

How to Enter for the Douglas County Fair

All 4-H and open class livestock entries must be entered online by 11:59 pm on June 30. 4-H families without access to the internet can make an appointment to use a computer at the Douglas County Extension Office during regular business hours. Questions about entries can be directed toward Margaret Kalb at mkalb2@ksu.edu or 785-843-7058. The Douglas County Fair Book is only available electronically at <http://dgcountyfair.com/fair-info/>.

1. Use the entry form that was mailed to you. The hard copy entry form is for your use only. Utilize the form to collect the class number, name and necessary entry information for your intended entries.
2. Go to www.dgcountyfair.com
3. Click on **Fair Info** Tab
4. Click on the **Click Here** link in orange to visit the fair entry site
5. Click on **Create New Account** (this applies to new and returning 4-H families)
6. Complete the New User Account Form with the 4-H member's information
 - a. Families are encouraged to create a unique username and password for each child
7. Submit the New User Account Form
8. Click on the **Premium Book/Catalog** tab
9. On the drop down menu select the department area you would like to make an entry for
 - a. The classes for each department will be listed for the corresponding department once the department is selected.
10. To make an entry click the **Add** button for each class.
 - a. Classes where an exhibitor can make multiple entries (as noted in the fair book), the exhibitor must add an entry for each exhibit. Example: A 4-H'er plans to enter four exhibits in Class 21031 Level IV 15-19 Food Product, the exhibitor must make four entries for Class 21031 by clicking the add button four times.
11. Review entries under the **Pending Entries** tab.
12. Click the **Misc. Items/Submit Entries** tab.
 - a. Each 4-H member will be charged a one-time annual fee of \$3.
 - b. 4-H'ers with large livestock entries will be required to include the number of pens/stalls they will need at the county fair. Check the box for each animal that will require a pen/stall.
 - c. All large livestock with the exception of horses will be assessed a \$1 per head vet fee.
 - d. Beef will have a bedding fee of \$18.25 per head. Bucket calves will have a bedding fee of \$9.25 per head.
13. Review the calculated fees and click the **Submit/Checkout** button.
14. Enter payment information and click the **Submit** button.
15. The system will send a confirmation to the email used to create the user account.

Additional Notes: Once the entries are completed the 4-H member has the ability to return to the online entry system and add additional entries. Once the entries have been electronically submitted they cannot be removed. The system will not allow you to remove entries once they are submitted. The \$3 convenience fee will only be charged once.