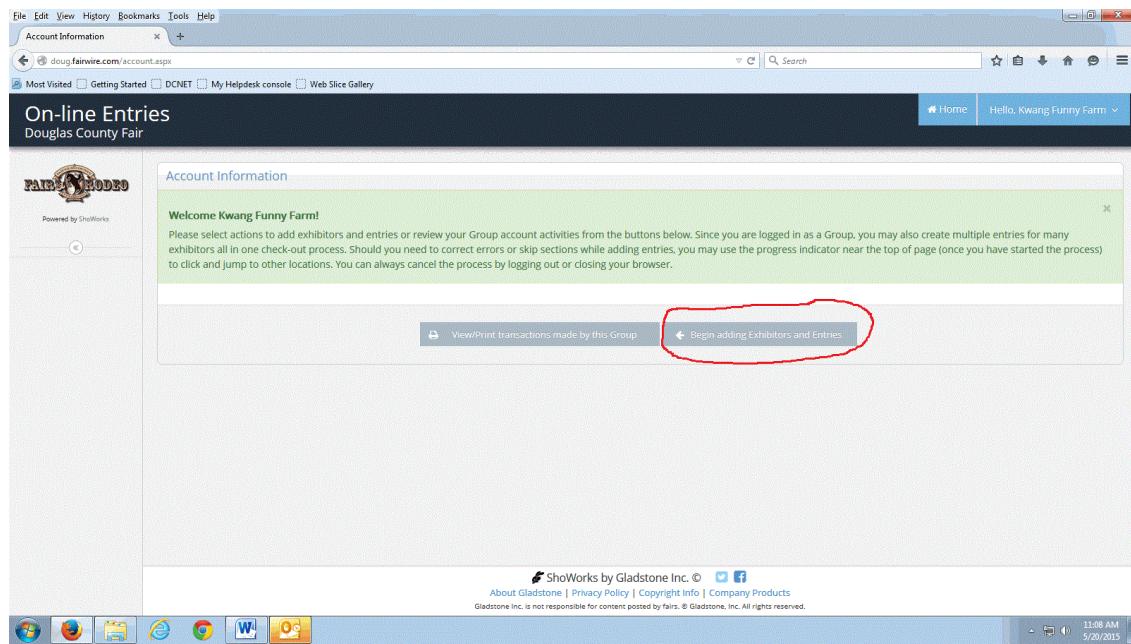
The screenshot shows a web browser window with the following details:

- Page Title:** Group
- URL:** doug.fairwire.com/group.aspx
- Content:** A form titled "New Group:" with the following fields:
  - Group User Name: Kwang Funny Farm
  - Password: (Input field)
  - Re-type Password: (Input field)
  - e-mail (optional): (Input field)
  - Default Club (optional): (Dropdown menu with option "-- Choose a Club --")
- Buttons:** A "Continue" button with a right-pointing arrow.
- Page Footer:** ShownWorks by Gladstone Inc. ©, links to About Gladstone, Privacy Policy, Copyright Info, and Company Products, and a note that Gladstone Inc. is not responsible for content posted by fairs. © Gladstone, Inc. All rights reserved.
- Browser Toolbar:** Standard file, edit, view, history, bookmarks, tools, help buttons.
- Taskbar:** Shows various pinned icons and the system clock (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”.

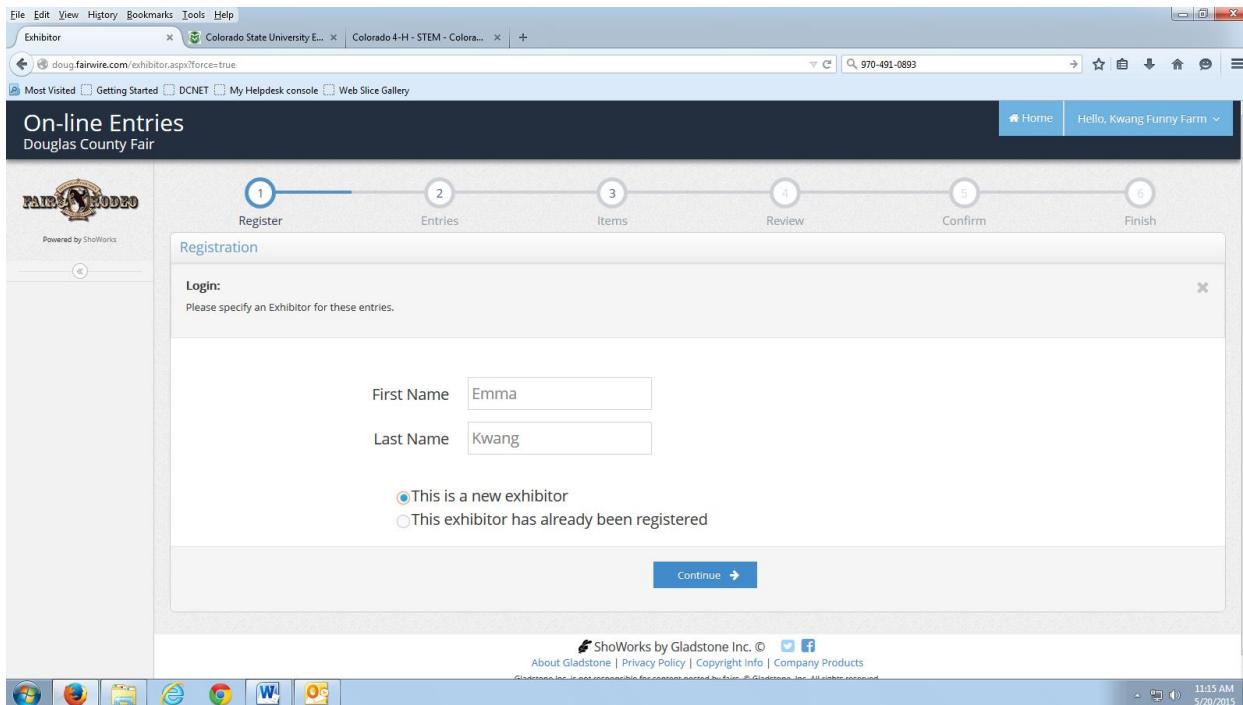


This next page will provide you with some helpful instructions. Click on “Begin adding Exhibitors and Entries”.



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”.



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

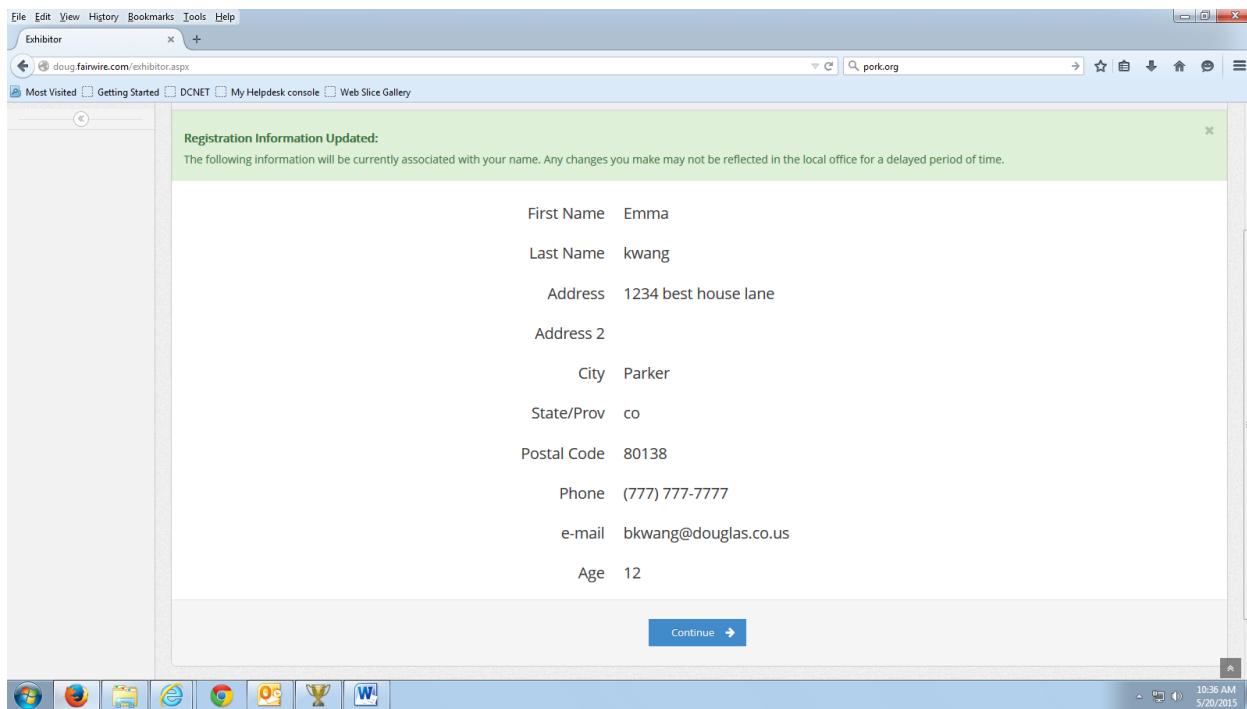
Anything with a \* blue asterik is required information.

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".