# 2022 Latah Market Animal Sale Registration
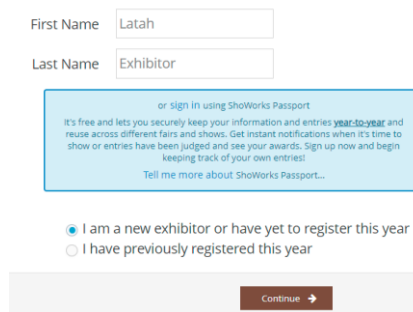
Deadline: Aug 15, 2022

- ONLY register one MARKET project per exhibitor (do not register breeding, pets, or floater animals)
- *Before starting:*
  - *Know your animal's Latah Fair ear tag number (floater and scrapie tag #'s if applicable).*
  - *Prepare/save up to 3 photos and one 90 second video. Adding Photos/Videos are optional but highly recommended and will be available for buyers to view.*
  - *Prepare a short (255 character limit) biography of Exhibitor, ie. Exhibitor name, project name, years in project, and a fun fact or two about this year's project.*

Complete the following instructions for each exhibitor (siblings are to register individually in this manner as well)

1. Type http://latah.fairwire.com into your internet address bar.
2. Click on the upper right corner "Sign in".
3. From the drop down menu, select "Exhibitor".
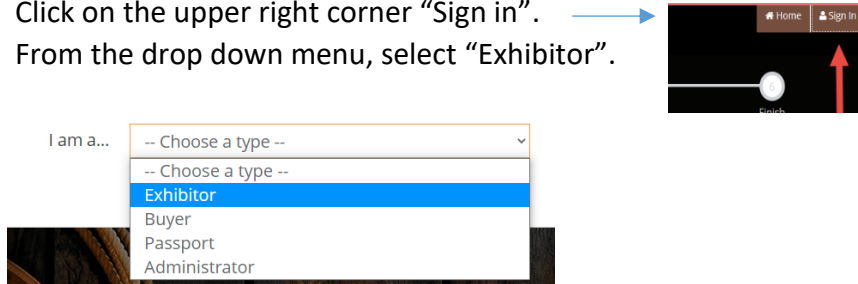
4. At the next screen, enter exhibitor's name; if you have not registered for this current year yet, select "I am a new exhibitor…..", then click continue.

5. Create a password and complete all contact information. Type or copy/paste a short (255 characters) exhibitor biography. Click "Continue" to enter password and contact information.

First Name	Latah
Last Name	Exhibitor
Password ✱	
Re-type Password ✱	
Address ✱	
Address2	
City ✱	
State/Prov ✱	
Postal Code ✱	
Phone Number ✱	📞
e-mail ✱	
Re-type e-mail ✱	
Exhibitor Notes(Bio)	

Continue →

6. A Registration confirmation screen will display your contact information. If correct, click "Continue" or click the back arrow to go to previous screen to correct errors.

Registration

✔ Confirm Registration Information
The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name	Latah
Last Name	Exhibitor
Address	1234 Street Name
Address 2	
City	City
State/Prov	St
Postal Code	83843
Phone	(123) 456-7890
e-mail	Email@gmail.com
Exhibitor Notes(Bio)	255 characters obout exhibitor

Continue →

7. Entries-
   o From the Department drop down, select the market animal you wish to sell. (Poultry and Rabbits select Small Animal).
   o From the Division drop down, large livestock will only have one option, the same as the Department entered. Small livestock, select either rabbit or poultry.
   o Select class (either 4-H or FFA), which ever your project is registered with, and then pick your club or chapter.
   o Enter only the Latah County Fair Tag ID of the tag your primary animal received at initial weigh in. If you have a floater enter floater tag id later on the screen; during the Wednesday of the fair weigh-in exhibitor chooses to switch to their floater as the primary animal, the LMAS Committee will adjust this entry for exhibitor.
      ▪ A Scrapie Tag ID field will display for Goats and Sheep. A Scrapie Tag ID is required *in addition* to the Fair tag. If you do not have a Scrapie tag, contact your breeder, FFA Advisor or 4-H leader to inquire how to obtain one.

Department	Beef
Division	Beef
Class *	01 : 4-H
Breed	
Tag ID *	Tag ID issued by Latah Co. Fair
Club *	-- Choose a Club --
Animal Raised At *	# and street of where animal resides under exhibitor's ownership
City *	City of where animal resides under exhibitor's ownership
State *	State # of where animal resides under exhibitor's ownership
Animal Bought At *	# and street of where animal was purchased, aka breeder's address
City *	City of where animal was purchased
State *	State of where animal was purchased
FLOATER TAG ID	

8. When the entry page is complete, click button "Add Entry to Cart".
9. Click "Continue" on the next screen since each exhibitor will only have ONE ENTRY.
10. The next screen will allow users to review the cart with the livestock Entry. Fees should be $0.00.
11. Click "Check Out" to proceed to the agreement and release of liability.
12. READ the **COOL & Quality Assurance Affidavit & Consignment Agreement and Release of Liability. Type "YES" into the box to act as your signature and click on the Submit button to go to the next screen.**

13. At the Transaction Summary Screen, print or email if you want a copy for your records. Click Upload File(s) to enter pictures and/or video or to exit the registration.
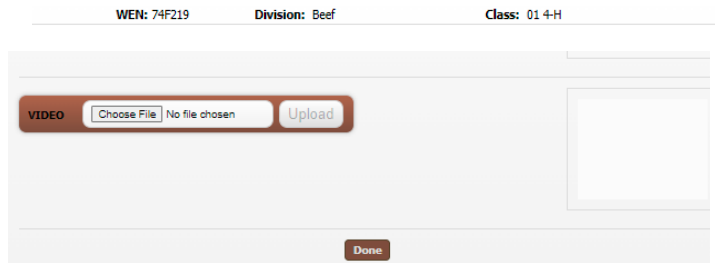
14. Click on Choose File to find picture/video file(s); click Upload once desired picture/video displays. Enter a short caption that describes the picture, if desired. At the bottom of the page, click "Done" when all files are uploaded or to exit the registration.

15. Lastly, once you receive the THANK YOU message, you have successfully completed your registration and sale registration and will receive an emailed receipt if you selected that option in step 13. At the top right Click on the Drop Down to view registration information, transactions, or to Sign Out.
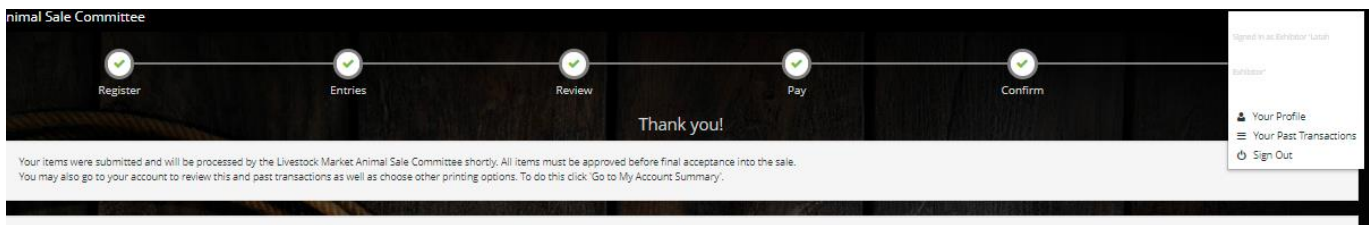
16. Should an exhibitor need to print a receipt, edit contact information or add photos/video at a later time, simply return to the log in screen, logging in with your name, password and select "**I have previously registered this year".** From the top right menu (see print screen in previous step) select YOUR PAST TRANSACTIONS to upload files or print a receipt. Select "Your Profile" option to view/edit your contact information. To edit information about an entry or delete, please contact the LMAS Committee at livestockmarketsale@gmail.com.