



## 2024 Waushara County Fair Open Class Entry Information

### Entry Fee \$15

The entry fee for 2024 will be \$15 for open class exhibitors.

### ON LINE ENTRY PROCESS

If you do not have a computer, each of the Waushara County Libraries provide internet access.

### *Where do I find the premium book?*

The 2024 Waushara County Fair Premium Book is posted on the Waushara County Fair Website: <http://www.wausharacofair.com/> Click on the Open and Junior Entry Information tab to find the fair book as well as the information. There are two premium books – one for Open Class and one for Junior Fair. We suggest that you download the premium book to your computer desktop. The online software and entry tags do not provide exhibitor the specific requirements for each entry. This information can be found in the fair premium book.

The premium book provides the rules for the fair and each department you enter in. You are responsible for reading and following those rules. The order of entries on line is the same as the order of the premium book.

### *How do I enter what I plan to bring to the fair?*

Open Fair and Junior Fair each have a unique address of where you will add your entries.

The Open Fair entry is found at:

<http://wausharacountyopenfair.fairentry.com>

Fair Entry is not compatible with Internet Explorer. You will need to use Google Chrome or Mozilla Firefox. If you only have Internet Explorer on your computer, when you go to the fair web address above it will provide you with a link to download another search engine.

### *Helpful Information*

- The fair entry deadline is July 12 at 11:59 pm. Consider putting a date in June on your calendar in case you encounter problems.

- If you are entering for more than one person under your log in information, please make sure you do not click on **Continue to Payment** until you have entered your last person.
- In the attached directions is information on where you can review, edit, and print your list of entries before you click on **Continue to Payment**.
- **YOUR ENTRIES ARE NOT FINAL UNTIL YOU HAVE HIT THE 'SUBMIT' BUTTON AND YOU HAVE RECEIVED AN EMAIL CONFIRMATION FROM FAIR ENTRY. IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION WITH IN ONE DAY, CONTACT THE EXTENSION OFFICE IMMEDIATELY AT 920-787-0416**
- You can continue to enter additional entries up until the deadline; however, we need to approve your entries before you can add to them if you have clicked on **Continue to Payment & Submitted**.
- **Continue to Payment & Submit** finalizes your entry process. It also creates an invoice for you to submit with your payment.
- You will be able to print out a list of your entries to verify what you entered.

### *How do I pay my entry fees?*

Entry fees are to be submitted to the UW-Extension office by July 31. Checks should be made payable to "Waushara County Fair." Please list on the invoice the names of exhibitors this payment covers. The UW-Extension office is located on the first floor of the Government Center and is open Monday through Friday from 8 am to 4:30 pm. The mailing address is Waushara County UW-Extension, 380 S. Townline Road, Wautoma, WI 54982.

### **Entry Questions?**

Call 920-787-0416 between 8 am and 4:30 pm Monday through Friday. We are closed July 4th.

# FairEntry GUIDE FOR OPEN CLASS - WAUSHARA COUNTY FAIR

## GETTING STARTED AND LOGGING IN

- To register your entries, click on the following link <http://wausharacountyopenfair.fairentry.com>.
- You will need to create a user profile. Please make sure you remember your email address and the password you create.

## NEXT STEPS TO REGISTER FOR THE FAIR

- Click on “Create a FairEntry account.” The next screen asks for your email address followed by a screen that asks for additional information and your password. Your password must be a minimum of 8 characters (one capital and one number required).

Exhibitor and Staff sign-in

Email

Password

**Sign in**

[Forgot your password?](#)

[Create a FairEntry account](#)

[Back](#)

2017 Waushara County Fair - Open Class

Create a FairEntry Account

With this account, you will be able to register Exhibitors and Entries for this fair.

**Create Account**

## 2017 Waushara County Fair - Open Class

### Account Creation

To continue with registration for this fair, please provide the following details.

Email   
[change](#)

Account Name   
Example: Your last name

Phone Number   
Format: ###-###-#### or #####

Password   

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

Click on "Begin Registration."

# Welcome!

We noticed you haven't yet registered for the fair.

Begin Registration →

Click on "Individual."

Do you want to register an **Individual**?


Individual

You will need this information for each exhibitor. You will add additional people after you add entries for the initial exhibitor.

New Individual Exhibitor

**First Name**  
(Required)


**Last Name**  
(Required)

**Birthdate**  
(Optional)  

**Grade**  
(Optional)

Cancel

If more than one exhibitor's name appears, click on "add an entry" after the name of the person who you want to add entries for.



0 Entries

Select the department you wish to enter.

Choose Department and Division	
101-DAIRY	Select
102-BEEF	Select
103-SWINE	Select
104-SHEEP	Select
105-GOAT	Select
107-POULTRY	Select
108-RABBITS	Select
114-PLANT & SOIL SCIENCE	Select
115-FLOWERS & HOUSEPLANTS	Select
116-NATURAL SCIENCES	Select
118-CULTURAL ARTS	Select
120-PHOTOGRAPHY	Select
125-FOODS & NUTRITION	Select

Then select the class you wish to enter.

Choose Department and Division	
Department	125-FOODS & NUTRITION <span>Change</span>
CLASS A-YEAST BREADS	Select
CLASS B-QUICK BREADS-BAKING POWDER OR BAKING SODA	Select
CLASS C-CAKES, UNFROSTED	Select
CLASS D-DECORATED FOOD	Select
CLASS E-COOKIES - UNFROSTED	Select
CLASS F-CANDY	Select
CLASS G-DOUGHNUTS	Select
CLASS H-PIES	Select
CLASS I-CANNED FOODS	Select

Click on choose.


Choose Department and Division	
Department	120-PHOTOGRAPHY <span>Change</span>
Division	CLASS A-BLACK & WHITE <span>Change</span>

Cancel Choose

Select the item you wish to enter.

01: APPLES SLICED	Select
02: APPLESAUCE	Select
03: BLACKBERRIES	Select
04: BLUEBERRIES	Select
05: CHERRIES PITTED	Select
06: PEACHES HALVES	Select
07: PEARS HALVES	Select
08: PLUMS	Select
09: RASPBERRIES	Select
10: RHUBARB	Select
11: STRAWBERRIES	Select
12: ANY FRUIT SUGAR FREE	Select
13: ANY OTHER FRUIT NOT LISTED ABOVE PLEASE IDENTIFY	Select

After each entry you will see a list of what you have entered. On the right, click to add another entry if you have more to add for this person or register another exhibitor.

Entry #3	
	Barker, Barb 1/01/1970 #4
Department	120-PHOTOGRAPHY
Division	CLASS A-BLACK & WHITE
Class	13: WATER SCENERY

What do you want to do next?

For Barb Barker:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

Continue to Payment

Before clicking on Continue to Payment, for each person you have entered use the navigation bar on the top to review their entries.



Click on Exhibitors to find all the exhibitors in your account.

Click on Entries for a complete list of entries for each exhibitor. If you wish to delete one, click on the edit button which will take you to another screen where you click on "Delete this entry." If you wish to print a copy of your entries, use CTRL and P on your keyboard.

When you have finished the review of all your entries, click on continue to payment or payment depending on what screen you are on. You will proceed through several screens. The last screen has Submit on the bottom right corner. Please make sure you hit submit to finalize your entries. Your payment total should be \$15 per person. If it is more than that amount, you only need to submit \$15. If you wish to add entries after you have hit submit you can go back in and add entries once someone from the UW-Extension office has approved your entries. If you add more entries, you may receive a second invoice for \$15. You only need to pay once. We will do this a minimum of once per day through July 7.