

Completing the Exhibitor Information Page
For My Students or Club Members when
Premiums are to be Paid to each Student or Club Member

Teachers or Club Leaders wanting to enter their student/club members' exhibits into the Fair with the premiums being paid to the student or club member can use "Quick Group." This will allow you to be able to see your group's items and check out all at one time. If there are fees that need to be paid, for example livestock, they can be paid all at once.

To Start the Online Entry Process

- Go to: <https://ncmsfls.fairwire.com/>
- In the top right corner, you will find a "Sign In" button, click it.
- Choose "Quick Group" from the drop-down box.
- Create a Name and Password for your group.
- Click "Begin Adding Exhibitors and Entries"
- Enter the student/club member's First and Last Name as it appears on their social security card.
- Choose "This is a new Exhibitor" and continue. (If the student is entering their own items in the Fair, it could come back as exhibitor already exists. Add their middle initial to the First Name.)
- Follow the "Information Field" list below to fill in the correct information in each field.
- Click "Continue" to confirm the information is correct.
- Proceed to enter the desired classes.
- If you are a club entering the classes for a member, list the club when adding each class. If your club is not entered, please call us to have it listed, 828-687-1414 Ext. 220 or 209.
- When you enter the first class, the W-9 will pop up to be completed. This must be completed before any classes are to be saved. A W-9 form needs to be completed for each school or club member with their own social security number which matches their legal name.

Filling out the W-9

- This form is a legal IRS form. Please fill it out correctly.
- The W-9 needs to be completed with the student or club member's social security number and their legal name as it appears on their social security card. You are prompted to do this when you enter the first class for each member.