

2019 CENTRAL WASHINGTON STATE FAIR

ONLINE ENTRY INSTRUCTION

SEPTEMBER 21 – SEPTEMBER 29, 2019

STEPS TO ENTERING ONLINE

1. Click on the link on the Exhibitor Guidebook webpage or go to <https://fairfun.fairwire.com>.
2. If you are a first time user, you will need to create an account. Click the "Sign In" tab at the top right corner of the page. You can choose to enter as an *Exhibitor*, or, if you are entering multiple members of your family, you can choose *Quick Group*. Once you've chosen the *Quick Group* option, you will be able to add in each exhibitor and their entries.
3. Fill out the required information for the exhibitor before proceeding to adding entries.
4. To add entries, you will follow any special instructions on the screen and fill out the appropriate information in regards to department, division, class, and animal or exhibit information. The information with a big blue asterisk (*) is a required field to fill out.

Refer to the **Exhibitor's Guidebook** for the Department, Division, and Class Name or Number. You are responsible for placing your entries in the correct class. But, if help is needed, please contact the department superintendent (contact information available in guidebook).

You can only add entries for one animal or exhibit at a time. However, once you finish one entry, you'll have the option to *Add a Different Entry* or *Add a Similar Entry*. It will help speed up the process of entering by using the *Add Similar Entry* feature when entering multiple animals or exhibits in one department.

Owner vs Rider (Equine Department): When creating Horse entries, it is assumed that the Owner is the Exhibitor. Exhibitor information will be filled out in a different step before you have created all entries for this Exhibitor (Owner). The Rider's information will be asked for on the "Entries" page. To create entries under a different Owner you should finish creating all entries for this Exhibitor and later begin the same process for a different Exhibitor.

5. When finished adding all your entries into the cart, you will click "Continue" to enter the "Items" menu. Here, you will add your class and additional exhibitor fees. Your classes entered will show up in the left hand column for your reference.

For livestock exhibitors: Your entry fees may be automatically calculated for some of your classes, but there might be additional fees depending on your department. By viewing the left hand column on your screen, you can see what fees were automatically applied. Please review the Exhibitor Guidebook entry fee information and apply the needed class and/or additional fees required. You can apply additional fees (if necessary) under the "Items" tab.

For general exhibitors: You will need to apply the appropriate entry fees from the list provided under "Items". By viewing the left hand column on your screen, you can see what classes you've

entered. Please review the Exhibitor Guidebook entry fee information and apply the needed class and/or additional fees required.

6. Next, you will be directed to the "Review" menu. All your entries and items added will be listed. Please go over and make any necessary corrections. You can edit or delete entries easily from this location. When finished reviewing, please continue to the check-out. If you are not finished adding entries yet or not ready to pay at this time, please save your cart by selecting *Save this cart for later*. However, you must pay in order to submit your entries officially. They will not be downloaded otherwise.
7. When ready to pay, Visa, Mastercard, and Discover are all accepted forms of payment.



This is a secured payment system and your information will not be shared. You will be given a receipt once your payment is submitted.

8. Please follow the on screen instructions to confirm and submit your entries. Your entries and payment will be reviewed by the fair office to make sure all fees and payments correspond correctly.
9. For **registration papers** (when required), you may hand those in on-site to the equine superintendents in the livestock office upon haul-in. Or, you can scan and email to jillr@fairfun.com, or fax to 509-248-8390. Mailing is still an option as well if you prefer. Our mailing address is 1301 S. Fair Ave, Yakima, WA 98901.

