# Instructions for Online Entries
## 2023 Pickaway County Fair
## <u>Due May 15, 2023</u>

Visit: **pickaway.fairwire.com**     ***Please read all instructions before making entries.***

After your account is created, you can log back into your entry account by clicking "sign in" in the top right corner and then select a role in the dropdown menu that matches what you registered as. If you have questions, please email the Sale Committee at picksalesoffice2@gmail.com.

### <u>For Single Exhibitors:</u>

**Creating an account**
1. Click "Register" in the top left corner.
2. Type your name in the corresponding text fields. Then click "I am a new exhibitor or have not yet to register this year".
3. Please fill out your personal information using the same information as when you registered for 4-H/FFA. Then click "continue"

**Making entries**
1. In the dropdown list, select the department (species) of your animal.
2. Select your animal division. Ex. Market Sheep
   a. For family animals, please enter into the "family animal division" in that department. Ex. Sheep Family Animal
      i. All family animals should be entered under the oldest exhibitor in the family with the other exhibitor's names listed in the "description" field.
   b. For breeding animals, please type the breed into the "breed" text box.
   c. For market steers and dairy beef finishers, please type your weight given at the early weigh-in into the "check-in weight" text box.
3. Select the class for your animal.
4. Tag ID Tags or Tag/Tattoo for breeding animals – all animals except poultry and market rabbits require an ID.
   a. Enter full 15 digits RFID number under "electronic ID" for market steers, dairy beef feeders, market swine, market goats, market sheep
   b. Enter 2-3 digital large number for Tag ID for animals who have a visual tag
   c. Enter scrapie ID for ALL sheep and goat entries.
   d. Enter an ID for all breeding animals except poultry
5. Owned or Leased Breeding Animals – Indicate if you own or lease your breeding animal. Breeding hogs may not be leased. New this year all leased breeding animals require a lease agreement be submitted to the Extension Office by **May 15**. The agreement can be found at: https://pickaway.osu.edu/program-areas/4-h-youth-development/pickaway-county-fair
6. Showmanship
   a. <u>In the department</u>, please select the showmanship division.
      i. *Showmanship entries are due at the same time as animal entries.*

**Once you have completed an entry, click "add entry to cart". Review your information and click "finish" when all entries are made.  You will receive an email receipt.  Keep your email receipt!  If you do not receive a receipt, contact the Sale Committee.**

Please email the Sale Committee at picksalesoffice2@gmail.com if you have questions.

## For Families with Multiple Members:

### Creating an account

1. Click "Register" in the top left corner.
2. In the blue text area, click "quick group".
3. Make your group username, your family last name. Ex. Smith Family.
   a. Create your password and insert other information
   b. Once reviewed, click the blue "add exhibitors" button on the bottom of the page.
4. Type your name in the corresponding text fields. Then click "I am a new exhibitor or have not yet to register this year".
5. Please fill out your personal information using the same information as when you registered for 4-H/FFA. Then click "continue". Do this for each family member.

All other instructions are the same as above.

## For Club Advisers:

An account is already created for you. Visit pickaway.fairmanager.com and select "sign in" in the top right corner.

1. In the dropdown list, select "club".
2. Find your club in the Club Name list and insert your password that was emailed to you. If you want to reset your club password, click forgot password to receive an email to the email account that is on file with the 4-H Extension Office.
3. Please review your members' entries.  You can do this by logging into your club account and selecting "approve entries made under this club".  If you find errors, email picksalesoffice2@gmail.com.  Advisor deadline for changes/corrections is **May 31, 2023**.

There is a late fee of $25 for all entries made from June 1-June 17 except for showmanship. Absolutely no entries will be accepted after the first Saturday of fair.