# How to register and enter a 4-H project at the Ozaukee County Fair!

Hello 4-H families, both members and parents!

I am glad you are entering your projects in the Ozaukee County Fair! The fair is the highlight of the summer for many of us and we want your fair experience to be a great one.

• Use this PowerPoint Tutorial as a guide for using the 4-H premium book and navigating the process of online entries.

Welcome to exhibiting at the fair, you may be new member going through the process and/or your 4-H members may be Cloverbuds, in kindergarten, 1<sup>st</sup> or 2<sup>nd</sup> grade, or beginning 4-H members in the Exploring project.

This tutorial looks at fair entries from the viewpoint of younger members, however, the process can be applied to any of the 4-H project.

The best way to begin entering your projects in the fair is to go to the Ozaukee County Fair website. <a href="https://ozaukeecountyfair.com/">https://ozaukeecountyfair.com/</a>

When you get there, you will recognize it by the brightly lit Ferris wheel at the top. You can find the Premium Books in the main drop-down menu.

The drop-down Menu is found by clicking on these three lines, located on top right side of the webpage



## When you click on the drop-down menu the following list of words should appear.



## A second option for finding the premium book is to scroll down on the website's landing page to find these 9 photos.

202n

Details below on everything and anything fair related!



















Grouping of 9 Fair Photos

The very center one is for 4-H, School Art and Open class entries, so click there.





Once clicking on the Premium Books words or image you should be taken to a page depicting this image.

Scroll down to the red lettered "4-H Premium Book

## Scroll down, find the red lettered "4-H Premium Book".

#### Ozaukee County Fair Premium Books

SEE JUDGING SCHEDULE FOR DROP OFF TIMES AND LOCATIONS.



2020 OPEN CLASS & SENIOR (62 or over) PREMIUM BOOK

Open Class and Senior Premium Book

4H, Open Class and Senior Showorks Entry Link

#### 2020 LIVE ANIMAL APPLICATIONS

All live animal exhibitors must complete the applicable form(s) below and bring along with their animal when checking in at the fair.

Beef Registration

Dairy Registration

Horse Registration

INDEX	PAGES
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Alphabetical Listing of Projects and suggested Department to enter your Exhibits.

Please do not enter projects that will not be shown.

4-H Project Title	Department	Department Name
All Projects - Youth Leader Exhibits	4-H DEPT. Y-33	Youth Leadership
Adventures	4-H DEPT. Y-16	Natural Sciences
Aerospace	4-H DEPT. Y-24	Mechanical Projects
Air Rifle	4-H DEPT. Y-16	Natural Sciences
Archery	4-H DEPT. Y-16	Natural Sciences
Art	4-H DEPT. Y-18	Cultural Arts
Astronomy	4-H DEPT. Y-16	Natural Sciences
Automotive	4-H DEPT. Y- 24	Mechanical Projects
Backpacking & Hiking	4-H DEPT. Y-16	Natural Sciences
Basketry	4-H DEPT. Y-18	Cultural Arts
Bees	4-H DEPT. Y-16	Natural Sciences
Beef	4-H DEPT. Y-02	Beef Cattle
Bicycles	4-H DEPT. Y-24	Natural Sciences
Bowling	4-H DEPT. Y -33	Health & Citizenship
Block Printing	4-H DEPT. Y-18	Cultural Arts
Cake Decorating	4-H DEPT. Y-25	Foods & Nutrition
Camping	4-H DEPT. Y-16	Natural Sciences
Candle Making	4-H DEPT. Y-18	<u>Cultural Arts</u>
Candy Making	4-H DEPT. Y-25	Foods & Nutrition
Canoeing	4-H DEPT. Y-16	Natural Sciences
Cats	4-H DEPT. Y-13	Cats
Cavy	4-H DEPT. Y-10	Animal and Veterinary Science
Ceramics	4-H DEPT. Y-18	Cultural Arts
Child Development	4-H DEPT. Y-29	Family & Child Development
Clothing	4-H DEPT. Y-26	Clothing
Cloverbuds	4-H DEPT. Y-17	Exploring & Cloverbuds
Collections	4-H DEPT. Y-18	Cultural Arts
Communications: Auctioneering	4-H DEPT. Y-31	Demonstrations & Presentations
Communications: Public Speaking	4-H DEPT. Y-31	Demonstrations & Presentations
Computer Graphic Design	4-H DEPT. Y-21	Computers
Computers	4-H DEPT. Y-21	Computers

This book is packed with information about fair exhibits. Each project is listed under a Department, and in that department rules specific to that project are given.

# As you follow the book it tells you that your fair entries must be made by July 1<sup>st</sup>.

Take time to read over pages 3 and 4 of the Premium Book to review entry rules, standards and regulations. Reviewing the checklist on page 4 will remind you of things we covered in this tutorial.

#### ENTRY RULES, STANDARDS, AND REGULATIONS

- 4-H exhibitors must be entered in 4-H Departments (Class numbers beginning with 4).
- Class Numbers that begin with the number 3 are Open Class only.
- ANY EXHIBIT ENTERED INCORRECTLY MUST BE REMOVED FROM THE BUILDING/GROUNDS PRIOR TO
  JUDGING.

#### DEADLINES:

- Online Entries must be submitted by July 1st through Showorks, linked on the Ozaukee Country Fair Website.
- Paper Entries (if used) must be <u>received</u> by the fair secretary not later than July 1<sup>st</sup>.
- No late entries accepted.

Assuming that some of you are Cloverbuds or Explorers, looking lower on that first page under Cloverbuds, you will see that they are in Department Y17 for Cloverbuds and Explorers.

		ceramics	4-H DEP1. 1-18	CUITUTAL AFTS
		Child Development	4-H DEPT. Y-29	Family & Child Development
		Clothing	4-H DEPT. Y-26	Clothing
		Cloverbuds	4-H DEPT. Y-17	Exploring & Cloverbuds
L		Collections	4-H DEPT. Y-18	Cultural Arts
	•	Communications: Auctioneering	4-H DEPT. Y-31	<b>Demonstrations &amp; Presentation</b>
		Communications: Public Speaking	4-H DEPT. Y-31	<b>Demonstrations &amp; Presentation</b>
		Computer Graphic Design	4-H DEPT. Y-21	Computers
		Computers	4-H DEPT. Y-21	Computers

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# Page 5 of the premium book list the departments and pages

Departme	nt #	Department
4-H DEPT. Y-01	PG. 7	4-H DAIRY CATTLE
4-H DEPT. Y-02	PG. 12	4-H BEEF CATTLE
4-H DEPT. Y-03	PG. 14	4-H SWINE
4-H DEPT. Y-04	PG. 15	4-H SHEEP
4-H DEPT. Y-05	PG. 18	4-H GOATS
4-H DEPT. Y-06	PG. 22	4-H HORSE & PONY
4-H DEPT. Y-06	PG. 25	4-H HORSELESS HORSE PROJECT
4-H DEPT. Y-07	PG. 25	4-H POULTRY & POULTRY PRODUCTS
4-H DEPT. Y-08	PG. 31	4-H RABBITS
4-H DEPT. Y-09	PG. 34	4-H DOGS
4-H DEPT. Y-10	PG. 36	4-H ANIMAL & VETERINARY SCIENCES
4-H DEPT. Y-13	PG. 36	4-H CATS
4-H DEPT. Y-14	PG. 36	4-H PLANT AND SOIL SCIENCE
4-H DEPT. Y-15	PG. 39	4-H FLOWERS & HOUSEPLANTS
4-H DEPT. Y-16	PG. 39	4-H NATURAL SCIENCES
4-H DEPT. Y-17	PG. 44	4-H EXPLORING & CLOVERBUDS
4-H DEPT. Y-18	PG. 45	4-H CULTURAL ARTS
4-H DEPT. Y-20	PG. 48	4-H PHOTOGRAPHY
4-H DEPT. Y-21	PG. 50	4-H COMPUTERS
4-H DEPT. Y-22	PG. 50	4-H WOODWORKING
4-H DEPT. Y-23	PG. 51	4-H ELECTRICITY
4-H DEPT. Y-24	PG. 51	4-H MECHANICAL PROJECTS
4-H DEPT. Y-25	PG. 54	4-H FOODS & NUTRITION
4-H DEPT. Y-26	PG. 56	4-H CLOTHING
4-H DEPT. Y-27	PG. 58	4-H KNITTING & CROCHETING
4-H DEPT. Y-28	PG. 59	4-H HOME FURNISHINGS
4-H DEPT. Y-29	PG. 60	4-H FAMILY & CHILD DEVELOPMENT
4-H DEPT. Y-31	PG. 61	4-H DEMONSTRATIONS & PRESENTATIONS
4-H DEPT. Y-33	PG. 62	4-H YOUTH LEADERSHIP
4-H DEPT. Y-34	PG. 62	4-H HEALTH & CITIZENSHIP

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4-11 DEF 1. 1-03	10.34	<del>4-11 0003</del>
4-H DEPT. Y-10	PG. 36	4-H ANIMAL & VETERINARY SCIENCES
4-H DEPT. Y-13	PG. 36	4-H CATS
4-H DEPT. Y-14	PG. 36	4-H PLANT AND SOIL SCIENCE
4-H DEPT. Y-15	PG. 39	4-H FLOWERS & HOUSEPLANTS
4-H DEPT. Y-16	PG. 39	4-H NATURAL SCIENCES
4-H DEPT. Y-17	PG. 44	4-H EXPLORING & CLOVERBUDS
4-H DEPT. Y-18	PG. 45	4-H CULTURAL ARTS
4-H DEPT. Y-20	PG. 48	4-H PHOTOGRAPHY
4-H DEPT. Y-21	PG. 50	4-H COMPUTERS
Δ-11-		

On Page 5, Dept Y17 is listed as being on page 44. Click on the underlined words "4-H EXPLORING & CLOVERBUDS" on the page and it will take you to page 44.

## Page 44

- Directly under the Department Heading it tells you the type of judging that these projects use, which is Face-To-Face judging.
- Next it tells you the maximum size for your project of you make a poster, either on poster board, a stand-up tabletop display or foamboard.
- Division A is for Explorers and tells you that it is for grades 3 and up.
- Division B, a little lower is for Cloverbuds, Grades K, 1 and 2.
- The project should be the work of the Exploring member from this year, and in the case of Cloverbuds, they can have help from a parent. It also specifies that Cloverbuds and Explorers should enter at lease one project and can enter up to 4 projects

#### **DEPARTMENT Y-17 EXPLORING & CLOVERBUDS**

- Face-to-Face Judging. Judging Schedule located online.
- Maximum Poster Size: poster board 22"x 28", table top display size 24"x24", foam board display size 20"x30".

Premiums: \$1.75 - \$1.50 - \$1.25 - \$1.00

#### DIVISION A - EXPLORING 4-H

- GRADE 3 OR ABOVE.
- Limit of 4 entries. (Only one entry permitted under any one class number.)
- All Exploring exhibits need to be the Exploring 4-H project member's work.
- Food and cake decorating exhibits become the property of the department and are not returned.
- Food must be covered by plastic wrap.

#### 4-H Class Numbers:

- 4170101 Sewing project, simple.
- 4170102 Food item covered for display (plate of three, or single serving). Food exhibit is not returned.
- 4170103 Woodworking article.
- 4170104 Plant or Vegetable (plate of 3).
- 4170105 Nature collection or scrapbook.
- 4170106 Article for use in the home.
- 4170107 Art or Craft item.
- 4170108 Photography display, 3 photos (mounted, with caption).
- 4170109 Exhibit of your hobby or collections.
- 4170110 Any scale model made from a kit.
- 4170111 Homemade toy or musical instrument.
- 4170112 Homemade First Aid Kit.
- 4170113 Any other Exploring article.

#### **DIVISION B - CLOVERBUDS**

- GRADES K—2.
- Limit of 4 entries per exhibitor. (Only one entry permitted under any one class number.)
- The judge will provide evaluation comments and a participation ribbon. No premiums are given.
- Exhibits can be made by the member and parent together or by the member alone.
- · Food and cake decorating exhibits become the property of the department and are not returned.

#### 4-H Class Numbers:

- 4170201 Art or Craft exhibit.
- 4170202 Animal exhibit poster, booklet, or display NO LIVE ANIMALS.
- 4170203 Exhibit made from wood.
- 4170204 Simple food item covered for display (plate of 3) Food exhibit is not returned.

- There are different classes to enter here, everything from an art or craft item, as simple food project such a cookies, and a plant or flower that you grew in your yard or garden.
- A member can enter only one items in a class, for instance only one Art or Craft item, but if you have another project that is similar, it might fit into the Article for use in the home, or the last class listed, the Any Other Exploring Article or the Any Other Cloverbud Exhibit.

#### 4-H Class Numbers:

4170201	Art or Craft exhibit.
4170202	Animal exhibit - poster, booklet, or display - NO LIVE ANIMALS.
4170203	Exhibit made from wood.
4170204	Simple food item – covered for display (plate of 3) Food exhibit is not returned.

#### 4-H Class Numbers:

4170205	Nature exhibit.
4170206	Plant or Flower or Garden exhibit (if garden vegetable, plate of 3)
4170207	Homemade toy or musical instrument.
4170208	An exhibit of your hobby.
4170209	Exhibit using recycled or repurposed materials.
4170210	Any scale model made from a kit.
4170211	An article for use in the home.
4170212	Any other Cloverbuds exhibit.

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# Cloverbud, Brady's Fair Entries

- Let's look at the 3 projects that Cloverbud, Brady wants to take to the fair.
- Brady wants to enter some cookies; the cookies would be entered as a simple food item (food exhibits are not returned after the fair)
- Brady made a Lego creation, the Lego creation could be an exhibit of his hobby.
- Brady made a toolbox, the wooden toolbox would be the exhibit made from wood.

- Since there is lots of information about the projects in this premium book, it a really handy if you can print out the pages that involve your project. For the Exploring and Cloverbuds, print pages 44 and 45.
- Printing the pages will make it easier as you go into the entry process and prepare your entries to take to the fair. That is when you might check back on the pages and see that 3 cookies would be entered, probably on a disposable plate and they would be covered with plastic or a wrap.

Now that we have the premium book pages selected and printed, and your entries determined, lets go to the website and do the actual entry process.

Going back to the Ozaukee County Fair Premium Book website page,

https://ozaukeecountyfair.com/premium-books/

Find the large red letters that 4H, Open Class and Senior Showorks Entry Link

Ozaukee County Fair Premium Books

SEE JUDGING SCHEDULE FOR DROP OFF TIMES AND LOCATIONS.

2020 4-H FAIR PREMIUM BOOK

4-H Premium Book

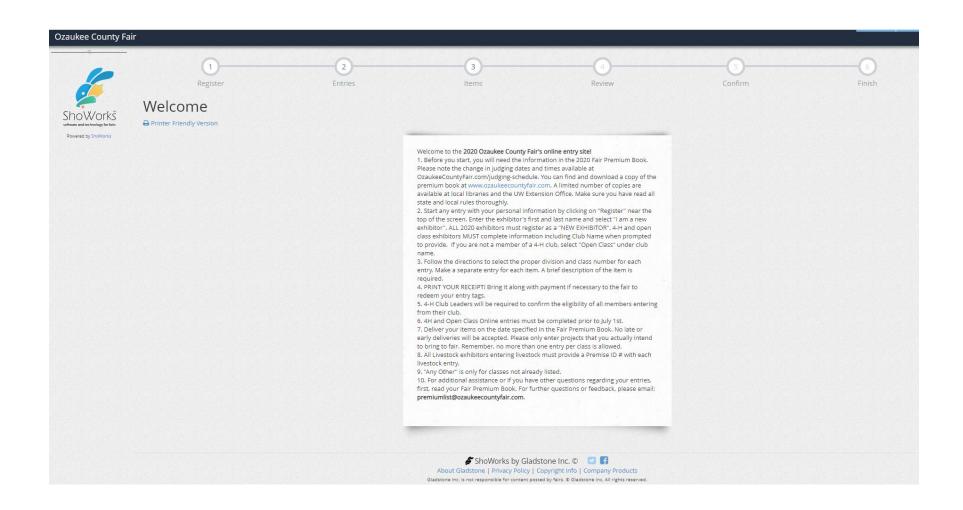
2020 OPEN CLASS & SENIOR (62 or over) PREMIUM BOOK

Open Class and Senior Premium Book

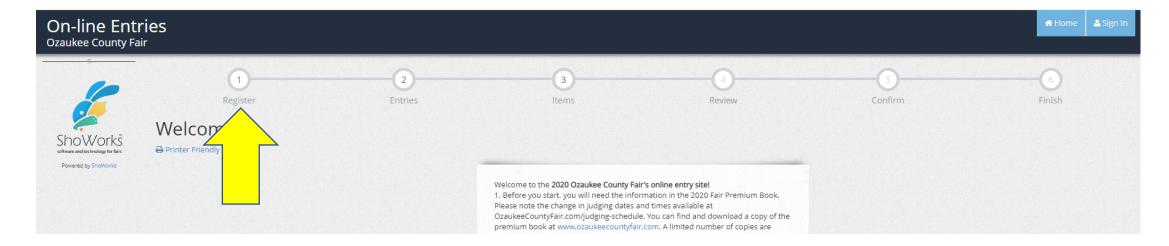
4H, Open Class and Senior Showorks Entry Link



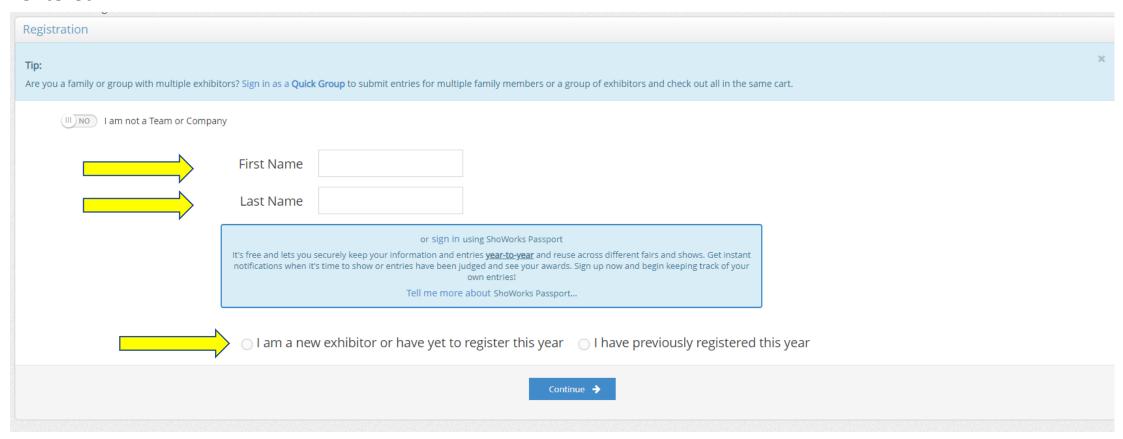
## Ozaukee County Fair's Online Entry Site



### Your first step is to register, so click that button.

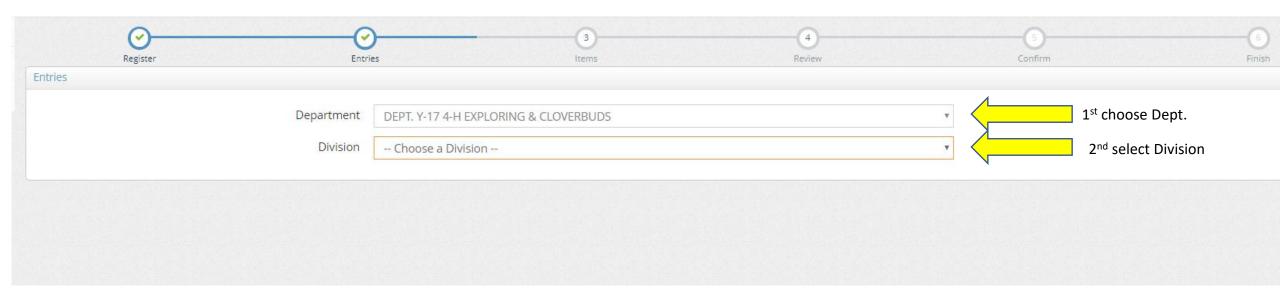


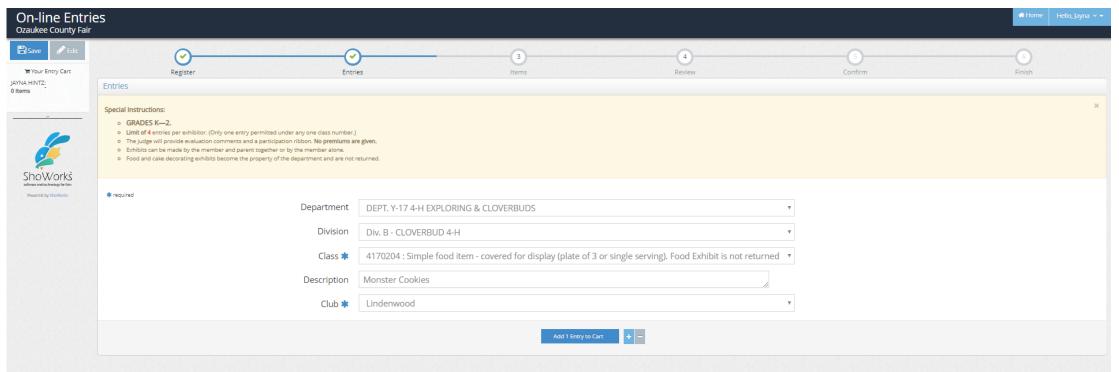
It will ask for your first and last name and ask you to choose either the button "I am a new exhibitor or have yet to register this year" or "I have previously registered this year. This first time you are a new exhibitor, but if you add to your entries later today or another day before the fair, you can check that you have previously entered.



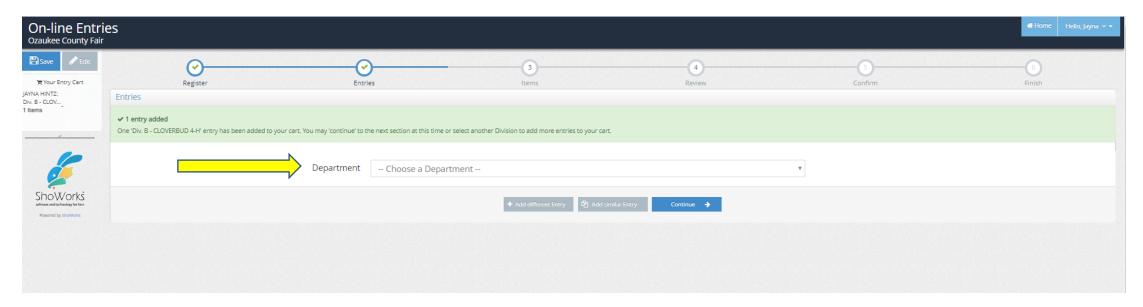
- The registration page will ask for your address, phone number, email, and birth date. It asks for your county. You may be an Ozaukee County 4-H member who lives in another county, for example Milwaukee or Washington or Sheboygan county. For this fair, use Ozaukee for your county.
- Remember your password
- One question asks for your Premise ID number.
   That is needed only if you are showing live animals at the fair, whether they are sheep, chickens, dogs, horses or any other livestock. The Premise ID identifies the farm or property that the animal is being raised on.
- For now we will proceed as though you are not showing livestock, and we will return to that discussion in a little while. If you are not showing livestock, leave the premise ID blank. You will be asked to choose your 4-H club on a drop-down list, and there is a place to choose Open Class there too if you enter any items under Open Class.
- Lastly, you can choose to receive your premiums for fair exhibits or donate them back to the fair. For today, lets choose to receive them. Now, you are ready to Create Entries.

- The first thing to choose is your Department from the drop-down box.
   Remember, for Cloverbuds and Explorers the Department if Y-17. If you need to check on another department, go the page 1-3 of the Premium Book.
- The second item to choose is your Division. Exploring is Division A and Cloverbuds is Division B.

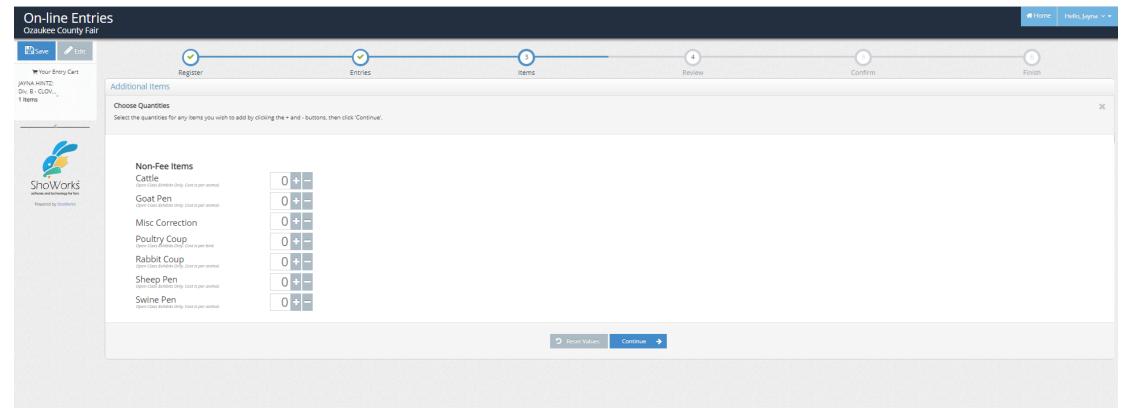




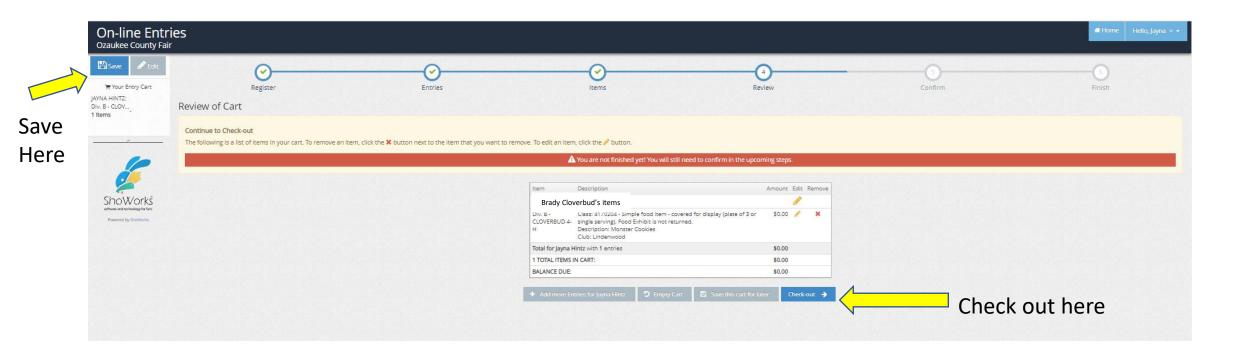
- Next, choose the class that your item will be entered in. If you are entering cookies, choose the class for Food Item, covered for display. When you are asked for a description, you can leave it blank if you wish or further describe your article. Brady Cloverbud described his cookies as "Monster Cookies."
  - A popsicle stick ornament and the drawing of your dog look like they could both be entered in Art of Craft Item, but don't make the mistake of putting them both into the same class.
  - You will only be rewarded with a premium for one item in each class, so enter the popsicle stick ornament under Article for use in the Home, or Any other Exploring article.
  - When you are asked for a description, you can leave it blank if you wish or further describe your article, for example "Poodle dog drawing." When your item is entered as you would like it, press "Add 1 Entry to Cart".



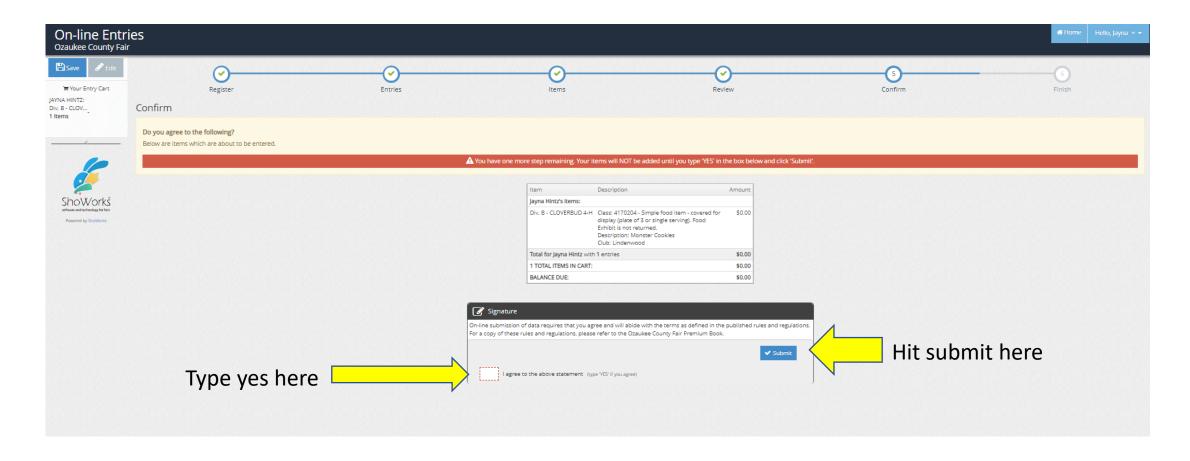
- For your next item, you begin again by choosing a Department, a Division and a Class as you did before.
- When you are finished entering items, you are ready to Check Out. If you make another project that you want to add to your fair entries after you have checked out, just go in with the same name and password you used today, and you can add to your entries.
- Remember that you can enter up to 4 entries under Exploring or Cloverbuds.



Continue past the non-fee animal items to review your order before you hit the Check-out button.



On that review page, you can" Save this cart for later", and add to it anytime, but don't forget to do the final checkout by the deadline of July 1st.

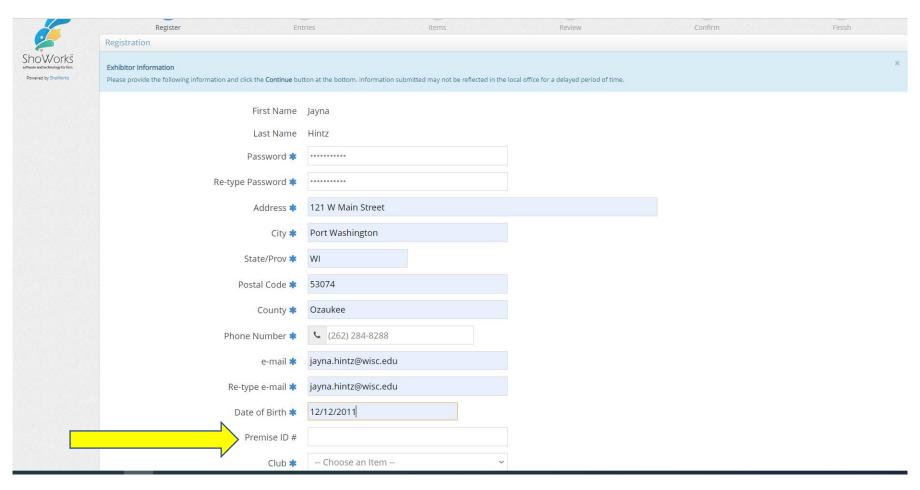


Confirm your entries by typing yes that you agree to the statement and hit submit.

- Up to now we have looked at entering Cloverbuds or Explorers. You may be a new 4-H member and also have other projects. If you have Air Rifle or Archery, your projects are in Dept Y-16, Natural Science, listed on pages 39-44 of the premium book.
- You may be enrolled in Drawing and Painting, in Dept Y-18 on pages 45-48 of the book. You will see there that you are limited to 6 entries in each division, and that your work must be matted or framed for display at the fair.

• The Premium Book tells you many things about the judging and exhibit at the fair, and your project leader can also help with any questions you have.

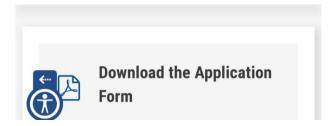
Entering animals for the first time. When filling out the exhibitor information page you will need a Premise ID. Obtaining a Premise ID is the responsibility of the exhibitor.







Home » Premises Registration & Renewal



## Premise ID

 You will need a premise ID if you have animals at your home and have not previously registered for one. The premise ID is for the location the animals are kept. If your animals are not housed at your home, then you will need to work with the barn owner where the animals are housed. A Premise ID is required by state law for all locations that house livestock. The state website offers more information

here: <a href="https://datcp.wi.gov/Pages/Programs">https://datcp.wi.gov/Pages/Programs</a> Ser vices/PremisesRegistration.aspx .

# We wish you the best and hope you enjoy the Ozaukee County Fair Experience!

 Problems Registering as an Exhibitor or Questions about the premium book? Contact:premiumlist@ozaukeecountyfair.com