2018 Jefferson County Fair
Online Entry Registration Process
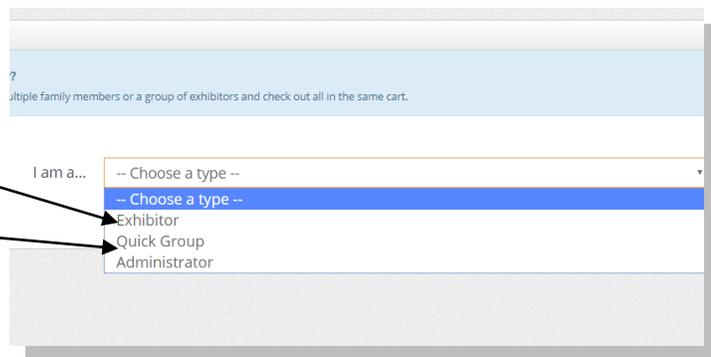
Website: http://jefferson.fairwire.com
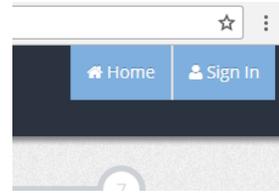
1. Create a New Account
   o Press the "Sign In" Button at the upper right hand corner.
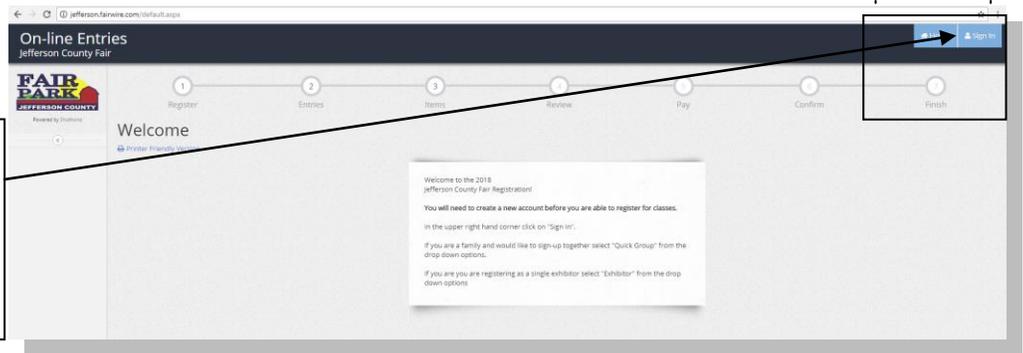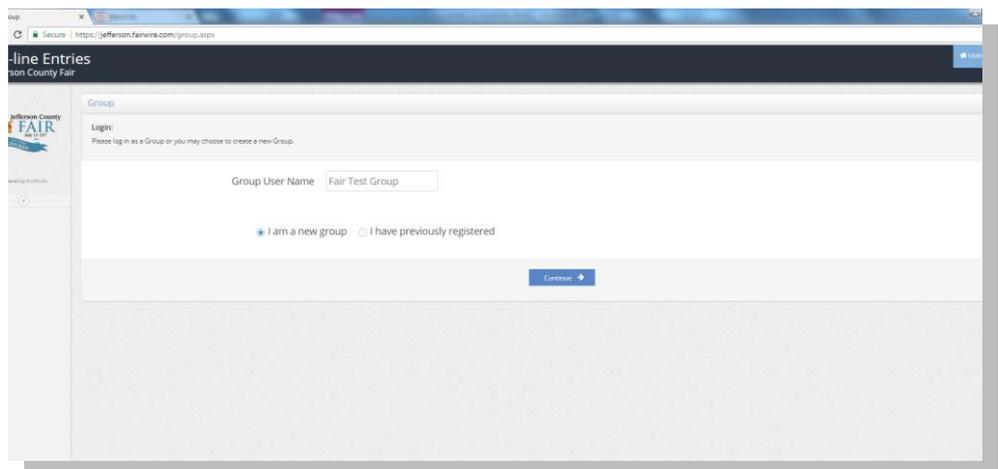
2. Select an Option
   o Signing up as a single exhibitor select "Exhibitor"
   o Signing up as a Family select "Quick Group"

Quick Groups Only:

- Choose a Group Name and select "I am a new group" and click continue.
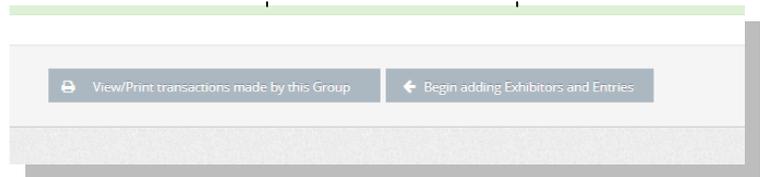
- Fill out information

- To enter an exhibitor select "Begin adding Exhibitor and Entries"

For Exhibitor and Quick Groups:

3. Enter the Exhibitor name and select "This is a new exhibitor"

4. Enter all of the information for the Exhibitor.
   o Requires fields have an Asterisk (*).

- If you are a Junior Exhibitor please fill (Date of Birth, 4-H Club or FFA, and Grade)

- Exhibitors showing animals must fill out the Premise ID

- Click Continue

First Name	Jefferson
Last Name	Fair
Password *	••••
Re-type Password *	••••
Pay premiums to *	Jefferson Fair
Address *	Jefferson County Fair
Address2	
City *	Jefferson
State/Prov *	WI
Postal Code *	53549
County	Jefferson
Phone Number *	(920) 674-7129
e-mail *	fair@jeffersoncountywi.gov
Re-type e-mail *	fair@jeffersoncountywi.gov
Grade	
Age *	0
Date of Birth	
4-H Club	
FFA	
Cell Phone	
Premise ID	

5. Select a Department

Department   -- Choose a Department --

Junior Llamas/Alpaca
Junior Mechanical Projects
Junior Natural Sciences
Junior Photography
Junior Plant and Soil Science
Junior Poultry
Junior Rabbits
Junior Sheep
Junior Speeches & Demonstrations
Junior Swine
Junior Woodworking
Junior Youth Leadership & Self-Determined
Open Clothing
Open Cultural Arts
Open Dairy
Open Draft Horse
Open Flowers and Plants
Open Food and Nutrition
Open Goats
Open Home Furnishings
Open Knitting and Crocheting

6. Select a Division

Entries   Items   Review   Pay   Confirm

Department   Junior Cultural Arts

Division   -- Choose a Division --

-- Choose a Division --
A - Leathercraft
B - Stencil Painting
C - Macrame
D - Ceramics
E - Advanced Photo Enlargments
E - Creative Stitchery
F - Clay/Pottery
G - Fabric
H - Fiber
I - Metal
J - Mosaic
K - Paper
L - Printmaking
M - Miscellaneous
N - Drawing & Painting
O - Folk Arts
P - Creative Writing
R - Music Performance
S - Drama Performance

7. Select a Class
- Click "Select Entry to Cart"

- Repeat step 5-7 until all entries are entered.

Entries   Items   Review   Pay   Confirm

Department   Junior Cultural Arts

Division   E - Creative Stitchery

Class   -- Choose a Class --

-- Choose a Class --
01 : First Entry
02 : Second Entry
03 : Third Entry
04 : Fourth Entry
05 : Fifth Entry
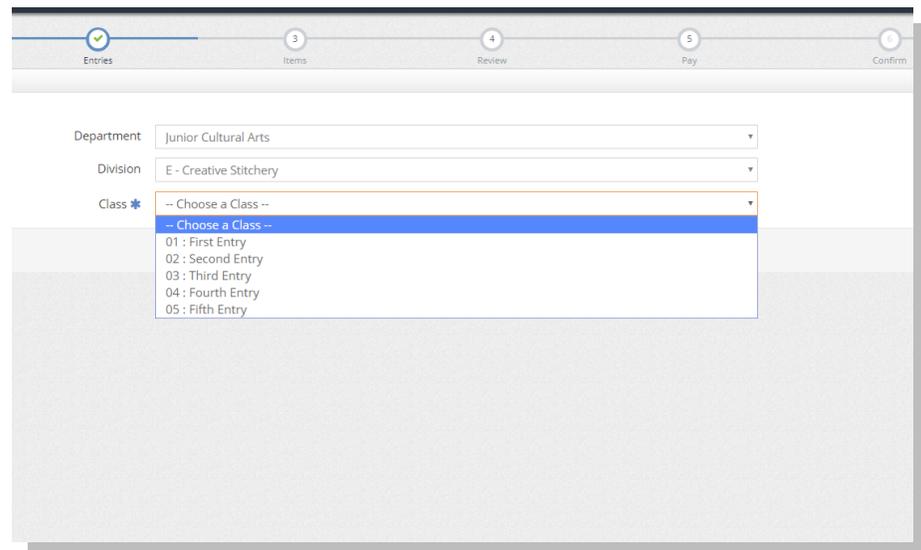
## All Exhibitors must pay an exhibitor fee!!!

8. Select the option that corresponds to the exhibitor one fee per exhibitor.
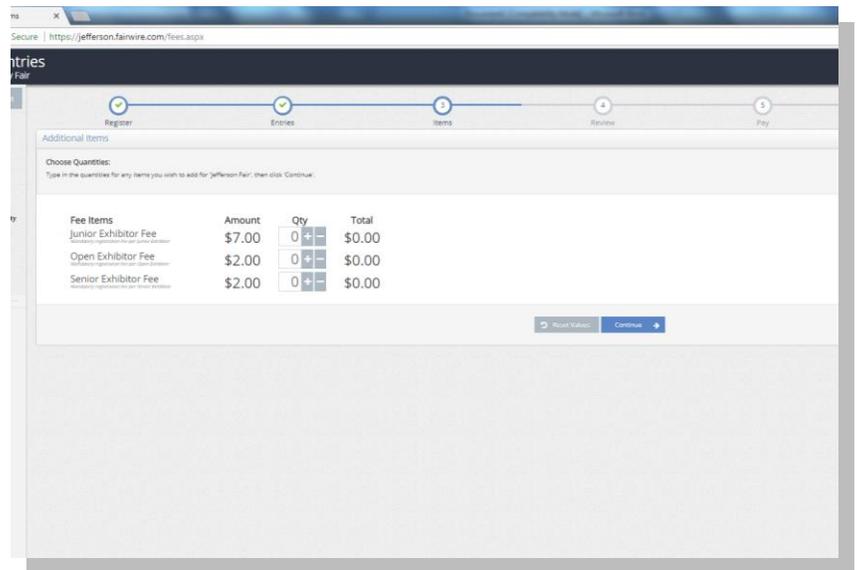

9. Make sure all of your entries are correct
    - Remove a project by selecting the red (x)
    - Edit a project by selecting the yellow pencil.
    - Add more entries by selecting "Add more Entries for Jefferson Fair"
    - For Groups: To add a new exhibitor select "Add Entries for a different Exhibitor" and repeat steps 3-9.
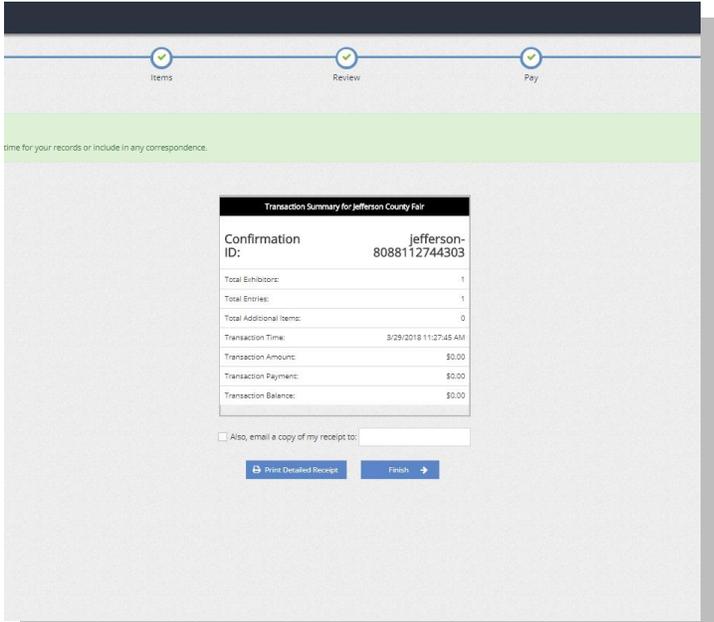10. If all entries are correct select "Check Out"
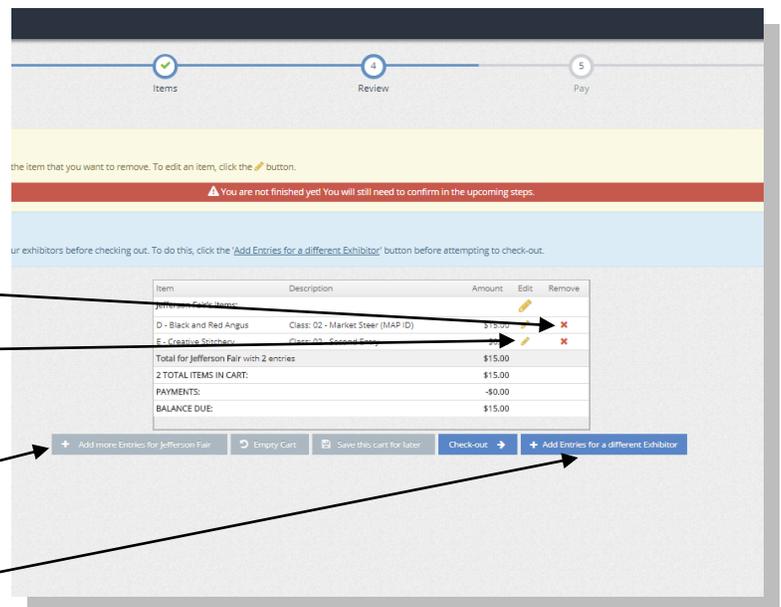
11. Pay for your entries and exhibitor fees.
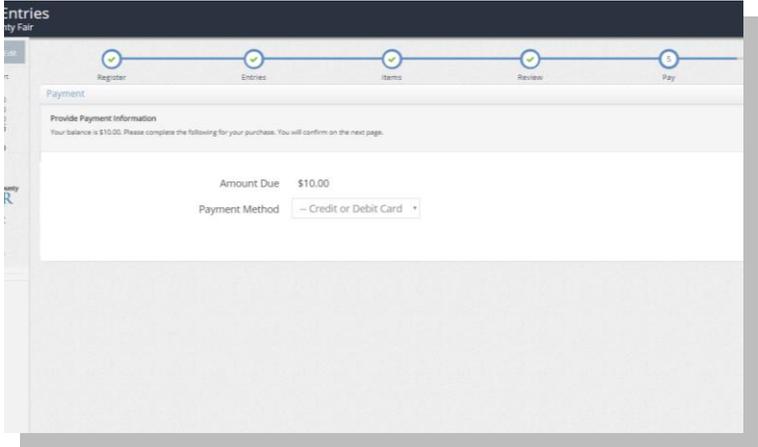
12. Agree to the Term and Conditions of the Fair by entering "Yes "into the box and click submit.
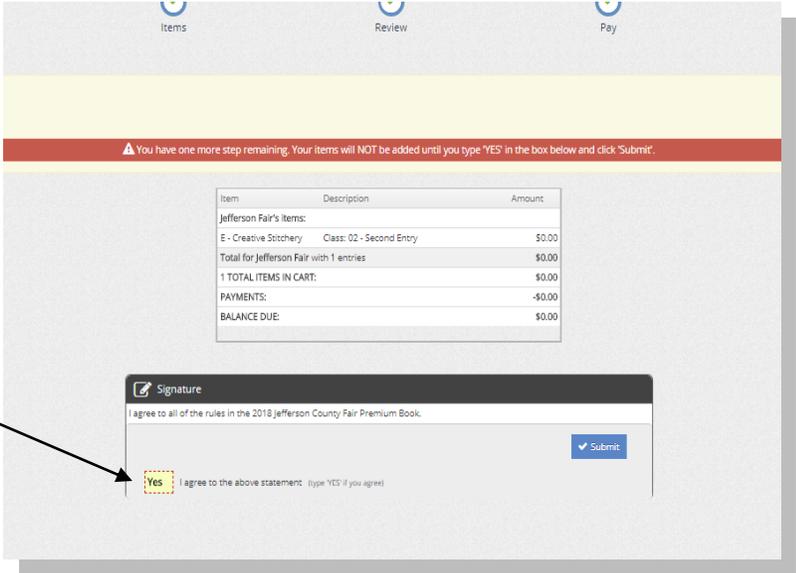
13. Receipt
   a. Print receipt
   b. Email receipt
   Click "Finish" when completed
Make sure you keep your receipt because we will be looking up all your information via the Confirmation ID.

14. Rate your experience!!!

Junior Exhibitors: All complete entries with payment are due online by 11:59 p.m. May 18, 2018. Late entries will be accepted until 11:59p.m Friday June 1, 2018 and will be charged a $100 late fee in additional to entry fee and pen/stall fee, per entry. No entries will be accepted after June 1, 2018. Changes to entries made prior to the May 18th deadline can be done for no fee. Changes requested after the May 18th deadline will be accepted until the time of judging for a $25 fee per change. A $7.00 entry fee will be required for each Junior exhibitor to register for the Fair. This also qualifies them to get an admission wristband that they will receive when the first project is brought in. Young people not exhibiting will not be eligible for a junior fair exhibitor wristband.

Open & Senior Exhibitors: All complete entries with payment are due online by 11:59 p.m. June 15, 2018.Open and Senior Exhibitors may submit paper entries to the Fair Office by 4:00 p.m. June 1, 2018. Paper entries will not be accepted via United States Postal Service (USPS) Mail. Entries must be brought to the Fair Office during normal business hours or left in the Fair Park Office Dropbox that is affixed to the Activity Center building near the entrance doors. For online entries visit JCFairPark.com. Late entries will be accepted until 11:59p.m Wednesday June 27, 2018 and will be charged $100 per entry. Changes to entries made prior to the June 15th deadline can be done for no fee. Changes requested after the June 15th deadline will be accepted until the time of judging for a $25 fee per change.