

**Instructions for Online Entries**  
**2018 Pickaway County Fair**  
**Due May 15, 2018.**

Visit: [pickaway.fairmanager.com](http://pickaway.fairmanager.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.

**For Single Exhibitors:**

**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 registered 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. *Please note all animals will not have a class.*
4. **Tag ID and RFID Tags (Sheep, Goats, Steers, Dairy Beef Finishers/Feeders, Swine)**
  - a. Type the two-digit tag ID number into the “tag ID” field.
  - b. Type the LAST FIVE DIGITS of the RFID tag into the “electronic ID” field.
  - c. Goats and sheep will also have to insert their scrapie ID tag.
5. Showmanship
  - a. In the department, 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.

**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 registered 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.