HOW TO ENTER



Waukesha County Fair

Waukesha County Fair Contacts

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The information in this guide was created with data from 2022, please refer to https://www.waukeshacountyfair.com/entry-info/ for current rules, classes, and fees.

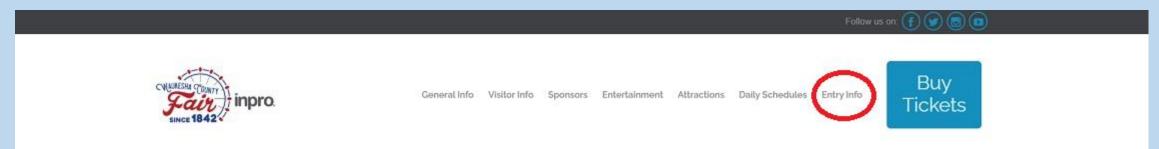
Instruction Key

Blue background: Information for all exhibitors (slide 4)
Green background: Individual exhibitor registration instructions (slide 8)
Orange background: Quick group registration instructions (slide 23)
Red background: additional registration steps for animal exhibitors (slide 50)

The information in this guide was created with data from 2022, please refer to https://www.waukeshacountyfair.com/entry-info/ for current rules, classes, and fees.

Instructions for all Exhibitors

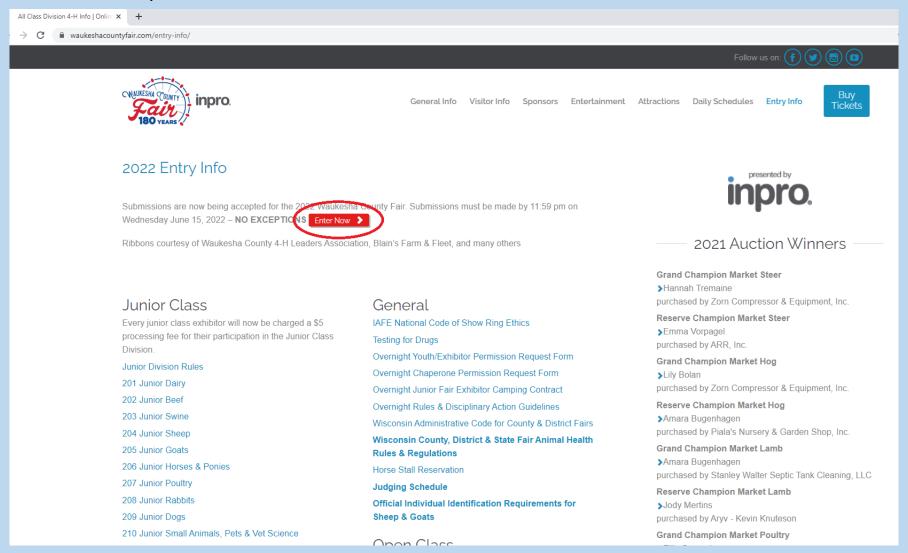
- 1. Go to waukeshacountyfair.com
- 2. Click on "Entry Info"





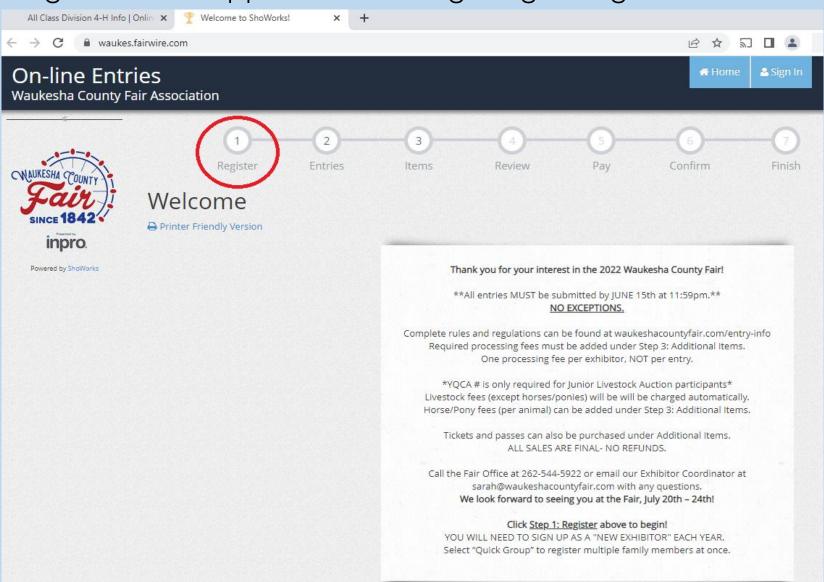
Instructions for all Exhibitors

- 1. On the Entry Info page, click on "Enter Now"
 - Note: This is only available March 15 June 15



Instructions for all Exhibitors

1. Click on "Register" in the upper menu to begin registering



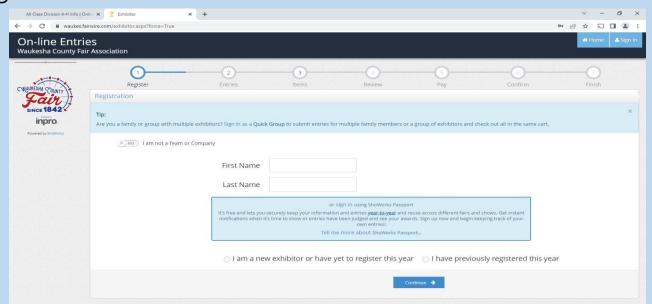
There are two options for registering a new account:

Individual

- Single exhibitor
- Multiple exhibitors can be registered in an individual account but the group option saves steps and time
- Payment is completed per individual
- Instructions begin on SLIDE 8

2. Quick Group

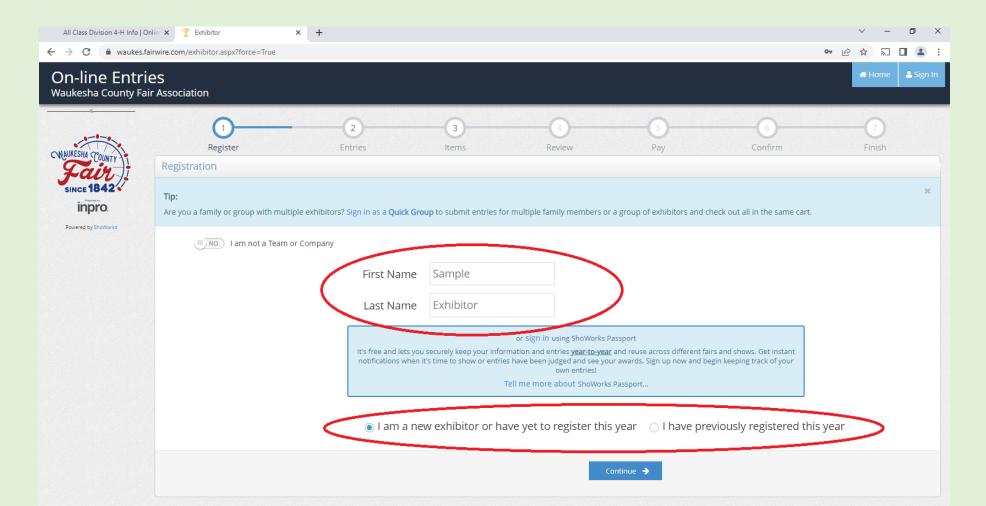
- Multiple exhibitors in one family
- Payment is completed one time for the entire group
- Instructions begin on SLIDE 23



INDIVIDUAL EXHIBITOR REGISTRATION

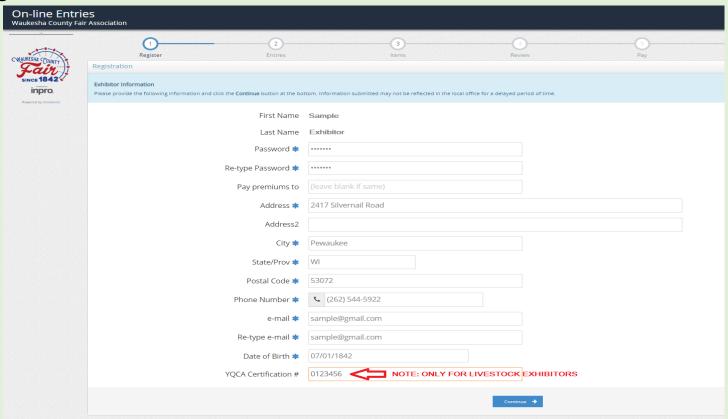
NEW INDIVIDUAL EXHIBITOR ACCOUNT REGISTRATION

- 1. Enter First Name, Last Name
- 2. Select "I am a new exhibitor or have yet to register this year"
- 3. Click Continue



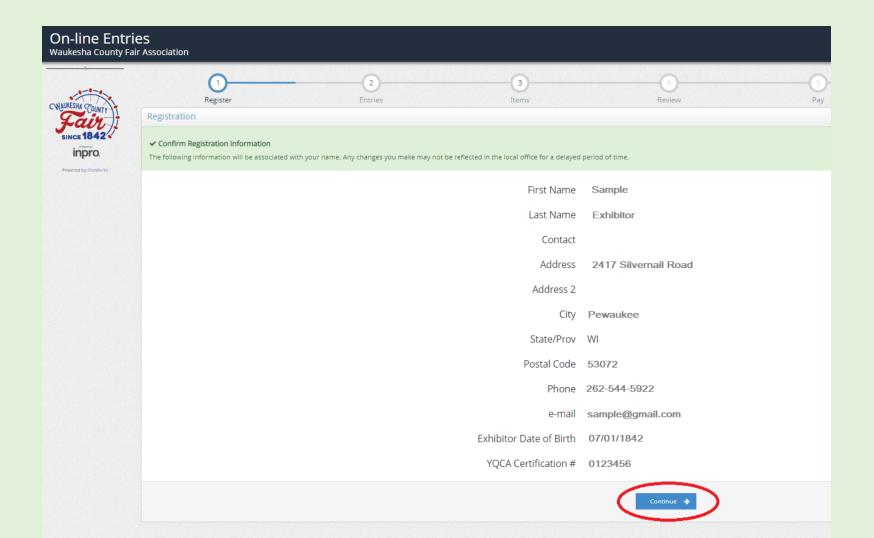
NEW INDIVIDUAL EXHIBITOR ACCOUNT REGISTRATION

- 1. Complete required lines
- If you are completing the registration for a younger exhibitor, you can choose another name for the premium check by completing the "Pay premiums to" line (NOTE: Some banks prefer a parent/bank account holder name on the check)
- 3. Market Livestock exhibitors must enter their YQCA Certification number
- Click continue



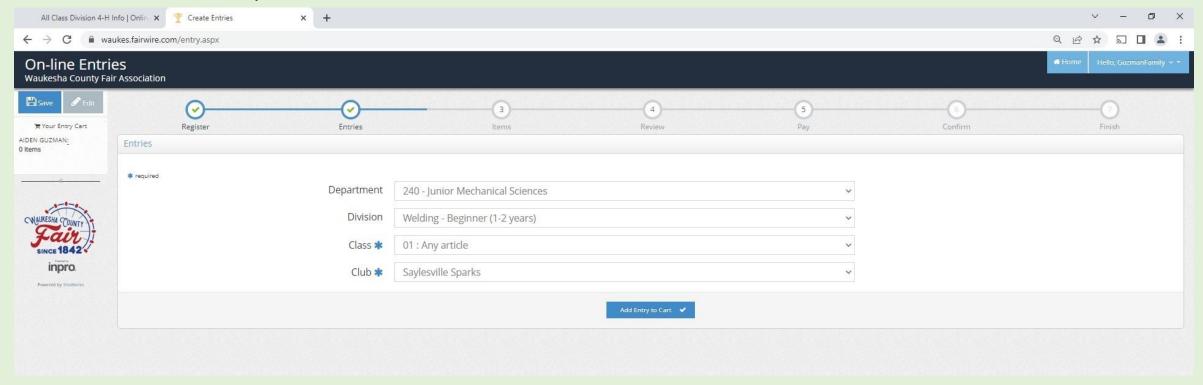
NEW INDIVIDUAL EXHIBITOR ACCOUNT REGISTRATION

- 1. Confirm information
- 2. Click continue if information is accurate



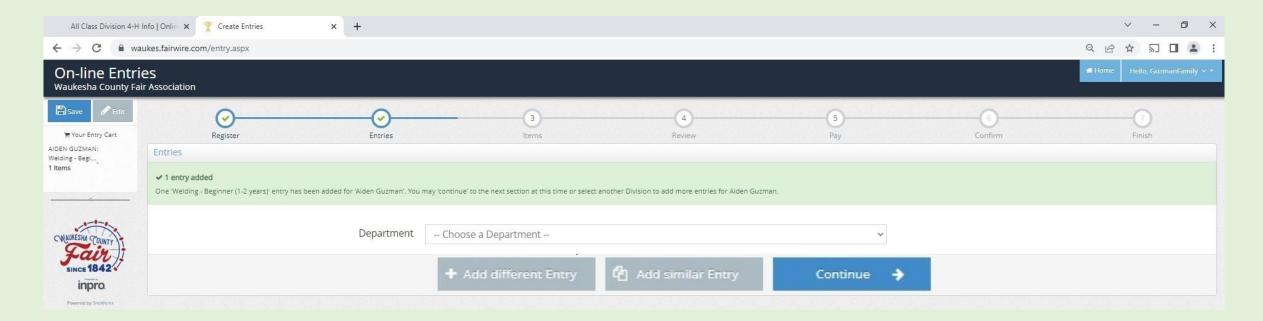
NEW INDIVIDUAL ENTRY REGISTRATION

- 1. Select the Department using the drop down field
- 2. Select the Division using the drop down field
- 3. Select the Class using the drop down field
- 4. Select the Club using the drop down (it will autofill if you selected a default Club)
- 5. Click Add Entry to Cart



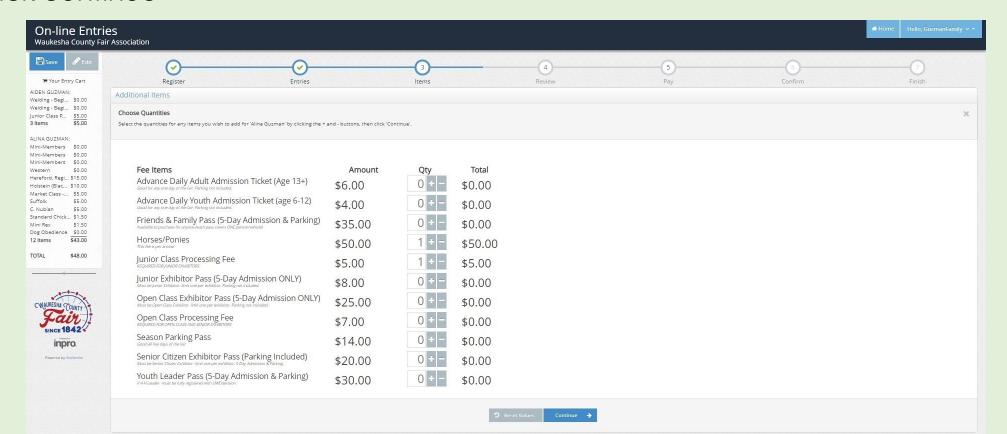
NEW INDIVIDUAL ENTRY REGISTRATION

- 1. A confirmation will appear in the heading and an Entry Cart will appear on the left side
- To add a second unique entry, click on "Add different Entry"
- 3. To add a second entry in the same department and division, click on "Add similar entry"
- 4. Repeat until all entries have been entered
- 5. When there are no additional entries, click "Continue"



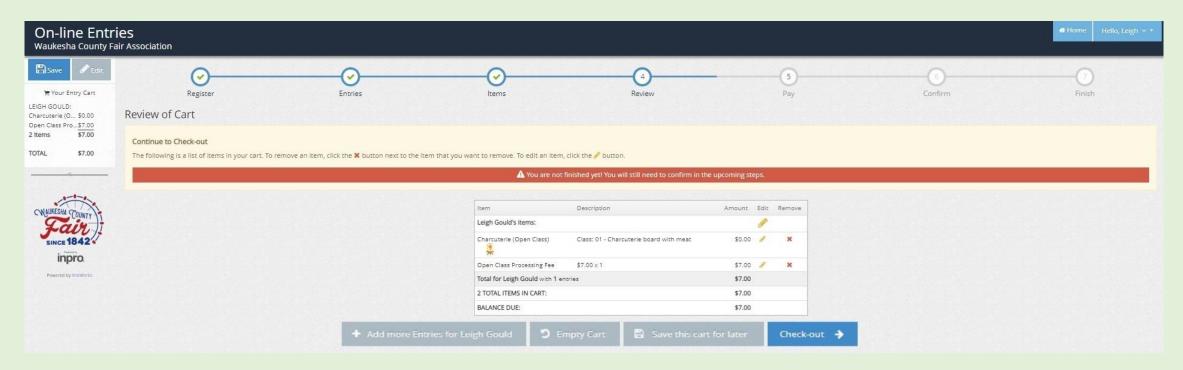
NEW INDIVIDUAL ITEM/FEE REGISTRATION

- Items include tickets, passes, and entry fees (see descriptions for eligibility)
- 2. Each Junior exhibitor must include the Junior Class Processing Fee
- 3. Each Open and Senior exhibitor must include the Open Class Processing Fee
- 4. Horse exhibitors must also include the Horses/Ponies Fee
- Click continue



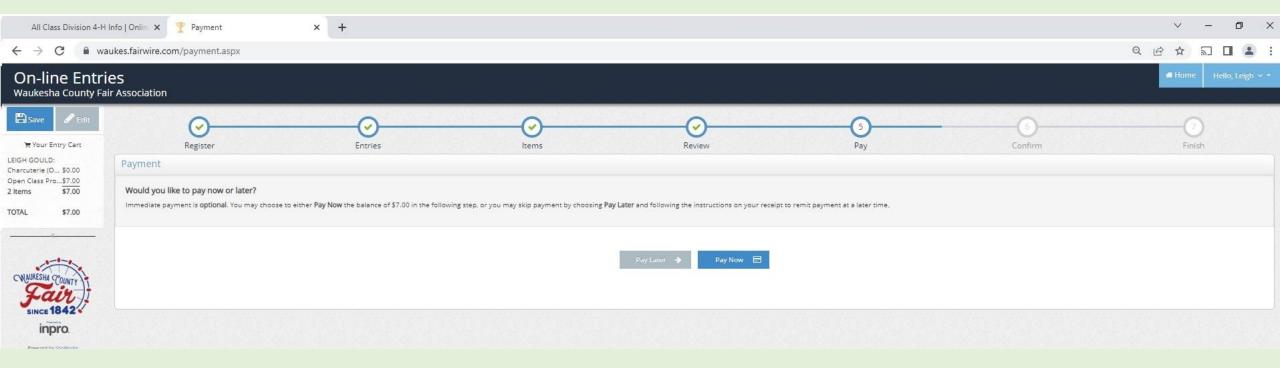
NEW INDIVIDUAL EXHIBITOR - REVIEW REGISTRATION

- 1. Review items, select "Add more Entries" to add additional entries
- 2. If you are not ready to check-out, you can select "Save this cart for later" and complete the registration later. (NOTE: Registration is not complete until you go through the checkout process by 11:59 p.m. June 15th. All pending carts are automatically deleted at midnight and can not be retrieved.)
- If you have completed all the entries for the exhibitor, select "Check-out"



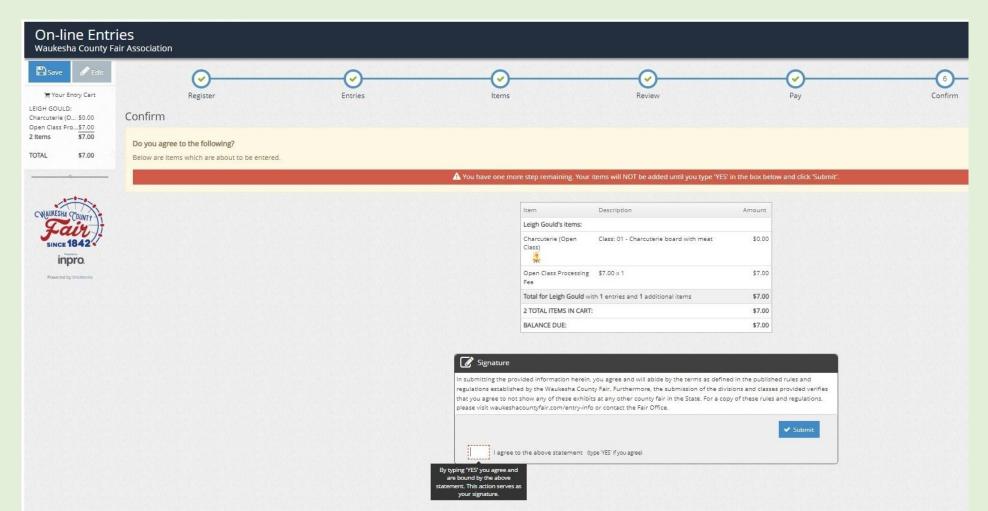
NEW INDIVIDUAL EXHIBITOR – CHECK-OUT

- To pay later by cash or check, select "Pay Later" (NOTE: payment is due prior to judging and tickets / passes will not be issued without payment)
- 2. To pay online with a credit card, select "Pay Now"



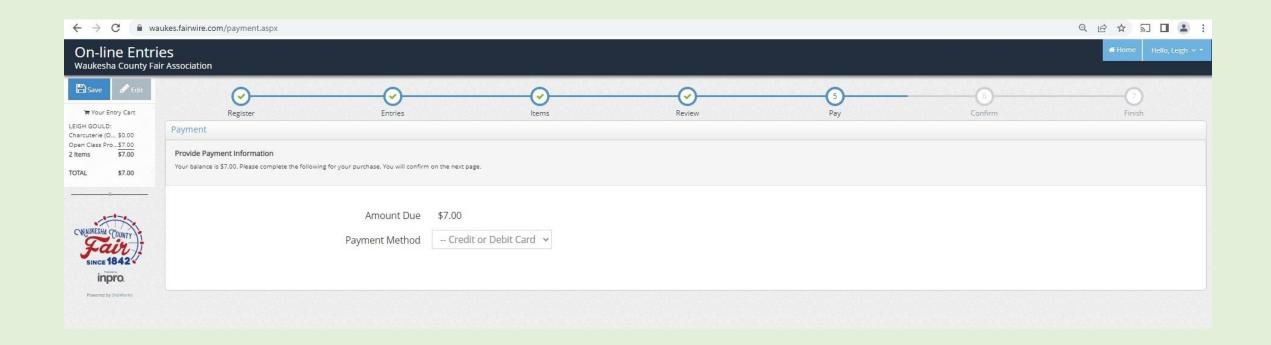
NEW INDIVIDUAL EXHIBITOR – CHECK-OUT – PAY LATER OPTION

- 1. Type YES in the box
- 2. Click on Submit
- 3. Drop off or mail a payment check to the Fair Office



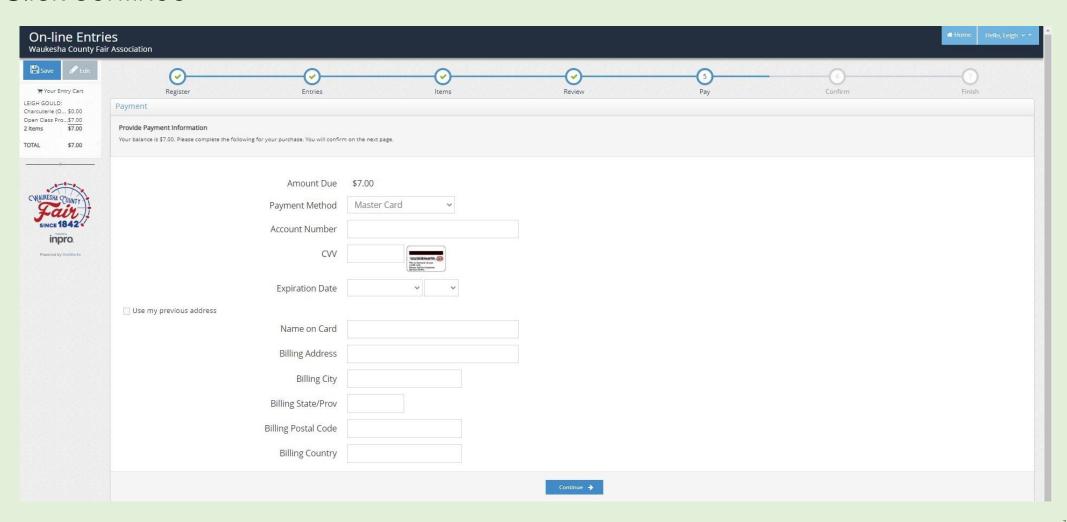
NEW INDIVIDUAL REGISTRATION – CHECK-OUT – PAY NOW

1. Select payment in the dropdown



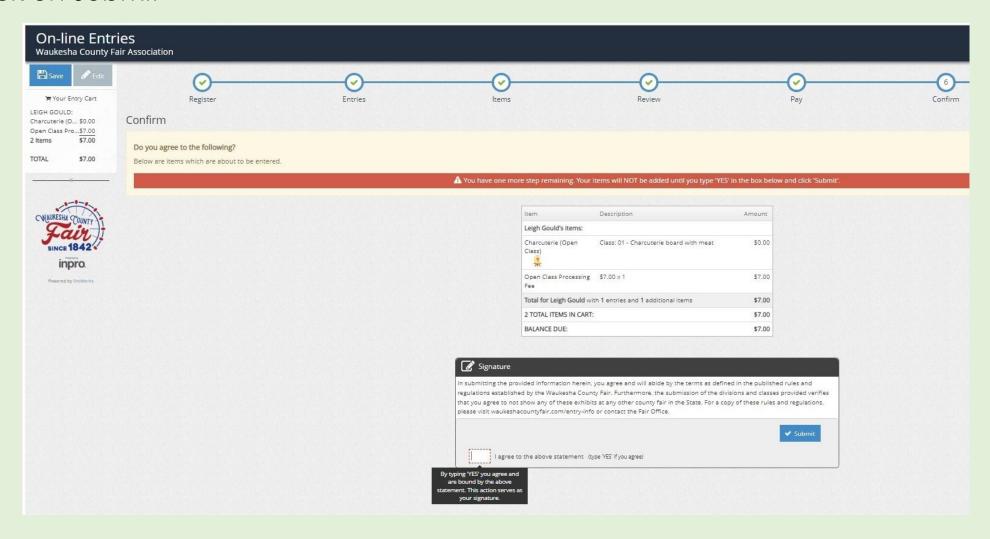
NEW INDIVIDUAL REGISTRATION – CHECK-OUT – PAY NOW

- 1. Enter payment information
- 2. Click continue



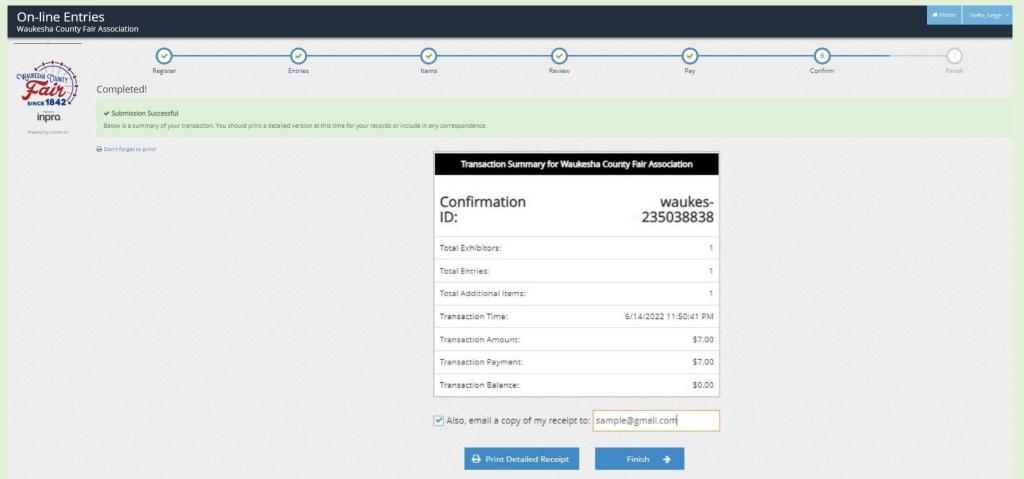
NEW INDIVIDUAL REGISTRATION – CHECK-OUT – PAY NOW

- 1. Type YES in the box
- 2. Click on Submit



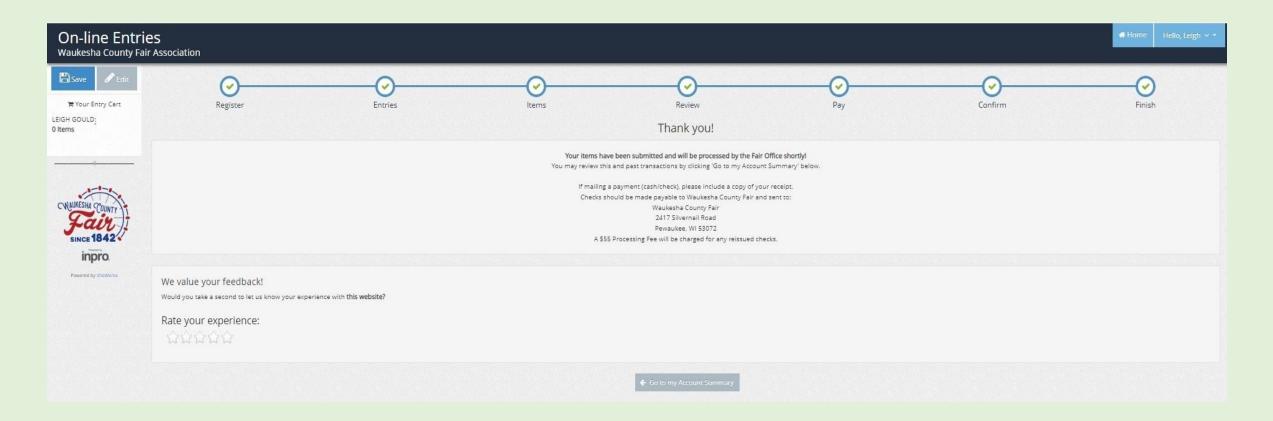
NEW INDIVIDUAL REGISTRATION – CHECK-OUT – CONFIRMATION

- 1. To print a receipt, click on Print Detailed Receipt
- 2. To receive a copy of the receipt and confirmation of registration, check the email box and add your email address
- 3. Click on Finish



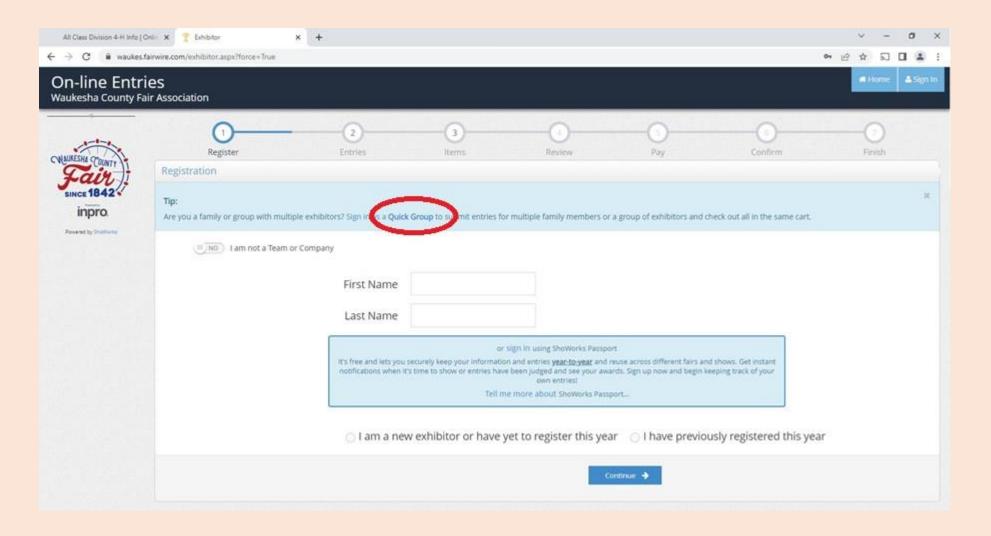
NEW INDIVIDUAL REGISTRATION – CHECK-OUT – SUBMITTED

- 1. Registration is now complete
- 2. You can log out at this time

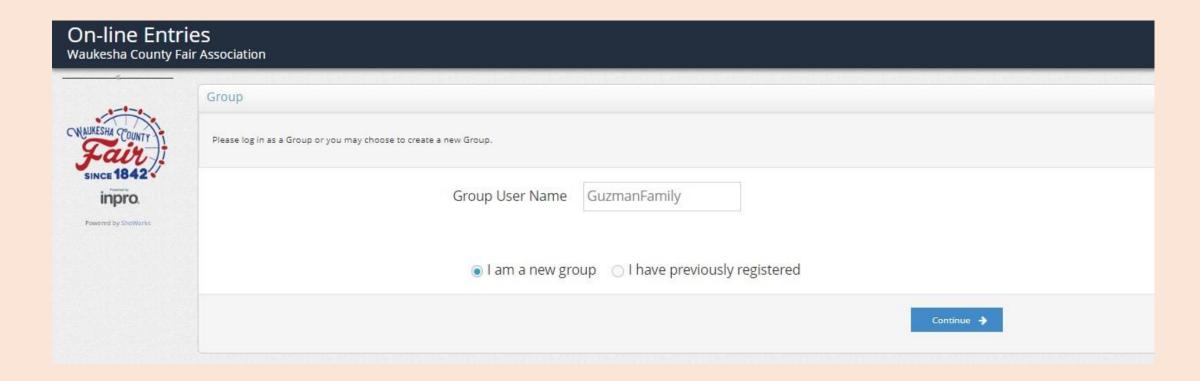


QUICK GROUP REGISTRATION

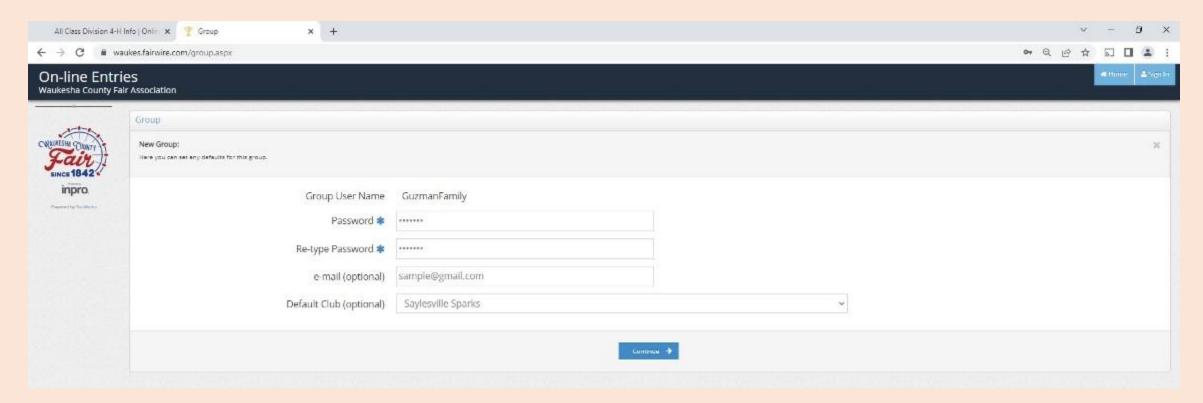
1. Click on Quick Group



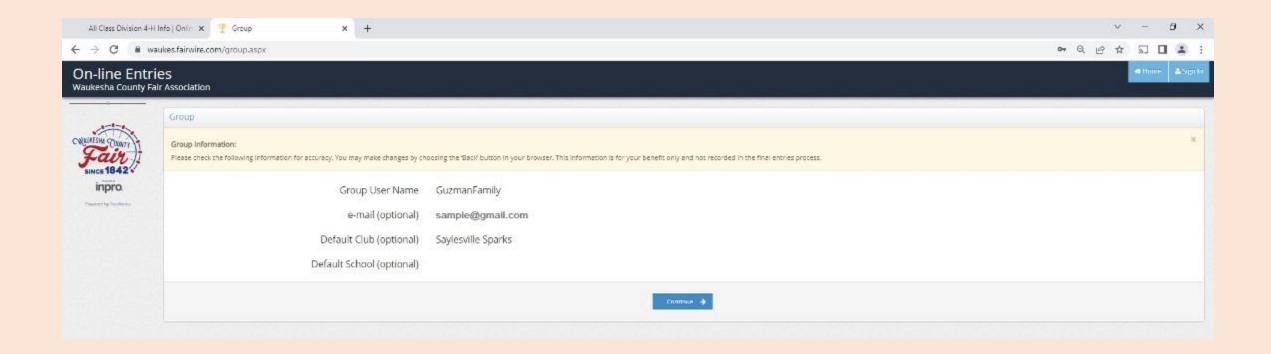
- 1. Name your group
- 2. Click continue



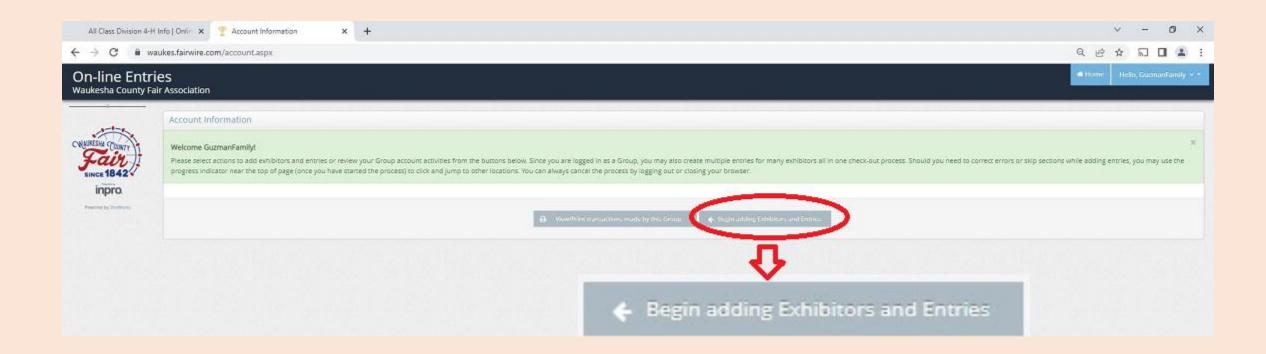
- Choose a password
- 2. If all group members belong to the same Club, use the dropdown to add the Club name
 - The Default Club will be added to all individual group members
- 3. Click continue



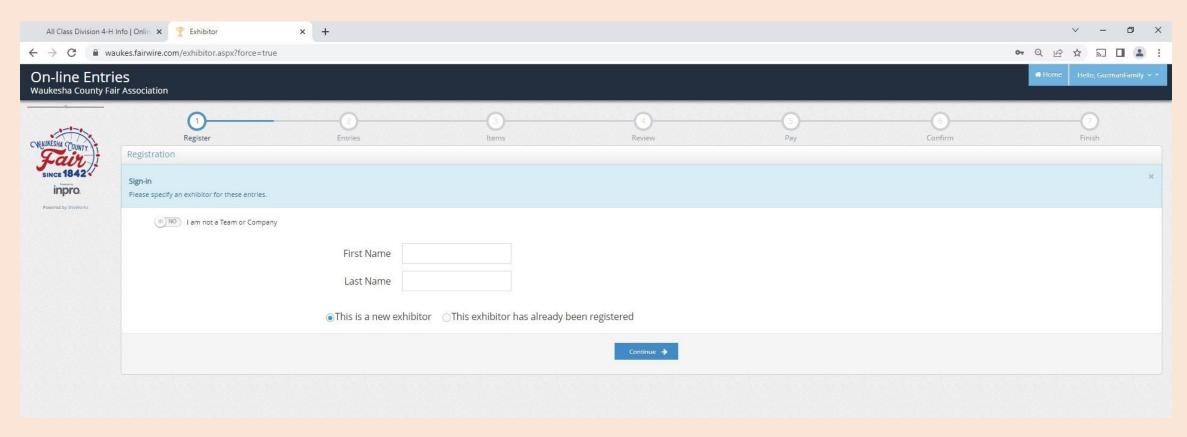
- 1. Confirm information
- 2. Click continue if information is accurate



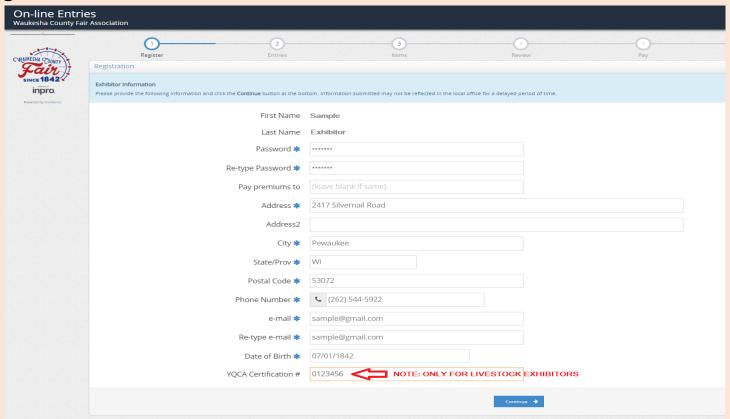
1. Click on "Begin adding Exhibitors and Entries"



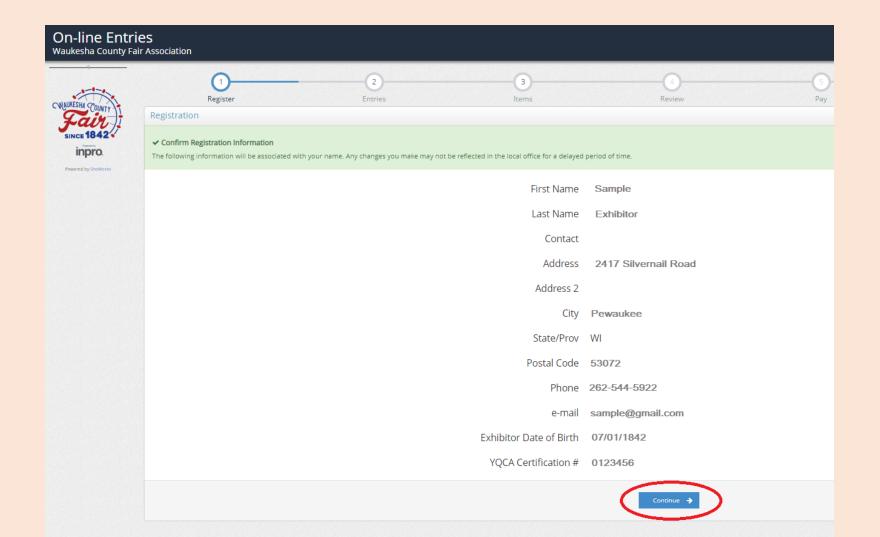
- 1. Enter the First Name, Last Name of the first group member
- 2. Click continue



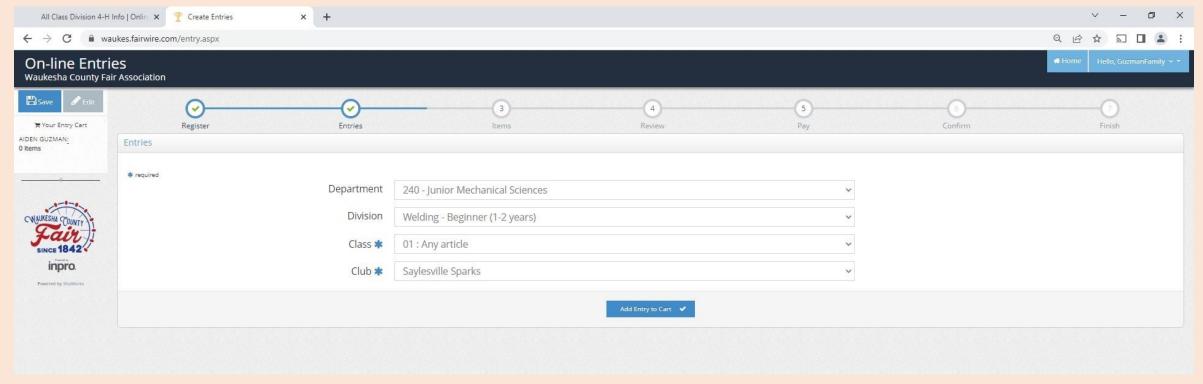
- 1. Complete required lines
- If you are completing the registration for a younger exhibitor, you can choose another name for the premium check by completing the "Pay premiums to" line (NOTE: Some banks prefer a parent/bank account holder name on the check)
- 3. Market Livestock exhibitors must enter their YQCA Certification number
- 4. Click continue



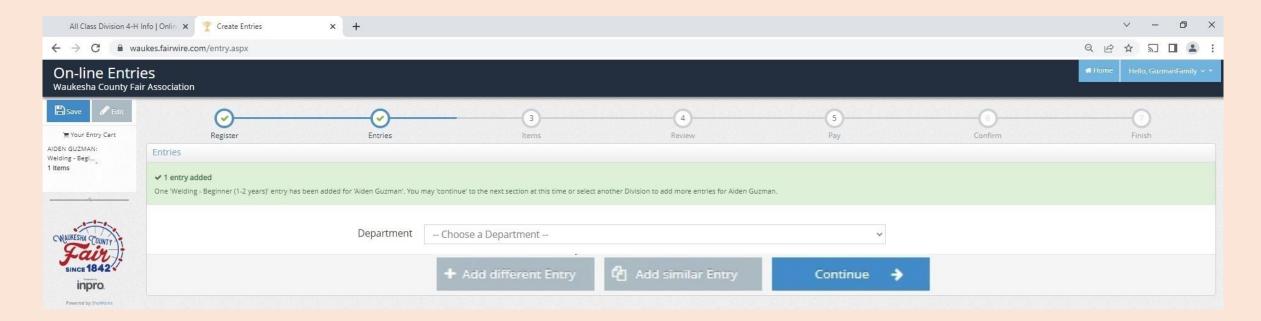
- 1. Confirm information
- 2. Click continue if information is accurate



- 1. Select the Department using the drop down field
- 2. Select the Division using the drop down field
- 3. Select the Class using the drop down field
- 4. Select the Club using the drop down (it will autofill if you selected a default Club)
- 5. Click Add Entry to Cart

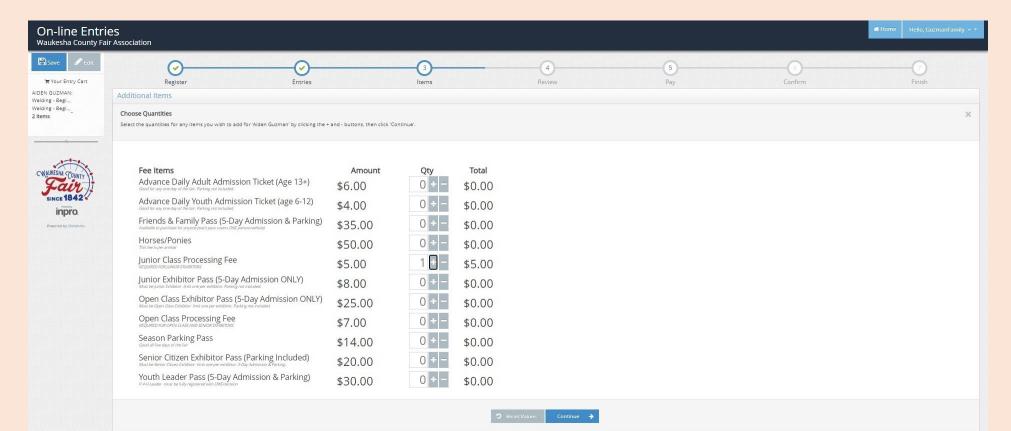


- 1. A confirmation will appear in the heading and an Entry Cart will appear on the left side
- 2. To add a second unique entry, click on "Add different Entry"
- 3. To add a second entry in the same department and division, click on "Add similar entry"
- Repeat until all entries have been entered
- 5. When there are no additional entries, click "Continue"



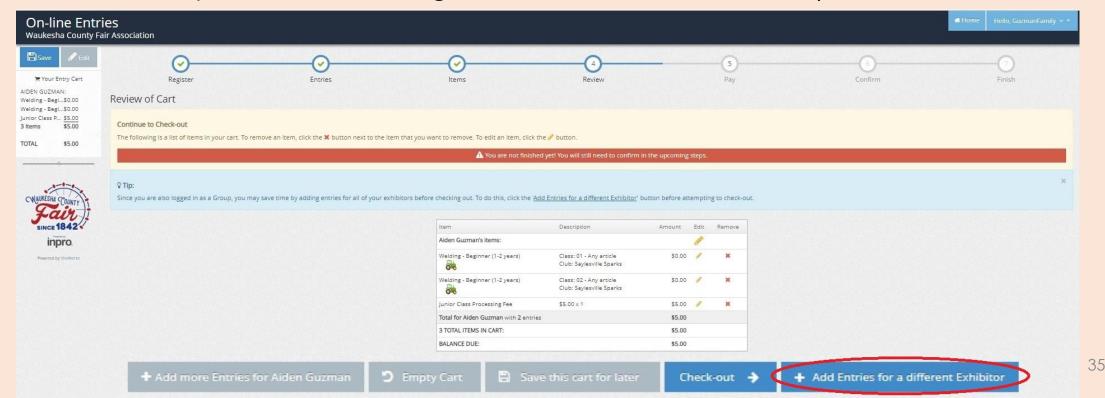
NEW QUICK GROUP ITEM/FEE REGISTRATION - 1ST EXHIBITOR

- 1. Items include tickets, passes, and entry fees (see descriptions for eligibility)
- 2. Each Junior exhibitor must include the Junior Class Processing Fee
- 3. Each Open and Senior exhibitor must include the Open Class Processing Fee
- 4. Horse exhibitors must also include the Horses/Ponies Fee
- Click continue

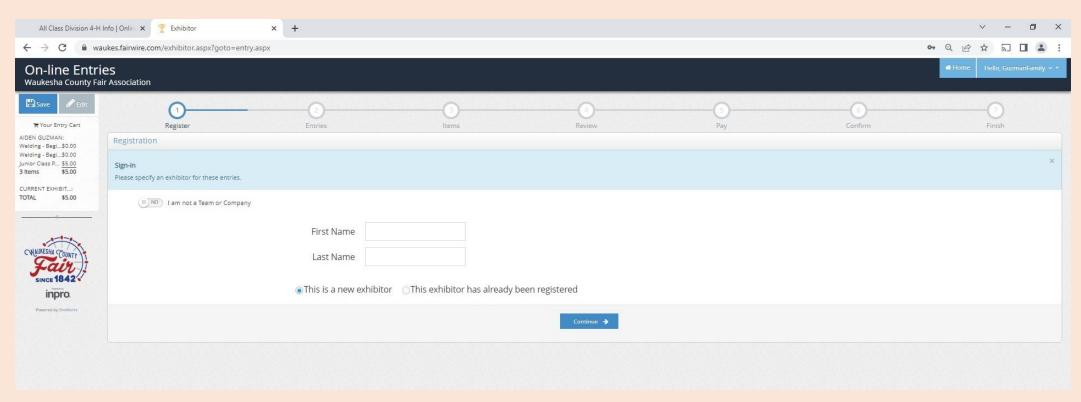


NEW QUICK GROUP REVIEW REGISTRATION – 1ST EXHIBITOR / ADD 2ND EXHIBITOR

- 1. Review items for the first exhibitor
- To add a second exhibitor in the Quick Group, click on "Add Entries for a different Exhibitor"
- 3. If you are not ready to check-out or add a second exhibitor, you can select "Save this cart for later" and complete the registration later. (NOTE: Registration is not complete until you go through the check-out process by 11:59 p.m. June 15th. All pending carts are automatically deleted at midnight and can not be retrieved.)

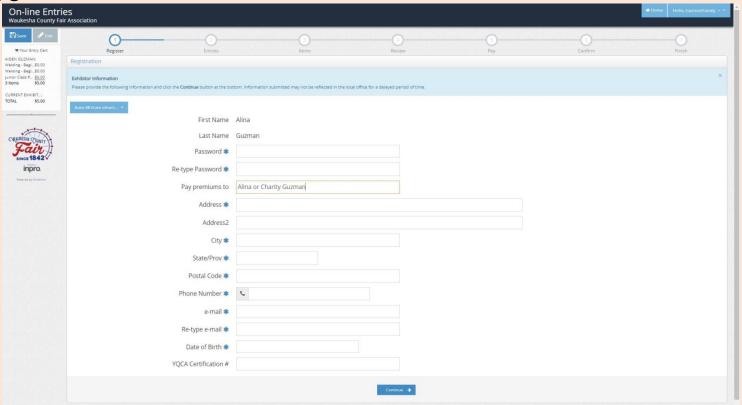


- 1. Enter First Name, Last Name
- 2. Click "Continue"



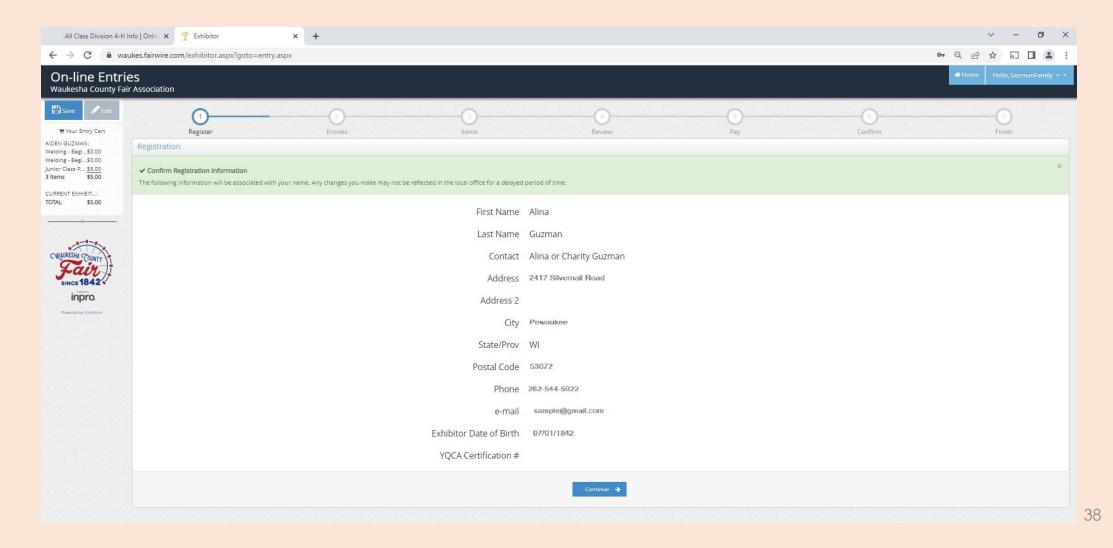
NEW QUICK GROUP EXHIBITOR REGISTRATION – 2ND EXHIBITOR

- 1. Complete required lines
- If you are completing the registration for a younger exhibitor, you can choose another name for the premium check by completing the "Pay premiums to" line (NOTE: Some banks prefer a parent/bank account holder name on the check)
- 3. Market Livestock exhibitors must enter their YQCA Certification number
- Click continue



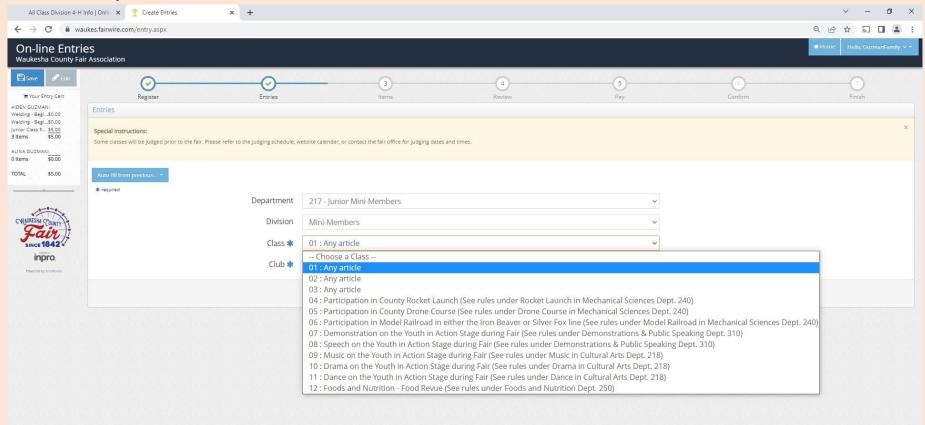
NEW QUICK GROUP EXHIBITOR REGISTRATION – 2ND EXHIBITOR

- 1. Confirm information
- 2. Click continue if information is accurate



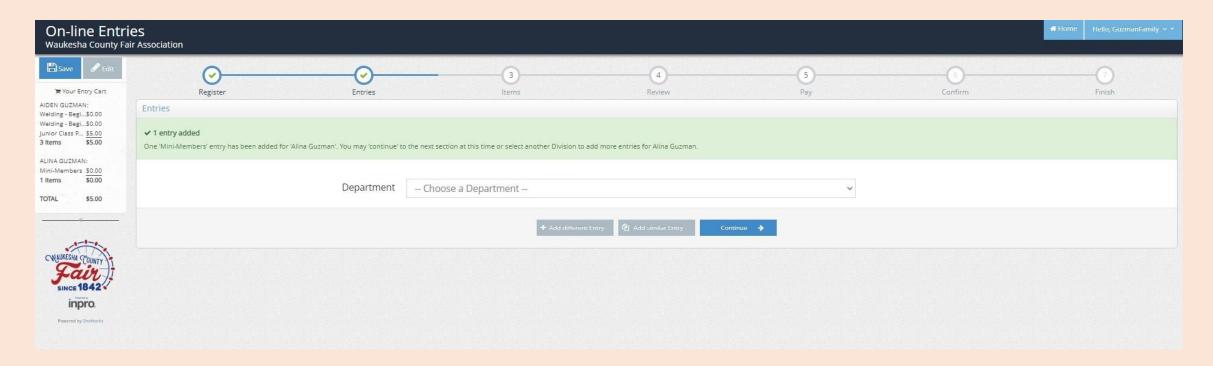
NEW QUICK GROUP ENTRY REGISTRATION – 2ND EXHIBITOR

- 1. Select the Department using the drop down field
- Select the Division using the drop down field
- Select the Class using the drop down field
- 4. Select the Club using the drop down (it will autofill if you selected a default Club)
- 5. Click Add Entry to Cart



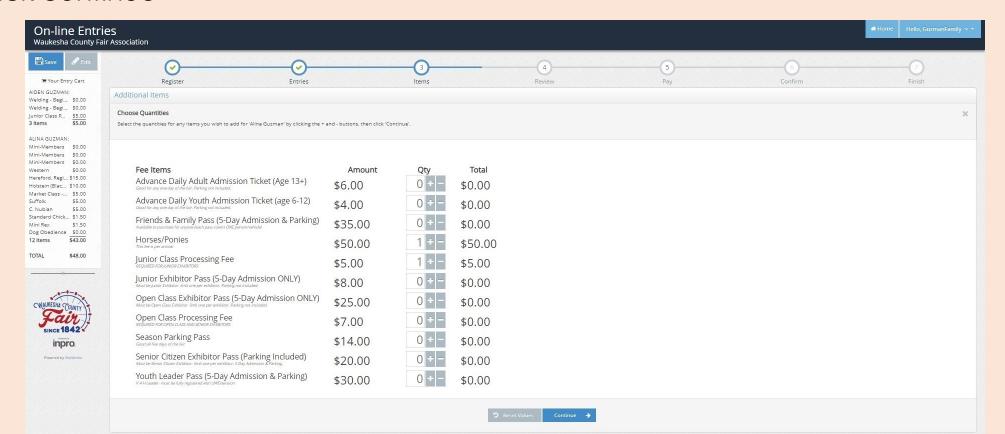
NEW QUICK GROUP ENTRY REGISTRATION – 2ND EXHIBITOR

- 1. A confirmation will appear in the heading and an Entry Cart will appear on the left side
- 2. To add a second unique entry, click on "Add different Entry"
- 3. To add a second entry in the same department and division, click on "Add similar entry"
- Repeat until all entries have been entered
- 5. When there are no additional entries, click "Continue"



NEW QUICK GROUP ITEM/FEE REGISTRATION – 2ND EXHIBITOR

- Items include tickets, passes, and entry fees (see descriptions for eligibility)
- 2. Each Junior exhibitor must include the Junior Class Processing Fee
- 3. Each Open and Senior exhibitor must include the Open Class Processing Fee
- 4. Horse exhibitors must also include the Horses/Ponies Fee
- Click continue

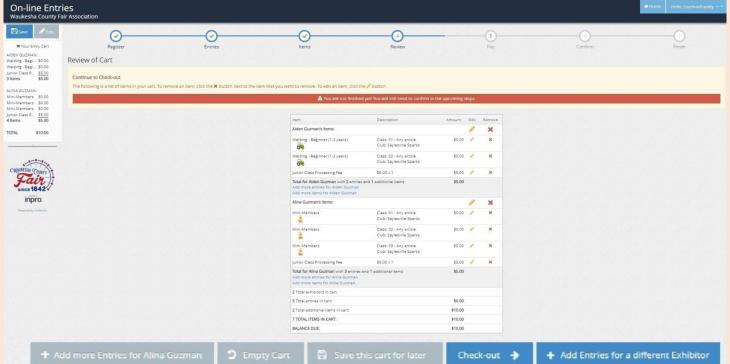


NEW QUICK GROUP REVIEW REGISTRATION – 2ND EXHIBITOR

- 1. Review items for the second exhibitor
- 2. To add a third exhibitor in the Quick Group, click on "Add Entries for a different Exhibitor"
- 3. If you are not ready to check-out, you can select "Save this cart for later" and complete the registration later. (NOTE: Registration is not complete until you go through the checkout process by 11:59 p.m. June 15th. All pending carts are automatically deleted at midnight and can not be retrieved.)

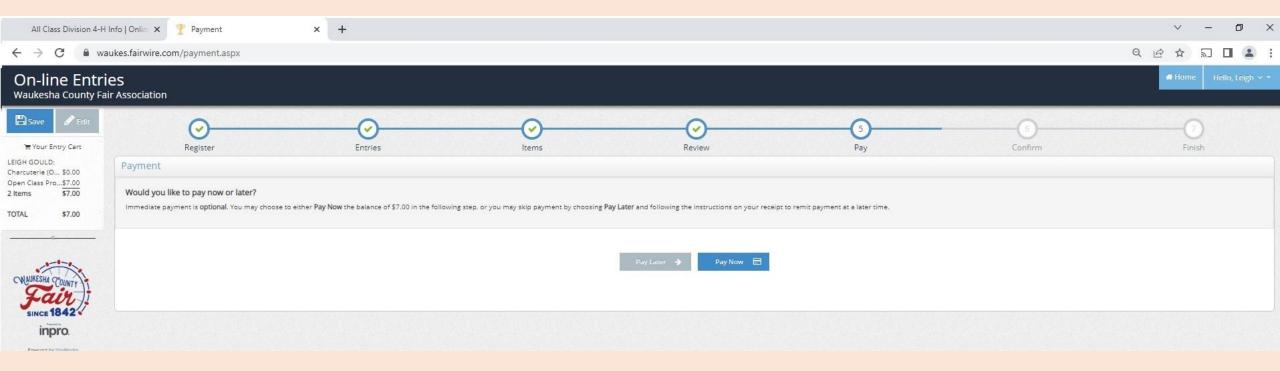
4. If you have completed all the entries for all the exhibitors in the Quick Group, select

"Check-out"



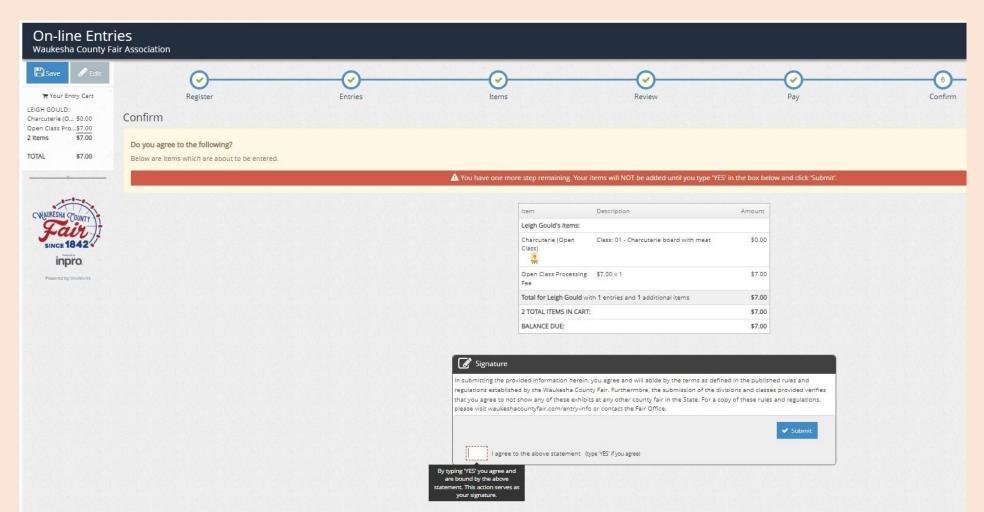
NEW QUICK GROUP REGISTRATION – CHECK-OUT

- To pay later by cash or check, select "Pay Later" (NOTE: payment is due prior to judging and tickets / passes will not be issued without payment)
- 2. To pay online with a credit card, select "Pay Now"



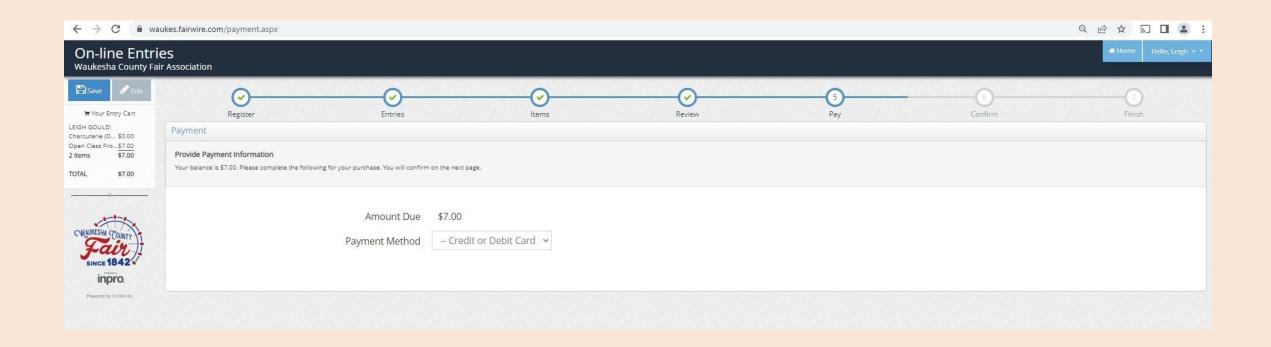
NEW QUICK GROUP REGISTRATION - CHECK-OUT - PAY LATER

- 1. Type YES in the box
- 2. Click on Submit
- 3. Skip to slide 48



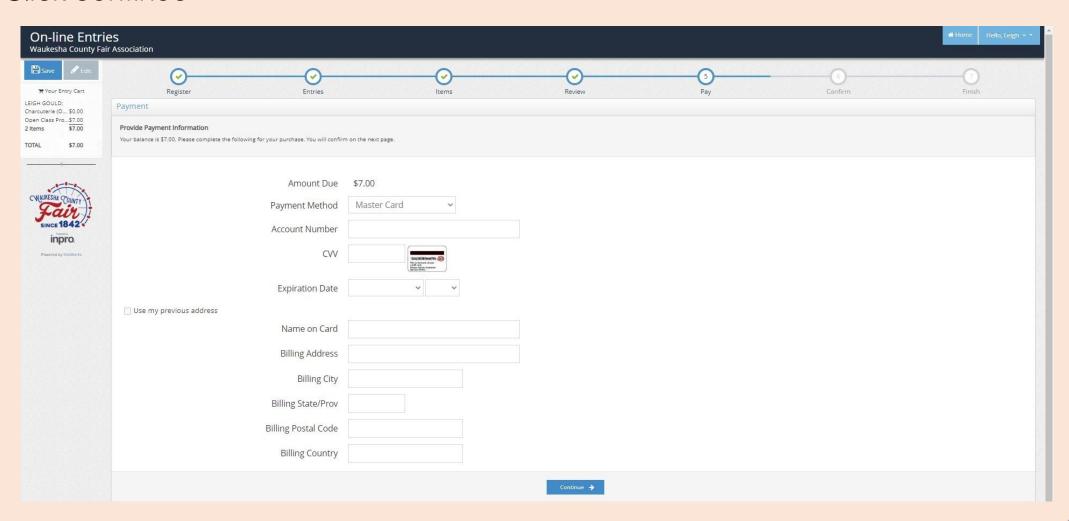
NEW QUICK GROUP REGISTRATION – CHECK-OUT – PAY NOW

1. Select payment in the dropdown



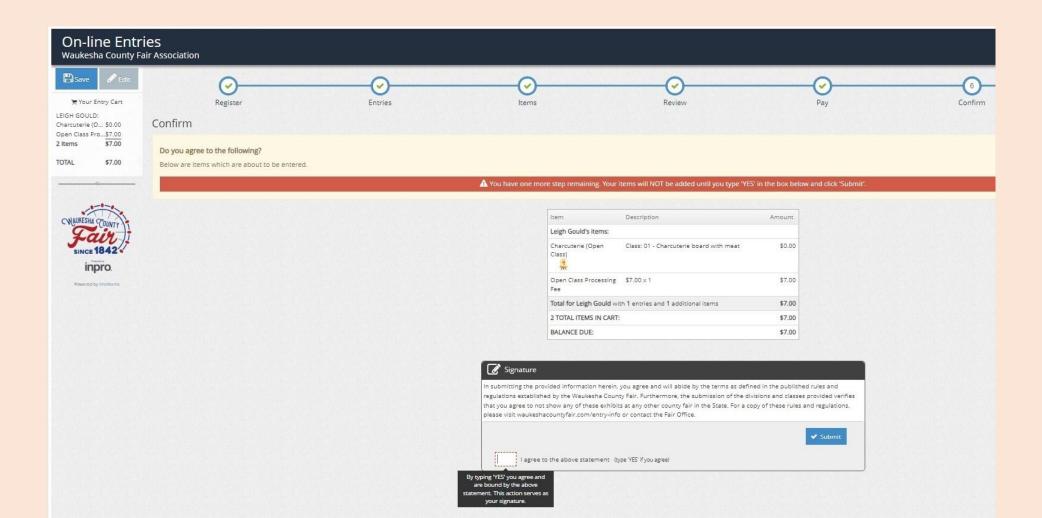
NEW QUICK GROUP REGISTRATION – CHECK-OUT – PAY NOW

- 1. Enter payment information
- 2. Click continue



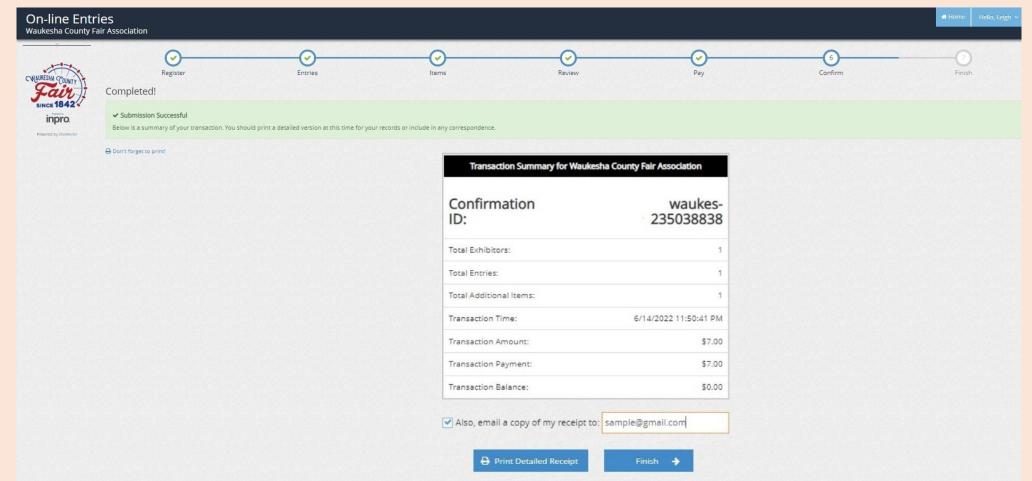
NEW QUICK GROUP REGISTRATION – CHECK-OUT – PAY NOW

- 1. Type YES in the box
- 2. Click on Submit



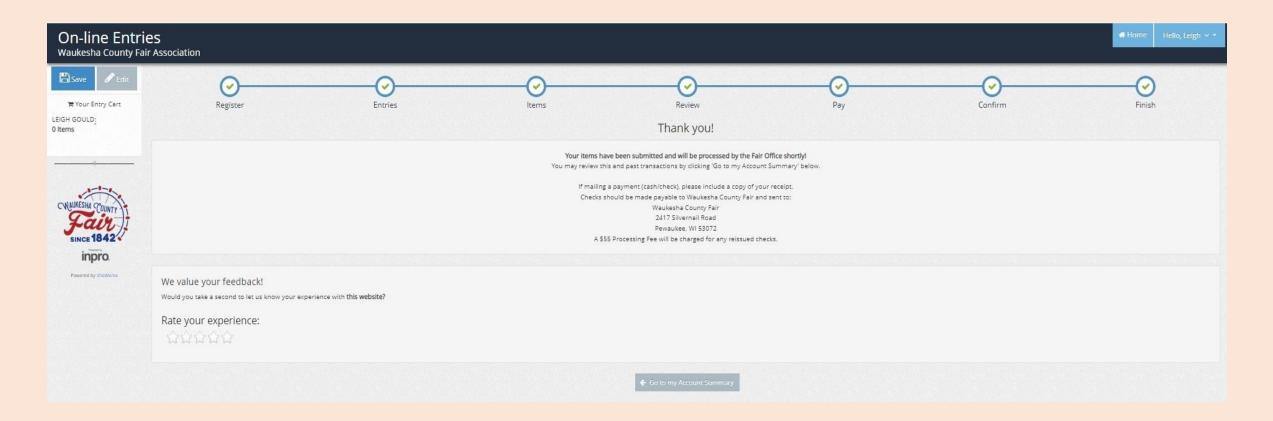
NEW QUICK GROUP REGISTRATION – CHECK-OUT – CONFIRMATION

- 1. To print a receipt, click on Print Detailed Receipt
- To receive a copy of the receipt and confirmation of registration, check the email box and add your email address
- 3. Click on Finish



NEW QUICK GROUP REGISTRATION - CHECK-OUT - SUBMITTED

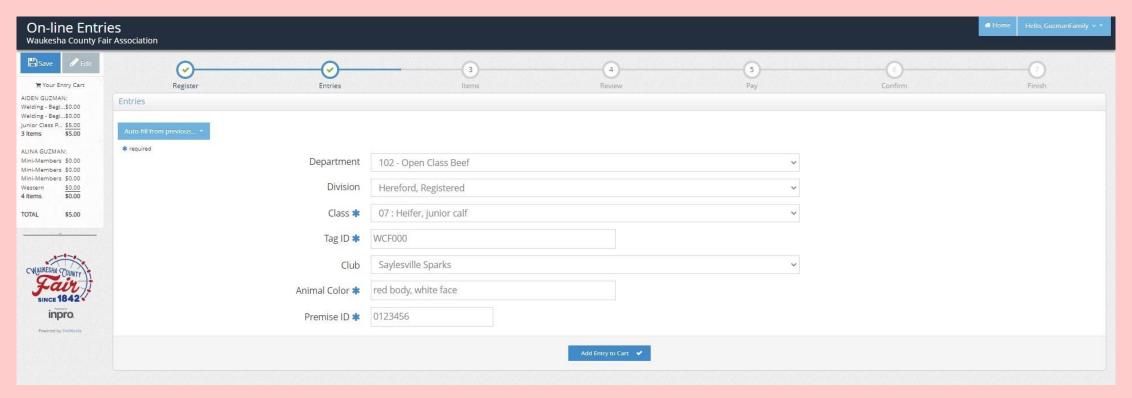
- 1. Registration is now complete
- 2. You can log out at this time



ADDITIONAL INSTRUCTIONS FOR ANIMAL ENTRIES

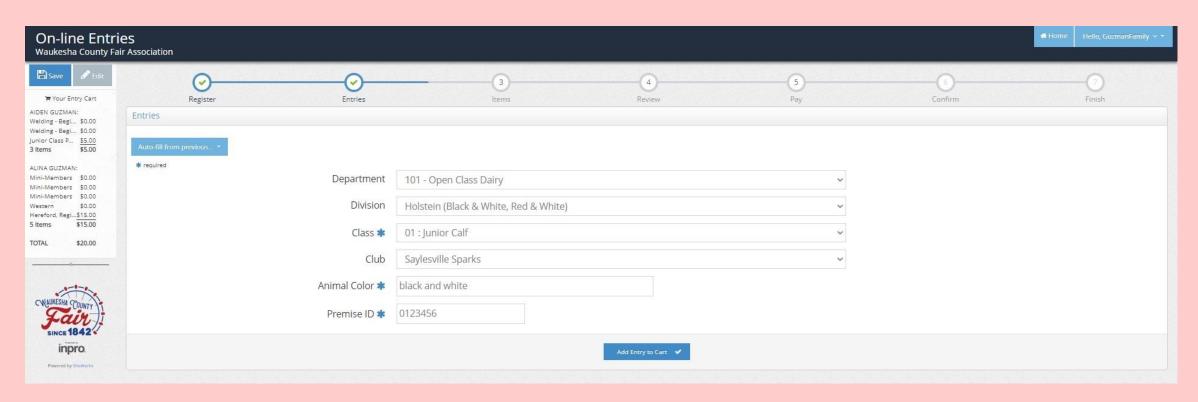
ANIMALS - BEEF LIVESTOCK

- Tag ID is required
- Animal Color is required
- 3. Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 4. Beef Fees will be automatically added to the entry cart



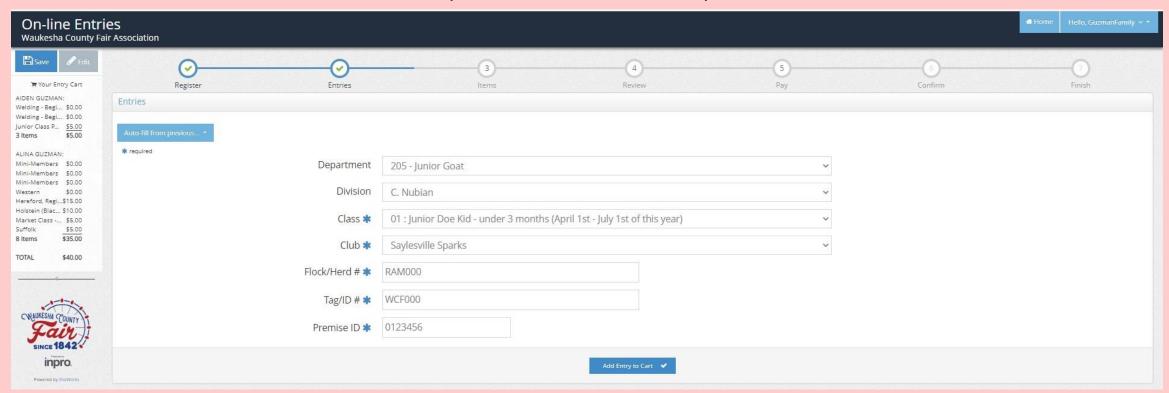
ANIMALS - DAIRY LIVESTOCK

- Animal Color is required
- 2. Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 3. Dairy Fees will be automatically added to the entry cart



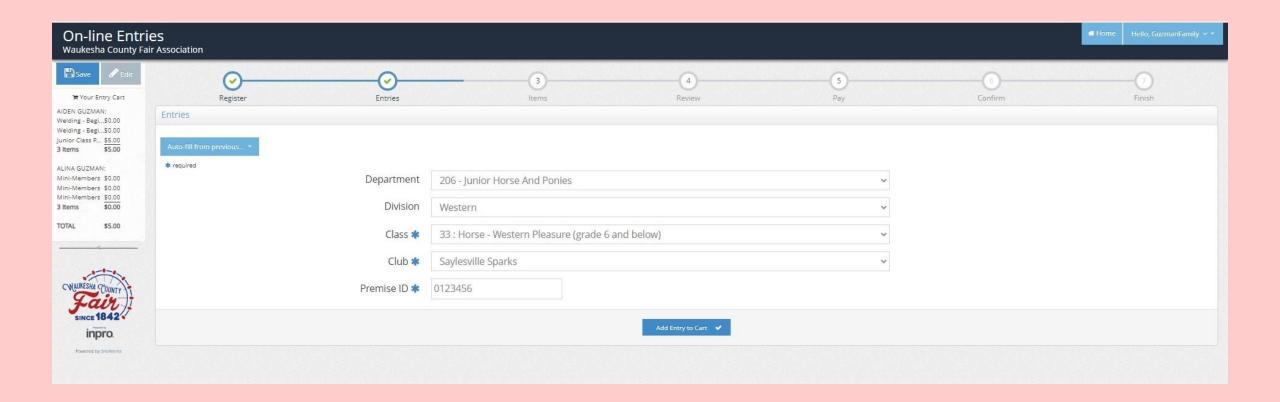
ANIMALS – GOAT LIVESTOCK

- Flock/Herd Number is required
- Tag ID is required
- Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 4. Goat Fees will be automatically added to the entry cart



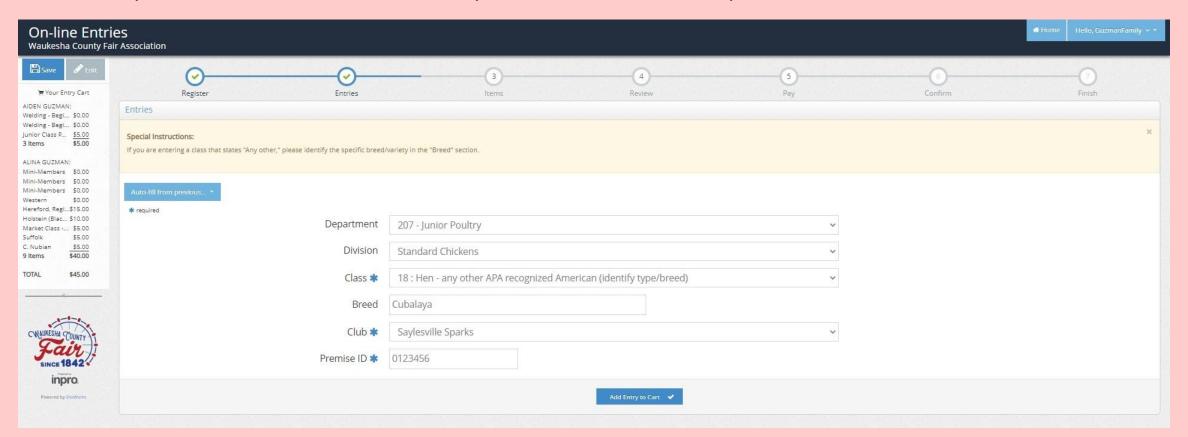
ANIMALS – HORSE LIVESTOCK

- Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 2. In Items menu, you will need to manually add the Horse/Ponies Fee



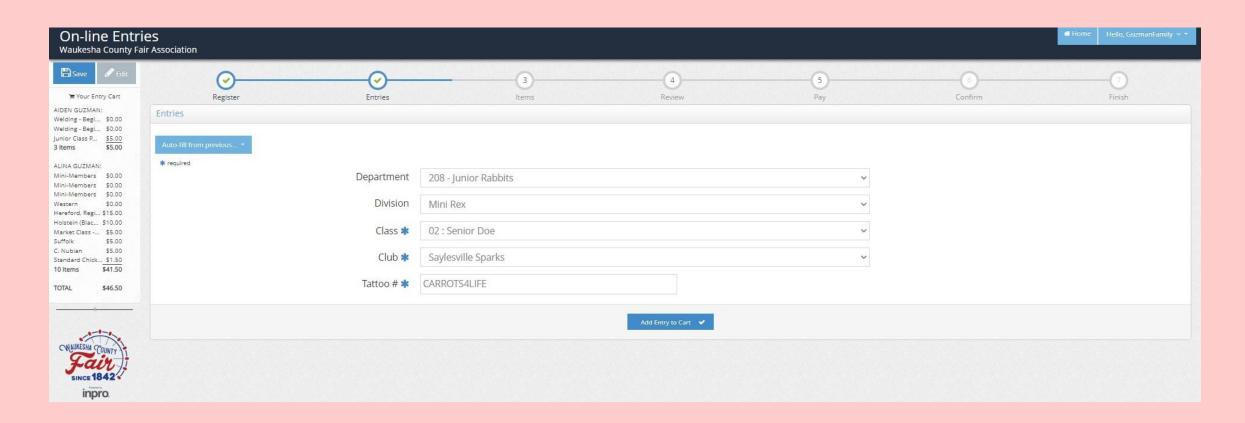
ANIMALS - POULTRY LIVESTOCK

- If you select Any Other as a class, you will need to add the Breed
- Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 3. Poultry Fees will be automatically added to the entry cart



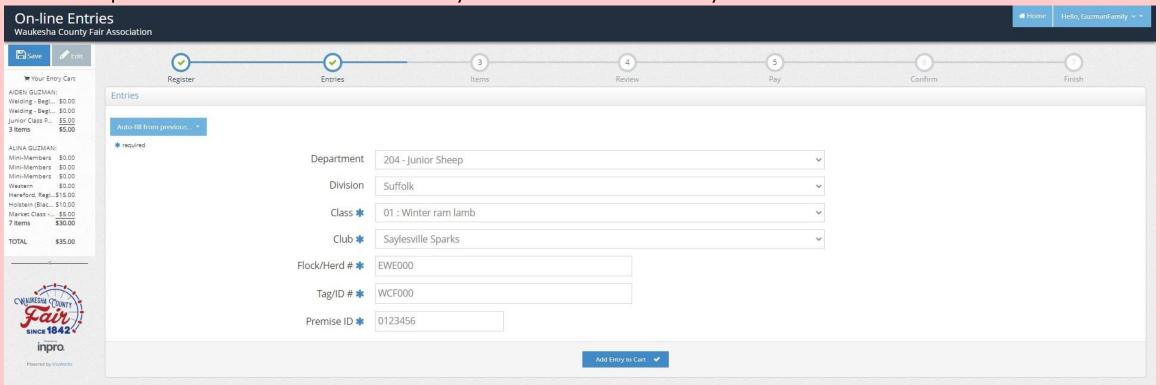
LIVESTOCK - RABBITS

- Tattoo Number is required
- Rabbit Fees will be automatically added to the entry cart (Rabbit Hopping has no additional animal fee)



LIVESTOCK - SHEEP

- 1. Flock/Herd Number is required
- Tag ID is required
- 3. Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 4. Sheep Fees will be automatically added to the entry cart



ANIMALS – SWINE LIVESTOCK

- Tag ID is required
- Premise ID is required (If you do not remember your ID or if you need to register for an ID, please visit https://wiid.org/premises-registration-renewal/premises-id-retrieval/)
- 3. Swine Fees will be automatically added to the entry cart

