

Instructions for 4-H Leaders

FOR ONLINE ENTRIES:

Step 1: Create an Account

- a) Go to <https://chilliwackfair.fairwire.com> to create your account
- b) Click the "Sign In" button found at the top right hand corner
- c) Select I am a "club"
- d) You can select the Club you are in below. If the club you are in is not listed below please call (604)-824-8191 or email the fair office info@chilliwackfair.com and we will get your club added to our club list.
- e) Following this you will need to enter the password associated with your club. To get this password, please call Alina in the office at the number listed above.
- f) Click on "Go to my account" You have now successfully opened up your account

Step 2: Enter your creations into the fair!

- a) Click on "Begin adding Exhibitors and Entries"
- b) Enter your Club member's first and last name in the boxes provided on the page and (if you are a new exhibitor) select "this is a new exhibitor"
- c) Click "continue". You will then need to create your exhibitor account with the required information and password.
- d) Click "continue". You will then be asked to confirm that the information you provided is correct.
- e) Go to the drop down menu that says "-- Choose a Department--"
- f) Select " Z: 4-H Clubs"
- g) Once you've selected your department, you will then be asked to "--Choose a Division--"
- h) You will then be asked to choose what classes you want to enter.
 - Select the classes you are interested in participating in
 - Classes will want you to provide additional information, just type that information into the Description box below.)

- i) Once you have selected all of the classes you wish to enter in any given Department, click "Add entry to cart".
- j) If you want to make more entries, under that same Club member's name, select "add different entry"
- k) If you are not making any more additional entries for that Club member, select "continue" (you will be able to add more member under this same transaction, after selecting the 4-H Exhibitor Fee(s))

Step 3: Selecting 4-H Exhibitor Fees

- Select 4-H Exhibitor Fees for how many sections that your Club member is in (C-K) and then click "Continue"
 - Note: A member with 2 dogs would only pay \$5.00 but a member entering with one dog and with one sheep would need to pay \$10.00
 - Note: If you are selecting 4-H Exhibitor Fees you do not need to purchase an Exhibitor Pass
- After selecting these you can now add entries for other members associated with your club by selecting "Add Entries for a different Exhibitor" on the bottom right corner
 - Note: You will need to individually add each member of your club as an exhibitor
- You can now repeat all the parts in Step 2

Step 4: Review and Payment

- Once you are done adding the entries for all your members you can now select "check out".
- You can now review your order. You are able to see what you have entered and what passes you want to purchase.

- You are able to add Exhibitor passes for family members that require access to the barns after regular hours. The wristbands will be strictly enforced.
- On the payment page please select your payment method in the “–Credit or Debit Card–” drop down box.
- Enter your details and then click continue.
- You will then be asked to confirm your purchase. Click “Confirm” and then you will be entered into the fair and you will receive a confirmation email. **Any wristbands will be required to be picked up in your Club’s package from the fair office before Thursday August 8th at 5pm.**