

# HOW TO ENTER

Entries will close **July 6 at 5pm**. Our online entry system is the preferred method and can be found on [ndstatefair.com](http://ndstatefair.com). Only entries received by the July 6 deadline will receive their passes in the mail, if any were requested. For any entry after the deadline that requested passes, the passes can be picked up at the NDSF office prior to the fair or at Gate F during the fair. Entries may be made after that day by paying triple the normal fees.

**Entries will not be received after 5pm on Friday, July 12.**

## HOW TO ENTER OPEN CLASS OR JUNIOR SHOWS

1. Go to [ndstatefair.com](http://ndstatefair.com)
  - a. Under the Exhibit tab, go to your respective category
  - b. Read the guidelines- this will help you figure out what days you will have to be on the fairgrounds, what class to exhibit in, and other rules you will need to know. You can also find these in this handbook.
    - **There are paper entry forms available online however, online entry is preferred.**
    - A great resource to look at would be the “Exhibitor Information” page. This has FAQs, forms, and maps.
2. After you have read the guidelines, found what days you will be at NDSF and what class to enter, go to [ndstatefair.fairwire.com](http://ndstatefair.fairwire.com)
  - a. Read the welcome
  - b. Click the #1 to register
  - c. If you are entering a single exhibitor, please continue with these steps. If you are entering multiple exhibitors, you will want to enter as a “Quick Group”. Please skip to the next section.
3. Fill out your first and last name, then select “I am a new exhibitor or have yet to register this year”
  - a. Even if you have shown at NDSF in the past, all exhibitors are considered new for the year.
4. Create your login information
  - a. Please write this information down and it might be useful for future reference
  - b. Once you double-check the information, hit continue
5. Select your department
6. Select your division
  - a. Pay attention to the special instructions
7. Select your class
  - a. There are further descriptions of the classes in the guidelines
8. Select the sex if entering an animal
9. Select Yes or No if your animal is in 4-H or FFA
  - a. **This will not be entering the exhibit into the 4-H or FFA show**, we need this information for stalling purposes. If you would like to enter your exhibit into 4-H or FFA, please contact your county agent or FFA advisor.
10. Add Entry to Cart
11. You can either continue to add entries or “continue” to the fees
  - a. Add a similar entry- this will have the same department and division as the previous entry. This can be changed at this point; it is just a feature that will hopefully make the registration quicker and easier.
  - b. Add a different entry- this will have no selection for department or division
  - c. If you do not want to add an entry but accidentally clicked one of these choices, you can click the back arrow in the top left to return to the previous page.
12. After your entries are added, the next step is the “items”. Clicking the continue button it will bring you to this page. You can purchase your gate passes, stall fees, and vehicle passes here.
  - a. Reminder: if you are exhibiting a beef animal, add your beef stall fee here.
  - b. Only one (1) Livestock Load/Unload Pass will be given to each family. These are free. The rules and regulations with this pass are explained in the Exhibitor handbook on page 8.
13. Once you have all items you need added, click continue.
14. That will bring you to the final review page. This will have every entry you are entering as well as the items you want to purchase. This step is crucial to check for errors, it is much easier to fix the errors at this step than once they are entered.
  - a. If you forgot an entry, you can click the “+ Add more entries”
  - b. You can save your cart for later. (Entries will not be entered until the check-out process is complete)
  - c. If you want to continue with the entry process, click check-out.
15. This will bring you to the payment information page. Enter payment information, then confirm.
16. Congratulations you have successfully entered to exhibit at the North Dakota State Fair.
  - a. You will be receiving a confirmation email shortly

### **HOW TO ENTER AS A QUICK GROUP:**

1. After completing Steps 1 and 2 of the section above, under the registration page there is a tip. This includes a link to the Quick Group log-in.
2. Enter a username and select "I am a new group"
3. Create login information
  - a. Enter an email as you will receive a confirmation email later on
  - b. Write this information down as it might be useful in the future
4. Click continue until you are at the "Account Information" page
5. Click "Begin adding Exhibitors and Entries"
6. Enter the first and last name of your first exhibitor, then select this is a new exhibitor
  - a. The only time you would select "This exhibitor has already been registered" is if you have finished the entering process once and need to go back to enter more.
7. Enter exhibitors' information
8. Select your department
9. Select your division
  - a. Pay attention to the special instructions
10. Select your class
  - a. There are further descriptions of the classes in the guidelines, there is a link at the top of the page.
11. Select the sex if entering an animal
12. Select Yes or No if your animal is in 4-H or FFA
  - a. **This will not be entering the exhibit into the 4-H or FFA show**, we need this information for stalling purposes. If you would like to enter your exhibit into 4-H or FFA, please contact your county agent or FFA advisor.
13. Add Entry to Cart
14. You can either continue to add entries or "continue" to the fees
  - a. Add a similar entry- this will have the same department and division as the previous entry. This can be changed at this point; it is just a feature that will hopefully make the registration quicker and easier.
  - b. Add a different entry- this will have no selection for department or division
  - c. If you do not want to add an entry but accidentally clicked one of these choices, you can click the back arrow in the top left to return to the previous page.
15. After your entries are added, the next step is the "items". Clicking the continue button it will bring you to this page. You can purchase your gate passes, stall fees, and vehicle passes here.
  - a. Reminder: if you are exhibiting a beef animal, add your beef stall fee here.
  - b. Only one (1) Livestock Load/Unload Pass will be given to each family. These are free. The rules and regulations with this pass are explained in the Exhibitor handbook on page 8.
16. Once you have all items you need added, click continue.
17. At this step, you can enter entries for a different exhibitor. Repeat steps 6-15
18. That will bring you to the final review page. This will have every entry you are entering as well as the items you want to purchase. This step is crucial to check for errors, it is much easier to fix the errors at this step than once they are entered.
  - a. If you forgot an entry, you can click the "+ Add more entries"
  - b. You can save your cart for later. (Entries will not be entered until the check-out process is complete)
  - c. If you want to continue will the entry process, click check-out.
19. This will bring you to the payment information page. Enter payment information, then confirm.
20. Congratulations you have successfully entered to exhibit at the North Dakota State Fair.
  - a. You will be receiving a confirmation email shortly

### **HOW TO ENTER A 4-H OR FFA EXHIBIT:**

1. These organizations use a different program than Showworks, please contact your county agent or FFA Advisor. They will be able to enter you.
2. If you are **ONLY** entering in 4-H or FFA livestock divisions, please fill out the 4-H/FFA ONLY Exhibitor Stall and Passes Request Form that is located on our website. This will allow you to purchase your passes needed to enter the fairgrounds.
  - If you are entering in an open/junior **and** a 4-H or FFA show, you do not have to do this form as you can request passes on the Open or Junior Show form through Showworks.
3. The same animal can only be shown in the 4-H or the FFA show, not both. However, you can show this animal in the Open **and** Junior Show.