# Kewaunee County Fair: Entering exhibits for the fair online for 4-H members

**Step 1:** Premium List Book

The premium list booklet has a listing of all of the different projects that you can take to the Kewaunee County Fair. Please note: you need to be enrolled in that project for the current year to show in that project area. If you cannot remember if you signed-up for a project, contact your club leader or the UW-Extension office and we can tell you if you entered that project for this year.

When you open the premium list, you will want to select the items that you would like to show this year. You might notice some words that you are not familiar with like Department, Class, and Lot.

> **Department:** The overall category that you want to show under.
> **Class:** The sub category in a department
> **Lot:** The specific item that you would like to enter
>
> > ***For example***, if you wanted to enter a pencil sketch at the fair. It would be:
> > Department 18, Celebrate Art; Class E Drawing and Painting, and Lot 10 Pencil Sketch

I find that it is easiest to make a list of all of the items that you want to show, that way you can make sure that your enter them all and don't miss any.

Also, make sure that you read through the overall rules for showing in the Junior Fair and the rules under each department. Knowing the rules ahead of time can save extra work or disappointment.

***If I don't have a premium booklet, where can I get one***: your 4-H club leader, the UW-Extension Office (phone: 388-7185), Darlene Boeder (phone: 676-4580), or you can access an electronic version on the Kewaunee County Fair website. The fair website is listed in step 2.

**Step 2:** Go to the Kewaunee County Fair website. The link (web address) is below.

Fair Website Link: **https://www.kewauneecountyfair.com/** (this is a different site than in the past)

> *Please note, this is a different website than 4-H online where you enroll in 4-H for the year.
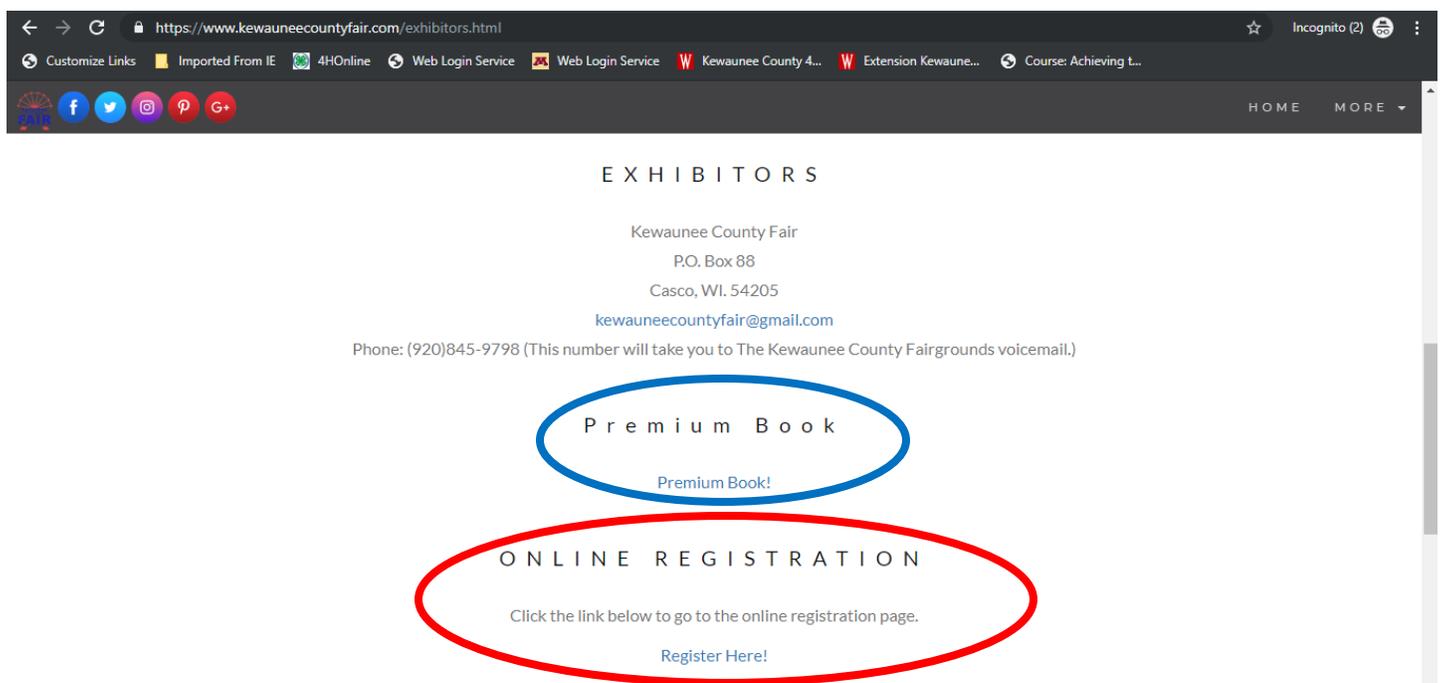
The Kewaunee County fair website will look like this:
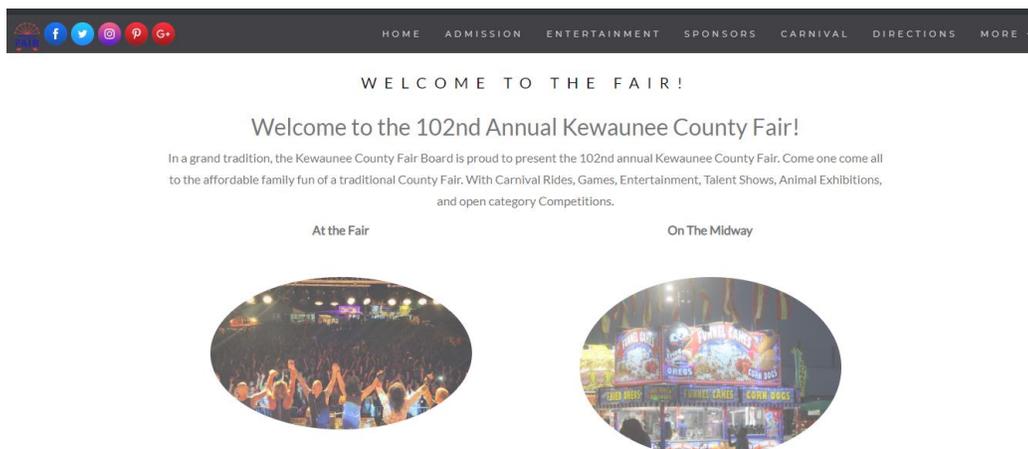
## Step 3: Where are the online premium list and online registration on the website?

*Online Premium List and Registration:* If you need the online version of the Kewaunee County Fair premium list is located under **MORE** (see the blue circle below) in the list of headers on the page. You will need to click on MORE and then a drop-down will appear. Select **EXHIBITORS** from the list. This will bring up another webpage where you can find both the premium list and access to the online registration. The online registration can also be accessed from the drop-down list. If you have a paper copy, you can skip to the online registration.



How to find Online Premium List and Online
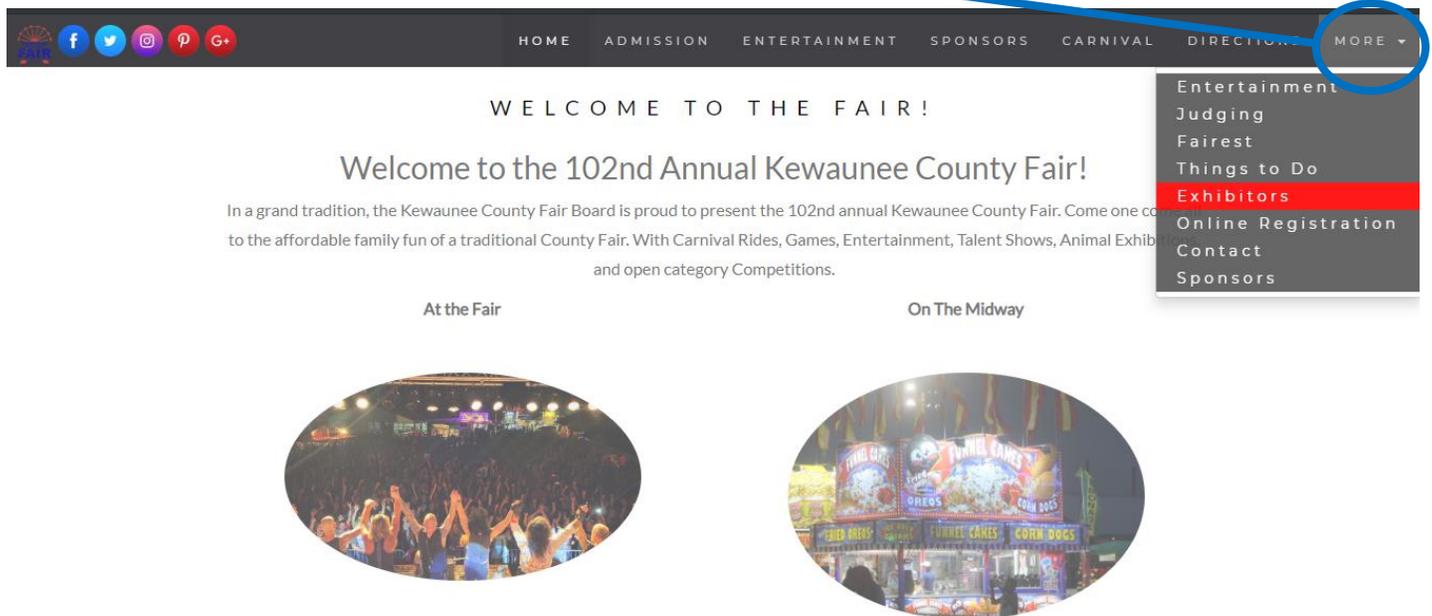
*Premium List* **and** *Online Registration:* In the blue circle you will find the **Premium Book** and if you click on it, the online version will come up. If you are ready to enter your projects in the fair **Online Registration** is located in the red circle in the website image below. If you are ready to input your fair entries, click on **"Register Here!"** on the website.



Compiled and created by Jill Jorgensen, Kewaunee County UW-Extension, 4-H Youth Development (2019)

**Step 4:** Creating an account for your fair entries. Families have to create a new account each year for each member that wants to enter an exhibit at the fair.

Next you will be brought to a new screen that looks like the one below. Every family needs to create a new account for each member that wants to exhibit/show at the fair. Even if you exhibited last year, you need to create a new account for this year. Click on the button labeled "Create Account" to create your account for your family's fair entries.
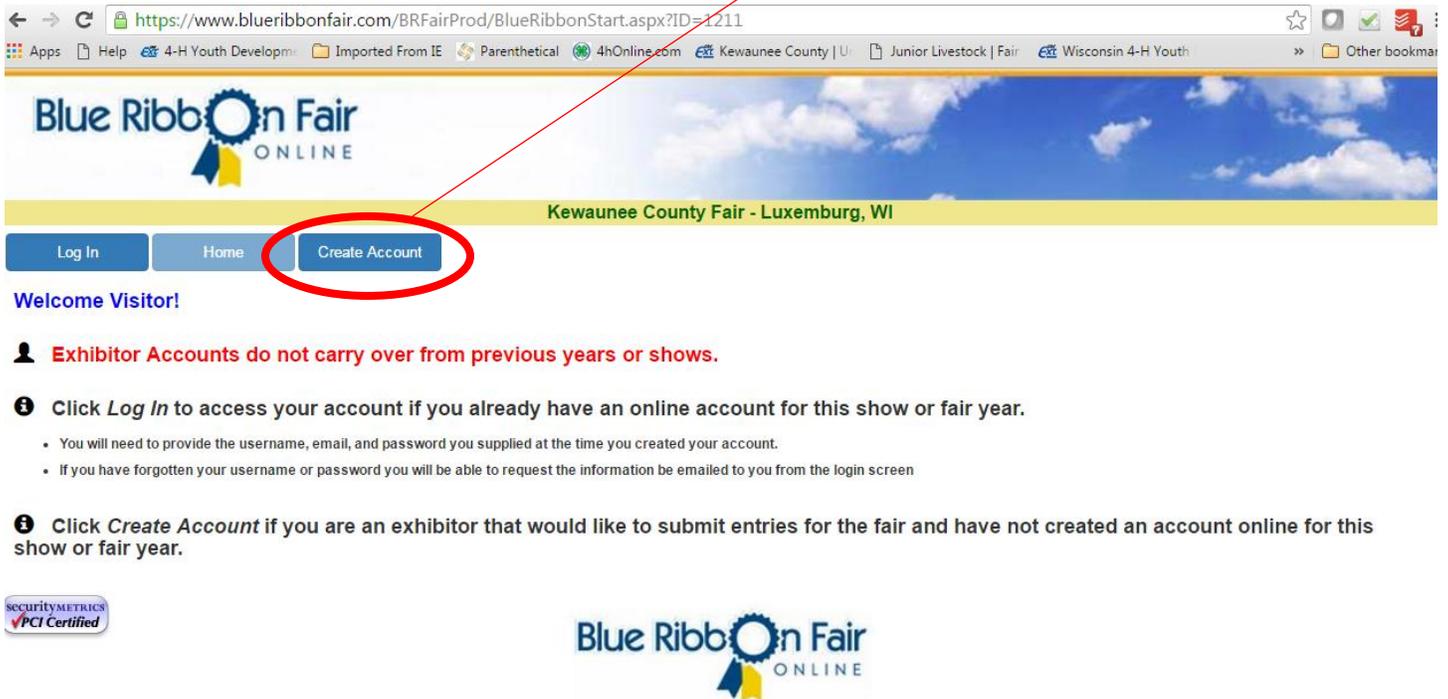


**A few things to remember:**

**Exhibitor Accounts do not carry over from previous years or shows.**

Click *Edit Account* to review or change the information you entered for your online account.

**\*\*Once you have submitted entries, the account information can be reviewed but can no longer be changed\*\***

Click *Entries* to select and add entries from a list of available selections.

Click *Review Entries* to review the list of entries you have selected.
**\*\*Pending entries are entries that you have selected but have not yet submitted \*\***
**\*\*Pending entries can be modified or removed \*\***
**\*\*Once the entries have been submitted they are no longer considered pending and cannot be modified or removed \*\***

Click *Items/Checkout* to Submit and Checkout your selected entries.

Click *History* to review or print a list of entries/items that have been submitted

## Step 5:
## You need to create an account for each family member with their information.

It will look like the example below. Make sure the click on the "Save Account Information at the bottom of the page when you are done.



## Step 6. Click on the tab labeled "Entries." This will open all of the entry selections.

## 7. Next, select the items you want to show.

This is when it is handy to have your premium book and have a list of the items you want to exhibit.

- First select the department you want to show in. This will bring up a list of classes in that department.
- Next select the class (subcategory of the department) and you select what class in which you would like to exhibit. Then a list of the lots (items) in that class will come up that you can show.
- Last, click add next to the lots (item) that you would like to show.

In this example, the person wanted to show a watercolor painting. So, he/she clicked on Department 18 (cultural arts), then they selected Class E (Drawing and Painting), and last clicked add for Lot 1 (Watercolor). This added watercolor to their entry.

When you are all done with your entries, you want to make sure you review them and everything is listed that you want to enter for the 2018 fair.



### List of Available Entry Selections

**Select Club for Entry**

130 - CHAMPION SPARKPLU ▼

Click on a Department in the list below to expand the List of Available Entry Selections

| 013 | JR CATS |
| 014 | JR PLANT AND SOIL SCIENCES |
| 015 | JR FLOWERS & HOUSEPLANTS |
| 016 | JRNATURAL SCIENCES |
| 017 | JR CLOVERBUDS |
| 018 | JR CULTURAL ARTS |

**Exhibitor Division**

**Junior**

| | Department | Class | Lot | Class Desc | Lot Desc | Entry Type |
|---|---|---|---|---|---|---|
| + | 018 | A | | LEATHERCRAFT | | |
| + | 018 | B | | FABRIC PAINTING | | |
| + | 018 | C | | BLOCK PRINTING | | |
| + | 018 | D | | METAL ENAMELING | | |
| - | 018 | E | | DRAWING AND PAINTING | | |
| Add | 018 | E | 00001 | DRAWING AND PAINTING | WATER COLOR | G |
| Add | 018 | E | 00002 | DRAWING AND PAINTING | CRAYON | G |
| Add | 018 | E | 00003 | DRAWING AND PAINTING | CHARCOAL | G |
| Add | 018 | E | 00004 | DRAWING AND PAINTING | OIL PAINT/ACR 8X10 UDR | G |
| Add | 018 | E | 00005 | DRAWING AND PAINTING | OIL PT/ACRYL BETW 8X10 & 14X18 | G |
| Add | 018 | E | 00006 | DRAWING AND PAINTING | Pastel or chalk | G |

## 8. Review your entries

The next step is to review your entries. Click on the review entries tab to see your current entries. If you have incorrectly entered something, you can click on the red "Remove" button and it will be taken off your entries. If you forgot to add something or something is not showing up, go back to the "Entries" button and enter that item like you did for the other entries.

Make sure that all the details are correct, especially in those areas that have different breeds, animal ages, and member ages. This is an opportunity to make those changes and they cannot be made at the fair. Items not entered correctly may not be able to be exhibited or may be exhibited for ribbon only depending on the discretion of the fair board junior fair committee and/or judge.

After you are done reviewing your entries and they look correct, you will need to submit them under the "Items/Checkout" button.
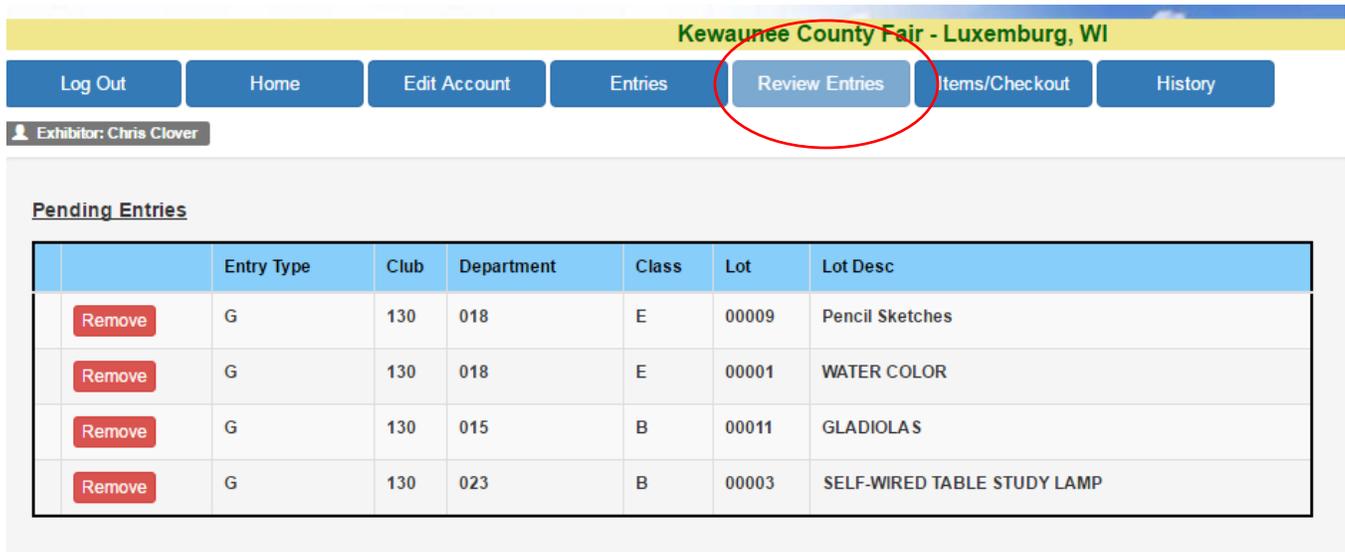


| | | Entry Type | Club | Department | Class | Lot | Lot Desc |
|---|---|---|---|---|---|---|---|
| Remove | | G | 130 | 018 | E | 00009 | Pencil Sketches |
| Remove | | G | 130 | 018 | E | 00001 | WATER COLOR |
| Remove | | G | 130 | 015 | B | 00011 | GLADIOLAS |
| Remove | | G | 130 | 023 | B | 00003 | SELF-WIRED TABLE STUDY LAMP |

## 9. Submit your entries

To submit your entries, you will need to click on the "Items/Checkout" button. You will have to pay any money at this screen. This will bring up your final screen.

The money for your wristbands will be collected at your club (some clubs fundraise and pay for this – check with your club leader to see what your family owes) and the 4-H Leaders Association pays for the remaining half of your wristband cost.

**Important:**

- Click the check box (highlighted in yellow) to acknowledge that you read and understand the rules and regulations set forth by the fair and will abide by them
- The last step is clicking the "Submit" button at the bottom of the page. You need to click on this button for to submit your entries. If you skip this step, your entries will not be submitted.

**Who should I call if I have questions?**

If you have questions about submitting your fair entries or want to know if they have been submitted correctly, contact **Fair Board, Junior Fair Coordinator, Darlene Boeder at (920)676-4580.**

The Kewaunee County Fair is run by the Kewaunee County Fair Board. All Kewaunee County Fair rules and regulations, show times, housing, show locations, and general fair oversight is determined by this governing board.

Please note, that the Kewaunee County UW-Extension office does not have access to the computer program that the Kewaunee County Fair Board uses and cannot look up your entries. However, we are here to help you with any questions that you have about what 4-H projects you signed-up for, general help and questions, and we will help in any way we can to make this any easy process for families.

Please do not hesitate to call Kewaunee County 4-H at:

**Jill Jorgensen, Kewaunee Co. UW-Extension 4-H Youth Development, (920)388-7185**

**Louise Wolfe, Kewaunee Co. UW-Extension support staff, (920)388-7135**

**Erin Dahle, Kewaunee Co. UW-Extension support staff, (920)388-7141**