REGISTRATION INSTRUCTIONS FOR MULTIPLE EXHIBITORS

Quick Groups are a great way to sign up a family, club, etc., and only need to make one payment. However, in order to do a quick group successfully, it is VITALLY IMPORTANT that a sub-account within the Quick Group is made for each individual exhibitor.

1.) To begin, when creating your Login, sign in as a group:

Group

Login:

Please log in as a Group or you may choose to create a new Group.

Group User Name [   ]

○ I am a new group
○ I have previously registered

2.) Select a Group User Name you can remember and that you are a new group and then enter a password you can easily remember.

Group

Login:

Please log in as a Group or you may choose to create a new Group.

Group User Name [Example Quick Group]   Group User Name is required

● I am a new group
○ I have previously registered

3.) After entering your password and confirming the information is correct, you can then begin to add the individual members to your Quick Group:

Welcome Example Quick Group!

Please select actions to add exhibitors and entries or review your Group account activities from the buttons below. Since you are logged in as a Group, you may also create multiple entries for many exhibitors all in one check-out process. Should you need to correct errors or skip sections while adding entries, you may use the progr indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing you browser.

🖶 View/Print transactions made by this Group   ← Begin adding Exhibitors and Entries

4.) Enter the first and last name of the individual you would like to add and mark them as a New Exhibitor, click "Continue" and then fill in the fields that show up. MAKE SURE YOU REMEMBER PASSWORDS IN CASE YOU NEED TO EDIT ACCOUNTS LATER.
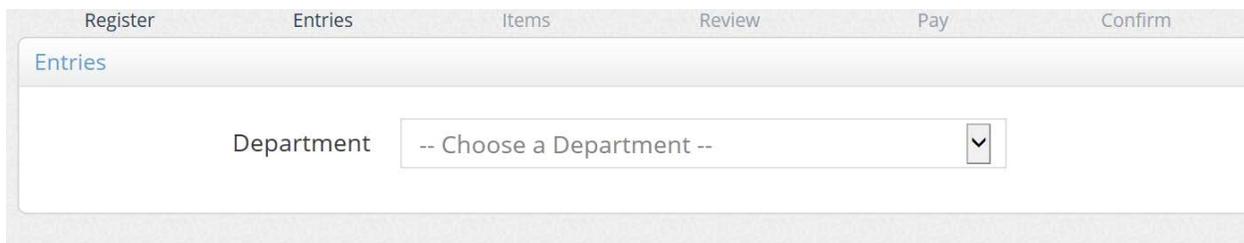
Login:

Please specify an Exhibitor for these entries.

[III NO]   I am not a Team or Company

First Name   John

Last Name   Doe

◉ This is a new exhibitor   ◯ This exhibitor has already been registered

5.) After you have confirmed the information you entered is correct, you now may start adding classes for the first exhibitor:

Register	Entries	Items	Review	Pay	Confirm

Entries

Department   -- Choose a Department --   ⌄

6.) Using the drop down menus begin to limit the classes you want to enter and add the entry into your cart shown at the bottom of the screen.

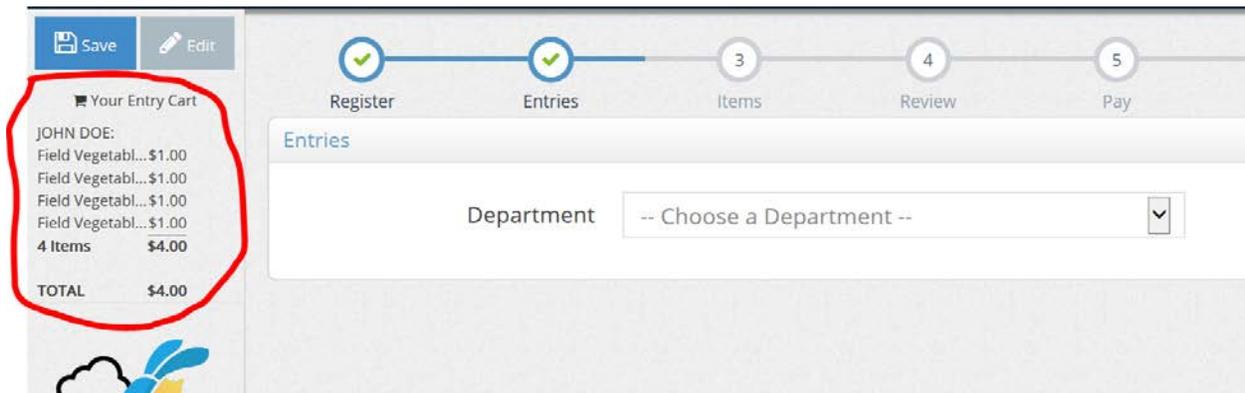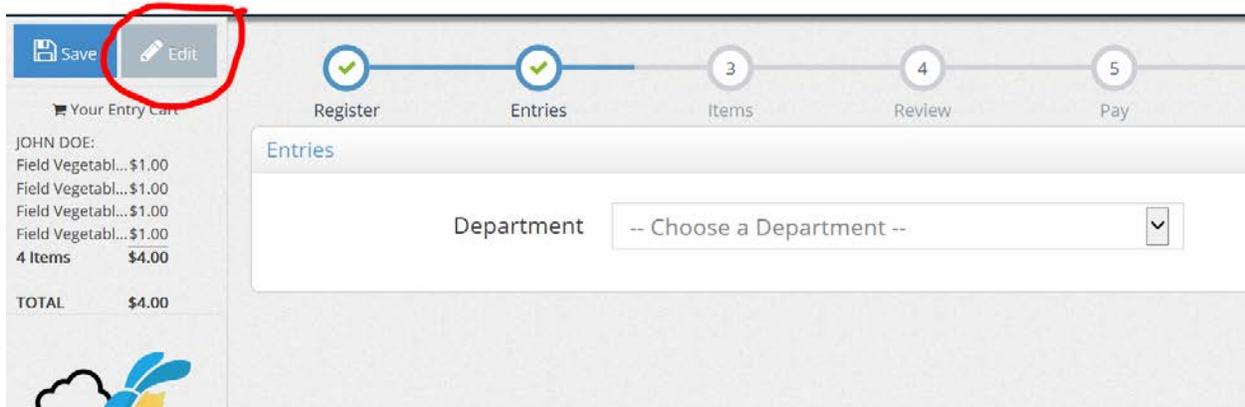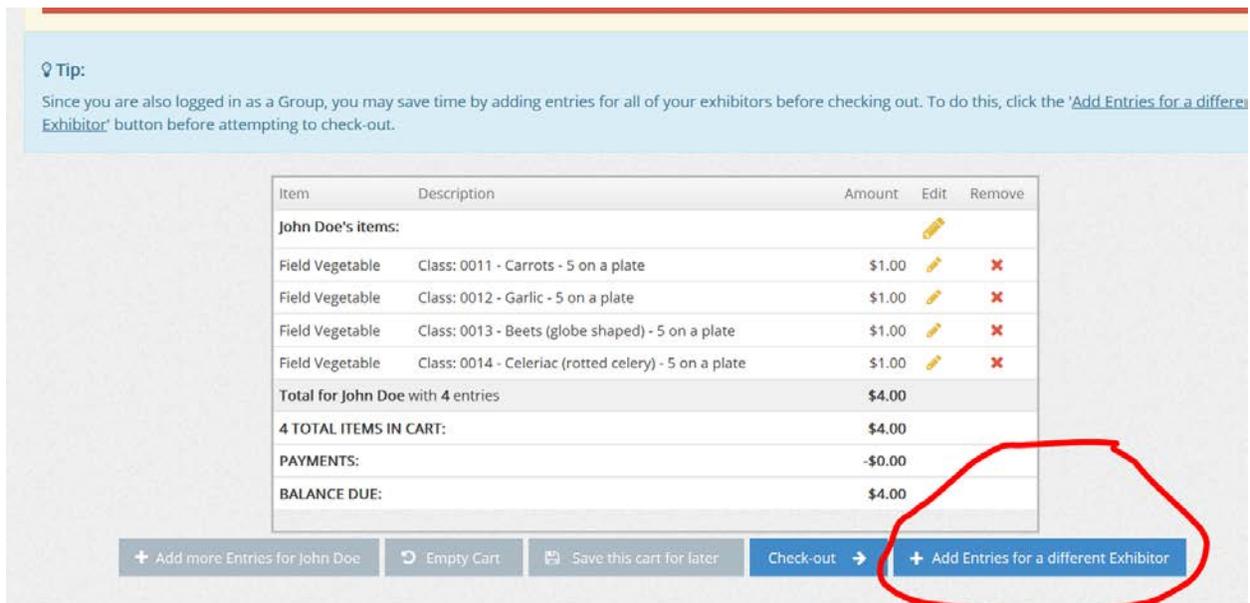**7.) The entries for the first exhibitor are now shown in your cart. If you want to add more entries for the previously entered exhibitor repeat the previous steps:**

8.) If you are finished with all entries for the first exhibitor and want to add another member to your group, click on the edit button:

9.) You now MUST SELECT "Add Entries for a Different Exhibitor" to add another member to your group. IF YOU DO NOT DO THIS AND CONTINUE TO ADD ENTIRES ALL ENTRIES WILL BE LISTED UNDER THE FIRST EXHIBITOR.

10.) You now complete the previously listed steps:

Login:

Please specify an Exhibitor for these entries.

| III | NO | I am not a Team or Company

First Name   Jane

Last Name   Doe

◉ This is a new exhibitor   ○ This exhibitor has already been registered

11.) After adding Exhibitor #2 entries to my cart I now am shown a summary of what each exhibitor has entered:

12.)Keep repeating the above steps until all exhibitors are added to your group.

13.)Once all exhibitors are added and the entries placed under the correct individual click the "Continue" button:

Entries

✔ **3 entries added**

3 'Consumer Package (8-12 lbs)' entries have been added for 'Jane Doe'. You may 'continue' to the next section at this time or select another Div for Jane Doe.

Department   -- Choose a Department --

➕ Add different Entry   ⬑ Add similar Entry   Continue ➜

14.)You may now add additional fees as needed. Once all additional fees are added click "Continue"

Choose Quantities:

Type in the quantities for any items you wish to add for 'Jane Doe', then click 'Continue'.

Fee Items	Amount	Qty			Total
Alpaca Entry Fee *Entry fee PER HEAD entered in the Farm Show*	$8.00	0	➕	➖	$0.00
Beef Cattle Blocking Chute *Beef Cattle Blocking Chute*	$40.00	0	➕	➖	$0.00
Beef Cattle Extra Space *Beef Cattle Extra Space - IF AVAILABLE*	$20.00	0	➕	➖	$0.00
Dairy Cattle Blocking Chute *Dairy Cattle Blocking Chute*	$40.00	0	➕	➖	$0.00
Horse Entry Fee *Entry fee PER HEAD entered in the Farm Show*	$20.00	0	➕	➖	$0.00

15.) You now have a screen to review your entries. You may Remove, Edit, or Add additional entries. If everything looks good click "Check Out". <u>NOTE: If you save your cart you have not submitted your entries to the show:</u>

Field Vegetable	Class: 0012 - Garlic - 5 on a plate	$1.00	🖊	✖
Field Vegetable	Class: 0013 - Beets (globe shaped) - 5 on a plate	$1.00	🖊	✖
Field Vegetable	Class: 0014 - Celeriac (rotted celery) - 5 on a plate	$1.00	🖊	✖
Total for John Doe with **4** entries		**$4.00**		
Jane Doe's items:			🖊	✖
Consumer Package (8-12 lbs)	Class: 0805 - Consumer Package (8-12 lbs) - Fuji	$1.00	🖊	✖
Consumer Package (8-12 lbs)	Class: 0807 - Consumer Package (8-12 lbs) - Goldrush	$1.00	🖊	✖
Consumer Package (8-12 lbs)	Class: 0809 - Consumer Package (8-12 lbs) - Granny Smith	$1.00	🖊	✖
Total for Jane Doe with **3** entries		**$3.00**		
2 Total exhibitors in cart				
7 Total entries in cart:		$7.00		
0 Total additional items in cart:		$0.00		
7 TOTAL ITEMS IN CART:		**$7.00**		
PAYMENTS:		-$0.00		
BALANCE DUE:		**$7.00**		

| ➕ Add more Entries for Jane Doe | ↺ Empty Cart | 🖫 Save this cart for later | Check-out ➔ | ➕ Add Entries for a different E |

16.)After submitting your entries you will receive a receipt emailed to you. Please print, sign, and send the receipt to the PA Farm Show Complex along with payment for your entries.