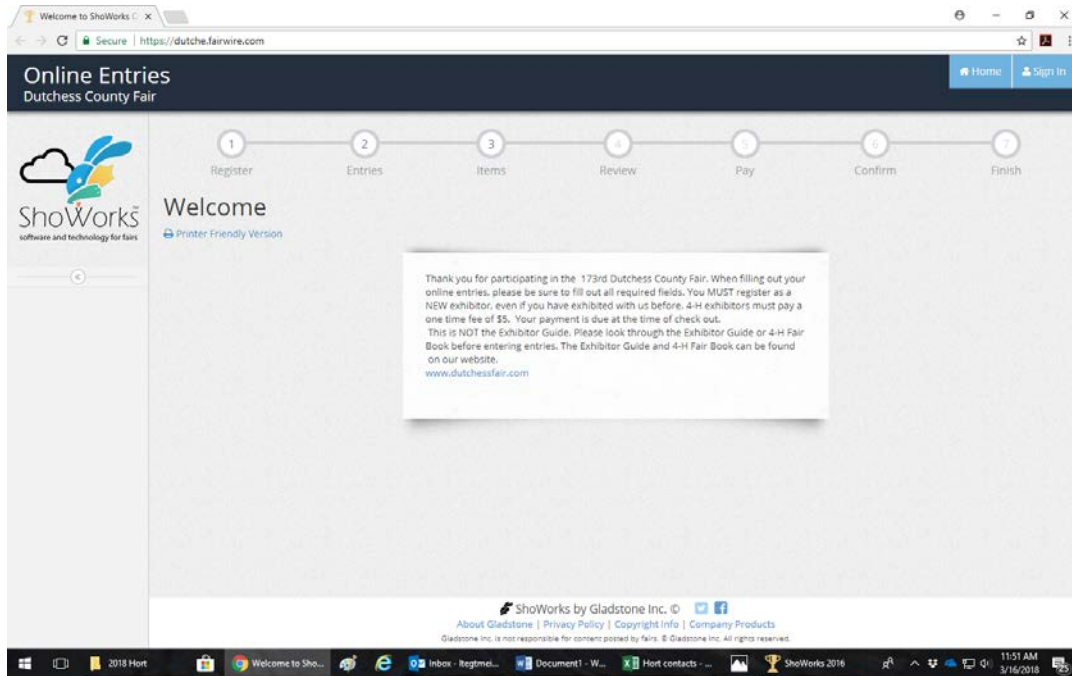
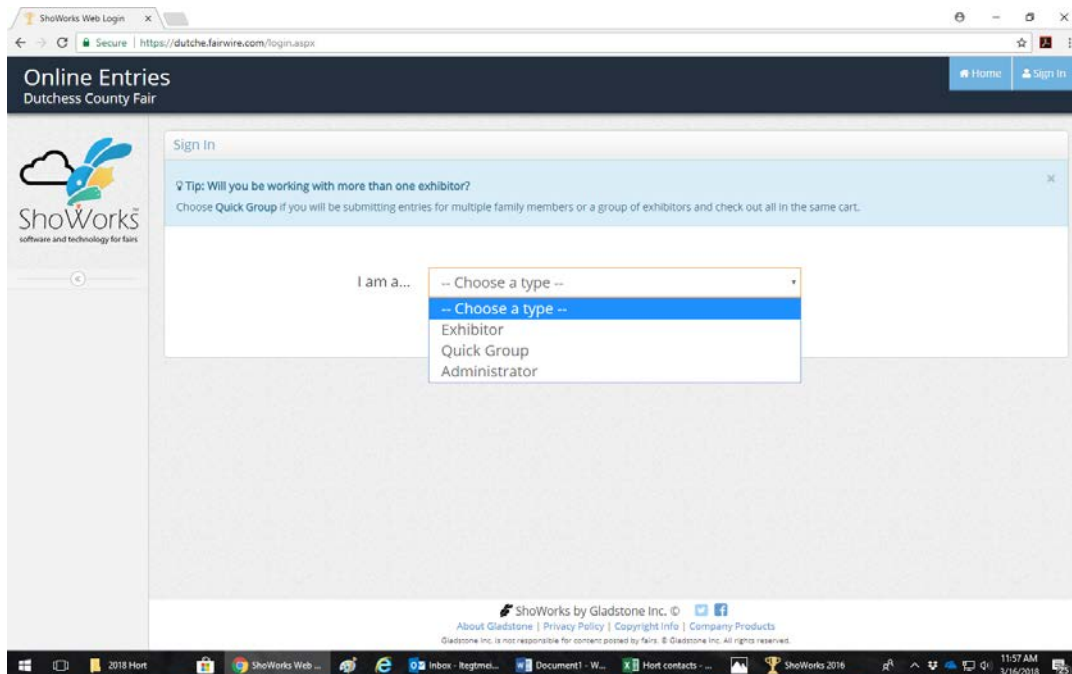


How to Enter Online - Dutchess County Fair 2018

Click in any "Enter Online" link or go to <https://dutchess.fairwire.com/>



Click on the blue "Sign In" box at the upper right-hand corner. Use the Pull down to select Exhibitor. We recommend all exhibitors create an account. We realize some may want to use the "Quick Group" option however, entering each exhibitor simplifies entries.



Fill in your name and choose “I am a new exhibitor or have yet to register this year” then click “Continue”

Online Entries
Dutchess County Fair

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Registration

Tip:
Are you a family or group with multiple exhibitors? Sign in as a Quick Group to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.

First Name John

Last Name Doe

I am a new exhibitor or have yet to register this year
 I have previously registered this year

Continue

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Fill in this screen with the exhibitor’s information. Remember your case sensitive password! Click the “Continue” box at the bottom of the screen. The following screen will ask you to recheck your information, click the “Continue” box again.

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Registration

Registration Information:
Complete the following registration and click the Continue button at the bottom.

First Name John

Last Name Doe

Password * *****

Re-type Password * *****

Pay premiums to * John Doe

Address * 123 Fair Street

Address2

City * Rhinebeck

State/Prov * NY

Postal Code * 12572

Continue

Choose your Department, Division and Class by using the drop-down menus. Use the blue button “Add Entry to Cart” to save class/classes to your cart. Your “Cart” will appear along the left-hand column of the screen. When entering livestock class the required information will be marked with a blue (*)

Note: if you do not have the required information your “Cart” can be saved by clicking the “Save” button. You can go in later with your name and password and update the information.

In step 3 “Items” You only must enter if you need a Horse Show Stall or if you are a 4-H exhibitor you would add 1 to quantity to pay you 4-H fee or add 1 stall and pay your stall fee. These Items will be added to your “Cart”

Fee Items	Amount	Qty	Total
4-H Exhibitor <small>One time 4-H Entry Fee</small>	\$5.00	0	\$0.00
Horse Show Stall Fee <small>Book a Stall for Horse Show</small>	\$20.00	0	\$0.00

ShoWorks will now give you a summary of your cart information. Review information! You can “Save” or “Checkout” at this point. **Remember most entries close on 8/1/2018!** Check your Exhibitor Guide for exceptions.

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the **X** button next to the item that you want to remove. To edit an item, click the **✎** button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
John Doe's Items:				
Hobbies & Crafts-Section B	Class: 014 - Family Fun, Theme: Winter Wonderland	\$1.00	✎	X
Vegetables	Class: 0003 - String Beans, Green, 1 quart.	\$1.00	✎	X
Open Beef	Class: 00004 - Early Senior Heifer, calves calved between 09/01/2017- 10/31/2017 Breed: Hereford Gender: Female Birth Date: 9/01/2017 Tag ID: 1234 Animal Name: Mo Registration ID: 123456 Electronic ID: 1234	\$0.00	✎	X
Total for John Doe with 3 entries:		\$2.00		
3 TOTAL ITEMS IN CART:		\$2.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$2.00		

+ Add more entries for John Doe Empty Cart Save this cart for later Check-out

Follow the online instructions through the checkout process. When you get to the “Confirm” step you must type “Yes” to agree that you have made the correct entries and that you understand the rules and regulations for your entries. Type “yes” and click “Submit”.

Confirm

⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
John Doe's Items:		
Open Beef	Class: 00004 - Early Senior Heifer, calves calved between 09/01/2017- 10/31/2017 Breed: Hereford Gender: Female Birth Date: 9/01/2017 Tag ID: 1234 Animal Name: Mo Registration ID: 123456 Electronic ID: 1234	\$0.00
Total for John Doe with 1 entries:		\$0.00
1 TOTAL ITEMS IN CART:		\$0.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$0.00

Signature

Online submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please see your Exhibitor Guide or DCF Website.

I agree to the above statement. (type 'YES' if you agree)

By typing 'YES' you agree and are bound by the above statements. This action serves as your signature.

Submit

We strongly recommend you print or email your entry details by checking/filling out the appropriate box! Then click the "Finish" button.

Completed!

✓ **Submission Successful**
Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

Transaction Summary for Dutchess County Fair	
Confirmation ID:	dutche-8075140224666
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	3/16/2018 2:02:24 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to:

[Print Detailed Receipt](#) [Finish](#)

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At this time, you can rate the ShoWorks entry process. Thank you for entering online!