

Instructions for Online Entries – Members & Org. Advisors
2019 Pickaway County Fair
Due May 15, 2019.

Visit: 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 to register this year”. Everyone is considered a new exhibitor each 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 please type your weight given at the early weigh-in into the “check-in weight” text box.
 - d. For market rabbits register each rabbit separately.
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 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.