

Seneca County Junior Fair
PO Box 756
Tiffin, OH 44883
nahooover2@gmail.com

Hello!

The 2014 Fair has come and gone and the 2015 fair is just around the corner! This year's theme is a red, white and blue theme. Please create your own booth title relating to our theme. We are starting a brand new program this year and we hope this letter helps to explain our online entry process better. Show works will be active starting now and will close on June 15th. If you have questions please let me know.

The 2015 Jr. Fair Royalty applications are also available and up on the extension page. They are due June 15th to the Fair Office. This year if there are more than 10 applicants for fair king and queen there will be a \$250 scholarship to each the king and queen and a \$200 scholarship to each of the 1st runners up. .

Once all entries have been received, a copy of **all** entries will be sent to advisors for review at your club meetings.

Premiums will be available for pick up Friday 10:00am to 3:00pm, Saturday 1:00 – 5:00pm, and Sunday 1:00 – 5:00 pm in the back of the Youth Center Dining Hall. Any premiums not picked up by Sunday at 5:00pm will be forfeited.

Livestock and FFA Entries are to be made online this year. The deadline for entries is **June 15, 2015**. Advisors may make the entries OR they may educate their families/members and they can enter them on their own. It is up to each club how they want to handle the entries.

If you are entering an animal- 1 entry counts for 1 animal. Ex: If you are bringing 2 pigs to the fair, you MUST complete the entry process twice. You would have 2 entries in your cart. 1 entry for pig 1, 2nd entry for pig 2. The only time this does not apply is in the Poultry department. You will make one entry for a pen of broilers, one entry for a pen of meat ducks and so on.

Also please don't hesitate to call me or ask any questions, the Junior Fair office at the fairgrounds is open every Tuesday night from 5:30 to 7:30 or you can call 419-447-1682 to schedule a different time.

April 15th through June 15th, entries may be made online.

All exhibitor information has been entered from enrollment papers with the exception of FFA exhibitors that are not in 4-H. When logging on type in First Name and Last name exactly as it was listed on your enrollment, for example William on enrollment should be entered as William not Bill. and select **"I have previously registered"** The

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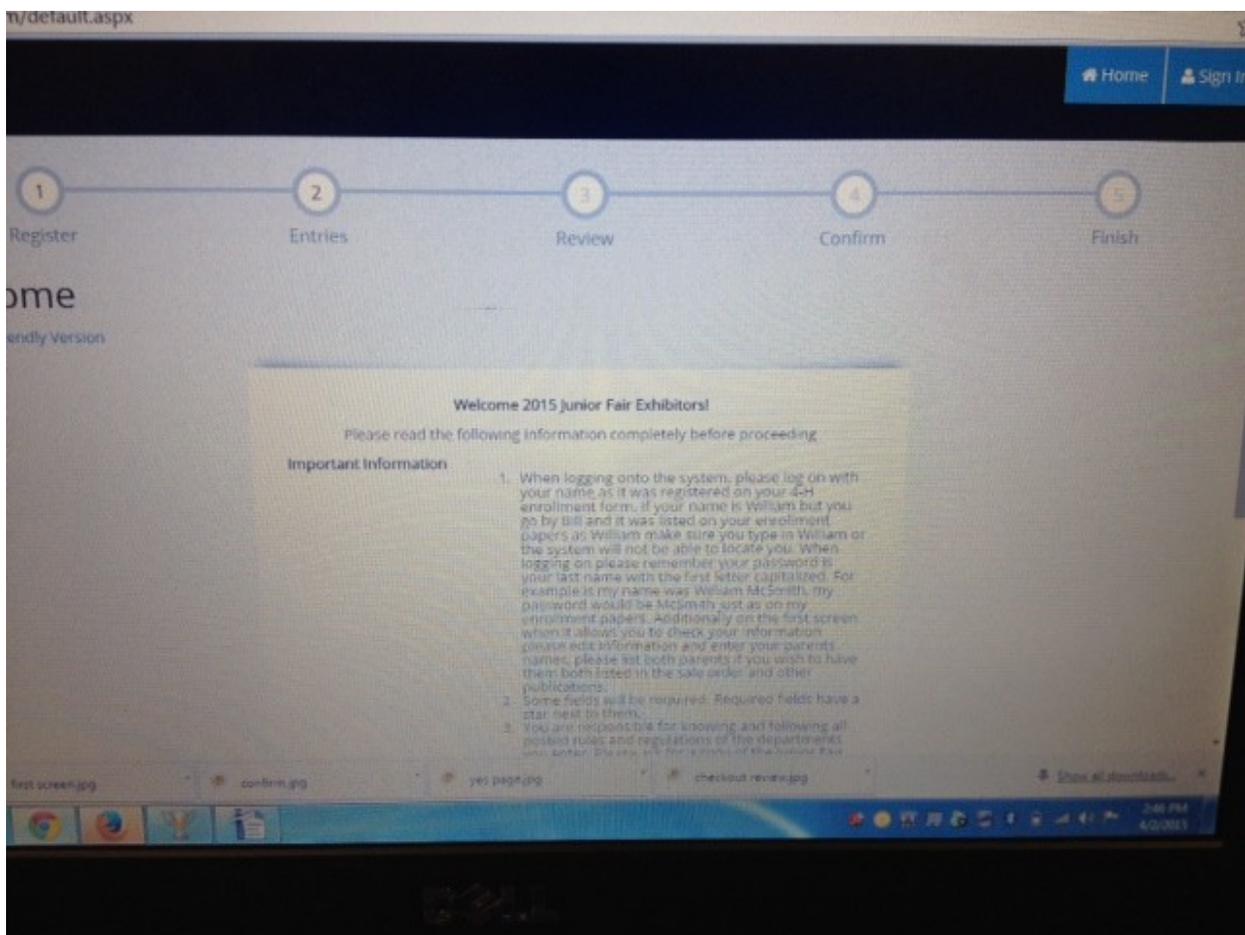
password is your LAST NAME with the first letter capitalized exactly as it appeared on your enrollment. Also, if your last name is McSmith, enter McSmith with the S capitalized.

Advisors may choose to enter all the exhibitors at a meeting or each exhibitor can do it themselves. If you choose to enter as the advisors, at the login screen choose Club, find your club in the list and your password is the 3 digit number in front of your club, for example if my club was 999 Seneca County Junior Fair Board, my password would be 999.

Ok let's get started!! Have each exhibitor go to:

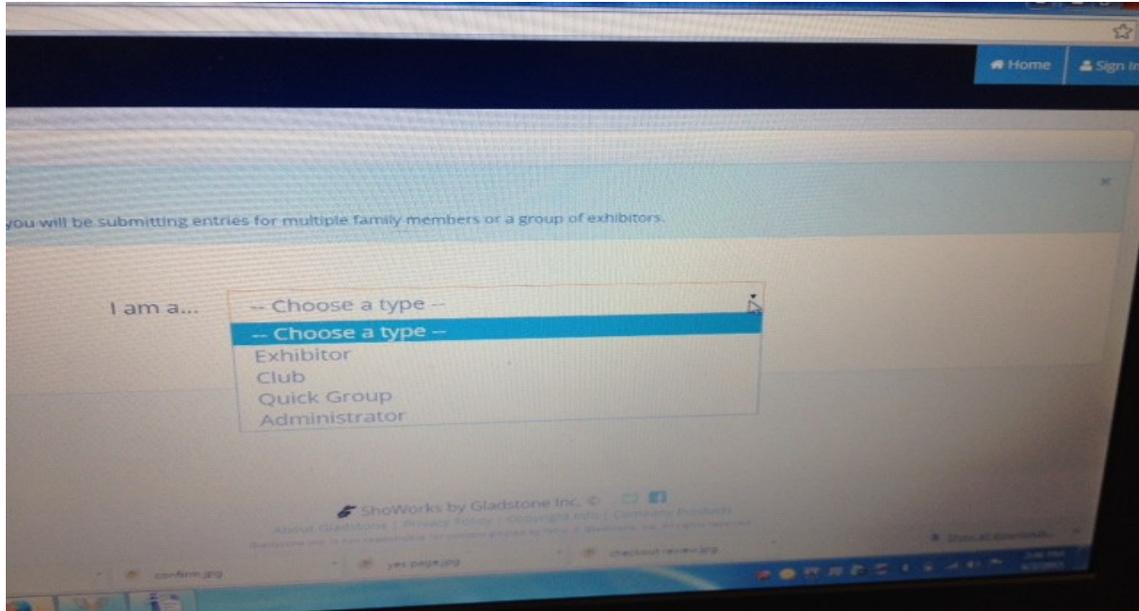
<http://seneca.fairmanager.com/>

Read the following and select sign-in on the blue box in the top right corner.



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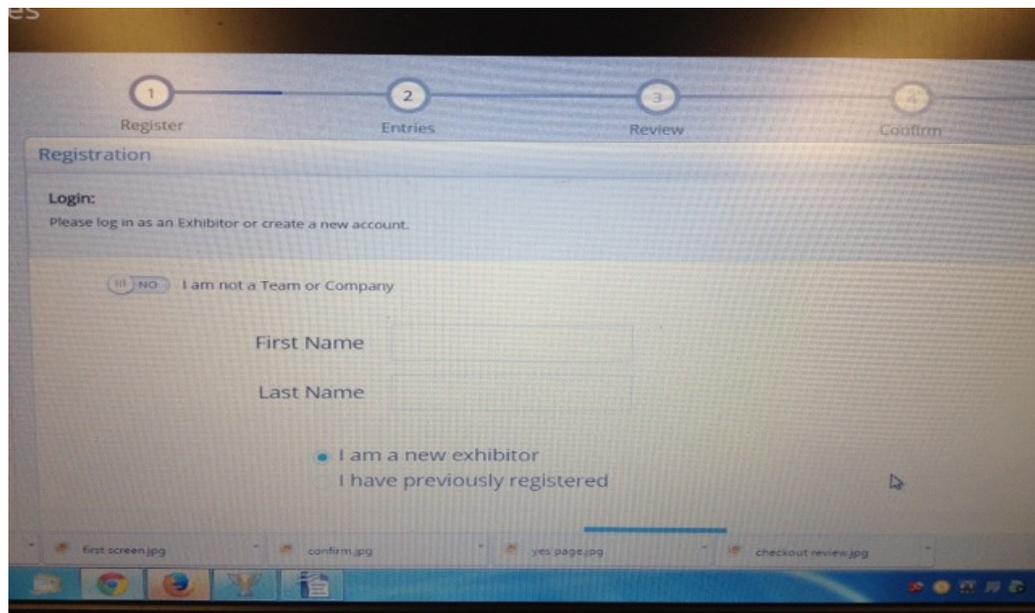
Then at log in choose Exhibitor.



Enter First Name and Last name and choose **I have previously registered**. It will then ask for their password. Their password will be their Last name. (1st letter Capitalized).

You could also choose "Club" and sign on as the advisor using your three digit number password.

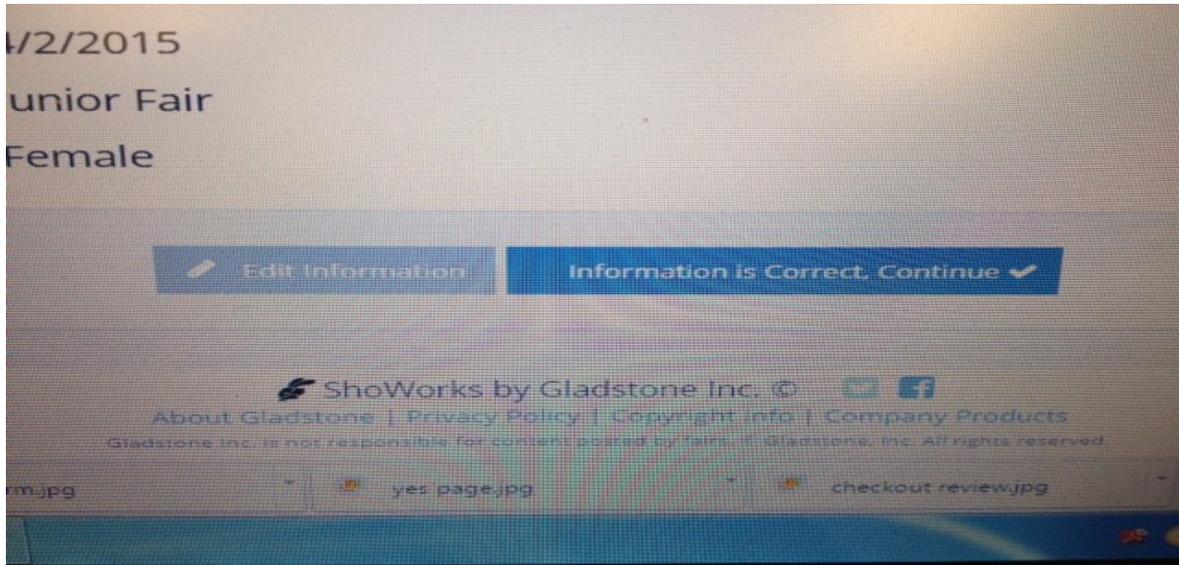
If they are a FFA member and are not a 4-H member also, they need to enter their First Name and Last name and then choose **I am a new exhibitor** and they will need to fill in their information.



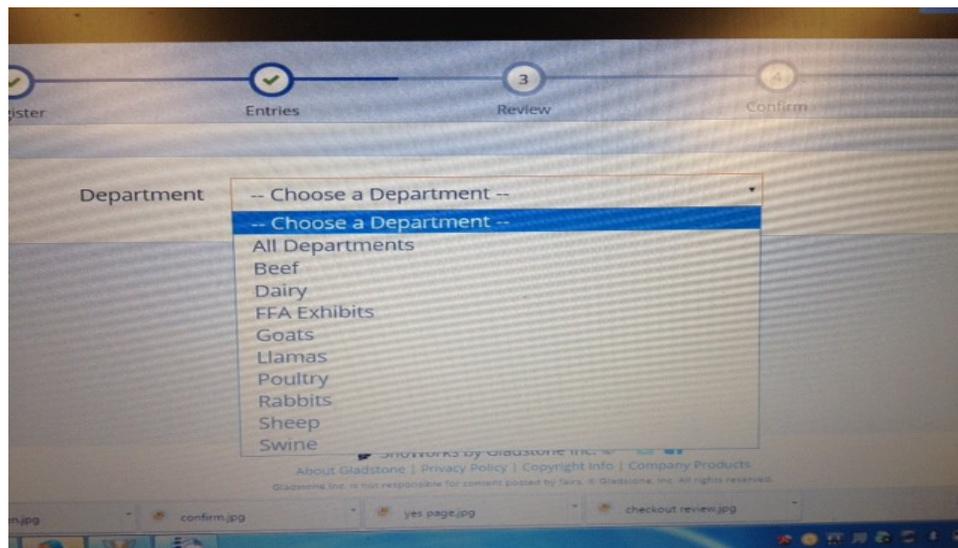
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Returning exhibitors- Please check over your information and make sure it is correct also please click Edit information and enter your parents' names so that they can be listed on the sale bill, show bill or other publications. Then you may click information is correct, continue.

New exhibitors please enter your information, everything with a star beside it must be filled out to continue.

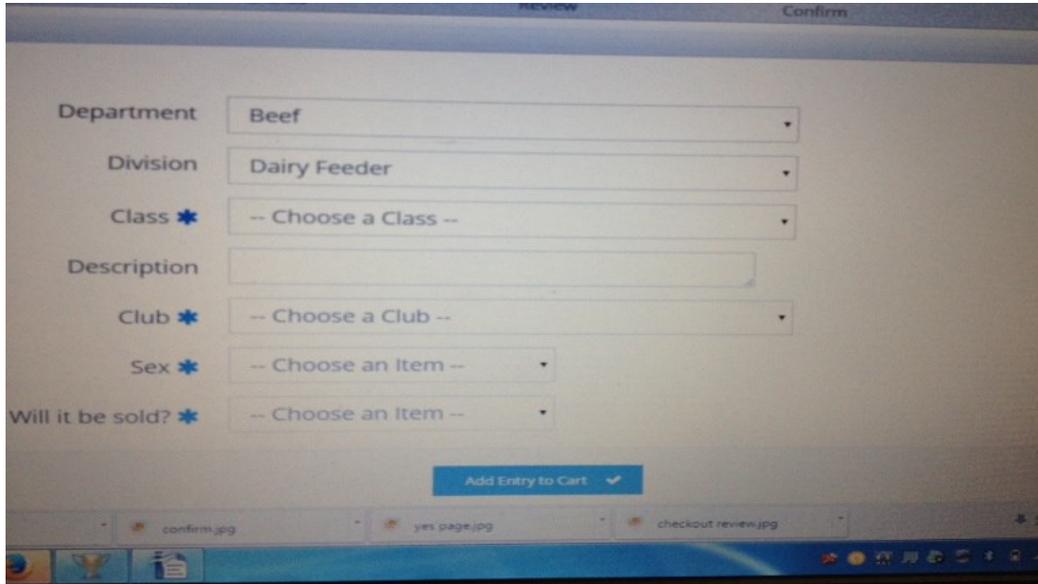


Once you have logged on and completed the log in process you are ready to choose your entries! Click the create entry button and then choose from the down menu the department needed for your first entry.



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Follow the drop down menus to complete your entry.



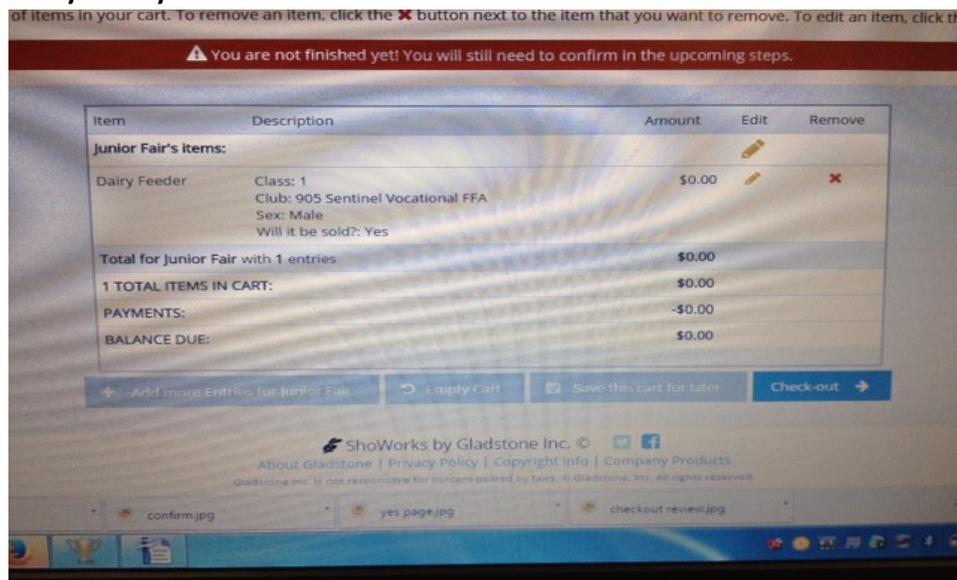
A screenshot of a web form for adding an entry. The form includes several dropdown menus: Department (Beef), Division (Dairy Feeder), Class (Choose a Class), Club (Choose a Club), Sex (Choose an Item), and Will it be sold? (Choose an Item). There is a text input field for Description. A blue button labeled 'Add Entry to Cart' is at the bottom. The browser's address bar shows 'confirm.jpg'.

Once you have entered all your information for your entry- click Add Entry to Cart

It will take you back to the Entries and you can add more projects. Remember if you have 2 animals, you need to have 2 entries. For example if you are taking 2 market goats, you need to have 2 market goat entries but if you are taking poultry you just need one entry per pen of animals so 1 entry for a pen of 3 broilers, 1 entry for a pen of 2 meat ducks, etc.

When you are finished- click Continue on the Entries page and it will take you to your "cart"

Review it then you may check out!!



A screenshot of a cart review page. At the top, a red banner says 'You are not finished yet! You will still need to confirm in the upcoming steps.' Below is a table with columns: Item, Description, Amount, Edit, and Remove. The table shows one item: Dairy Feeder, with a description including Class: 1, Club: 905 Sentinel Vocational FFA, Sex: Male, and Will it be sold?: Yes. The amount is \$0.00. Below the table, it shows 'Total for Junior Fair with 1 entries' as \$0.00, '1 TOTAL ITEMS IN CART' as \$0.00, 'PAYMENTS' as -\$0.00, and 'BALANCE DUE' as \$0.00. At the bottom, there are buttons for 'Add more Entries for Junior Fair', 'Empty Cart', 'Save this cart for later', and 'Check-out'. The footer includes 'ShoWorks by Gladstone Inc. ©' and various links.

Item	Description	Amount	Edit	Remove
Junior Fair's items:				
Dairy Feeder	Class: 1 Club: 905 Sentinel Vocational FFA Sex: Male Will it be sold?: Yes	\$0.00		
Total for Junior Fair with 1 entries		\$0.00		
1 TOTAL ITEMS IN CART:		\$0.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$0.00		

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READ the directions, TYPE "YES" and then click submit and you are finished!! You may print a copy for your records or have it emailed to you.

er.com/confirm.aspx

Signature

The Seneca County Fair Board/Junior Fair Board and the Seneca County Agricultural Society assume no responsibility for livestock and/or articles exhibited, entered, and/or shown upon the Seneca County Fairgrounds. Exhibitor and exhibitor's parent(s)/guardian(s) specifically acknowledge his/her awareness that livestock and exhibition articles are placed upon the Seneca County Fairgrounds by them at their sole risk. Further, exhibitor and exhibitor's parent(s)/guardian(s) agree to hold the Seneca County Agricultural Society and the Seneca County Fair Board/Junior Fair Board harmless from any and all claims to or resulting from their respective livestock and/or exhibits from any cause whatsoever. The aforesaid indemnification shall include injuries to the person or property of third parties resulting from the aforesaid livestock and/or exhibition articles. The Seneca County Fair Board/Junior Fair Board and the Seneca County Agricultural Society assumes *No Responsibility* for errors or omissions in the foregoing booklet.

The exhibitor and exhibitor's parent(s)/guardian(s) understand and agree to the Code of Practices of the most recent Seneca County Junior Fair Book.

The exhibitor and exhibitor's parent(s)/guardian(s) hereby agrees to be bound by all Rules and Regulations of the most recent Seneca County Junior Fair book, and further agrees to be bound by the decision of the Seneca County Junior and/or Senior Fair Boards in case of any dispute arising from the interpretation of application thereof.

The exhibitor and exhibitor's parent(s)/guardian(s) gives the Seneca County Agricultural Society and the Seneca County Fair Board permission to use his/her photograph, voice, or video image and the photograph, voice, or video image of individual is involved in before or during the 2015 Seneca County Fair.

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

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

Transaction Summary for Seneca County Fair

Confirmation ID: seneca-5092145302806

Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	4/2/2015 2:53:02 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to: nahooover2@gmail.com

confirm.jpg yes page.jpg checkout review.jpg

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A couple notes to keep in mind:

- You should be able to use the drop down menus to pick all projects
- This new system easily allows you to pick what club each project will be exhibited for, for example if your dairy feeder is an FFA project but your poultry project is for 4-H choose the club accordingly for each entry.
- Entries are not completed until you have completely checked-out and received the confirmation page.

I know it seems like a lot of information but the site is user friendly. It will prompt you if you forgot information. If you need any help, call or email the office and I will be more than willing to work through it with you! Also you may come into the office to make your entries with me and I will walk you through the process any Tuesday night from 5:30 – 7:30 or other times by appointment. Thank you!

Nicole Hoover
Jr. Fair Coordinator