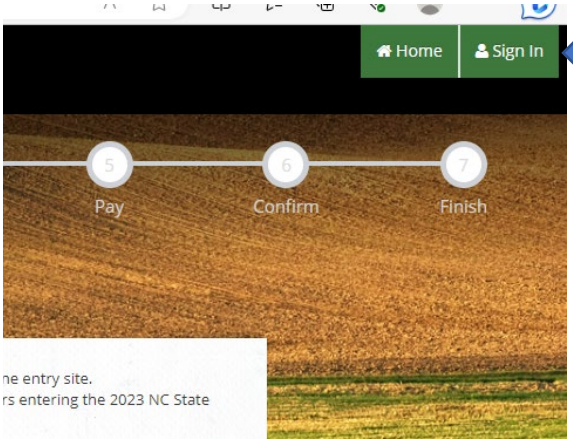
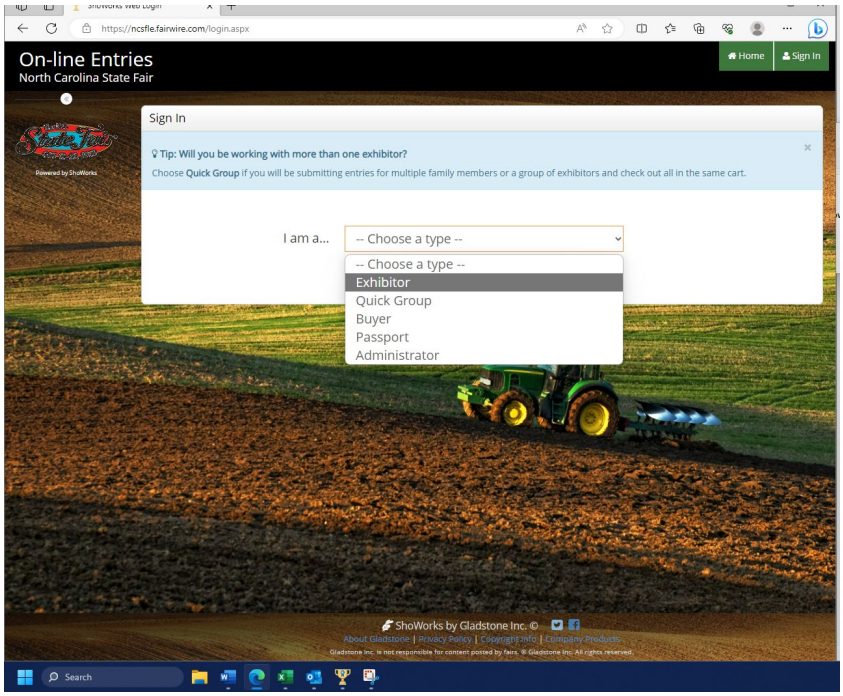
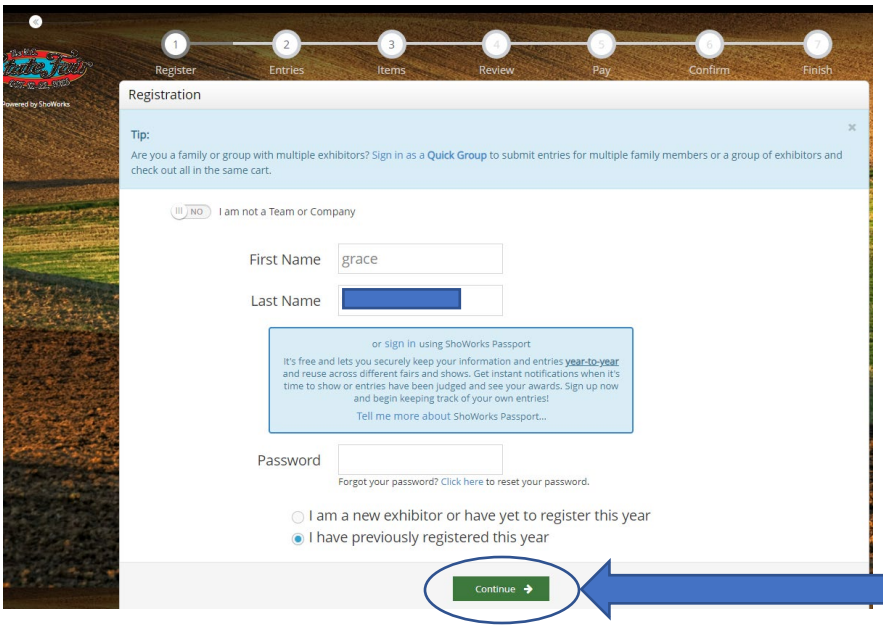
How to Enter Nominated Animal in Fair



Top right hand corner of screen. Sign In using the same credentials used to nominate animal.

Select type of account you set up.
Exhibitor or Passport

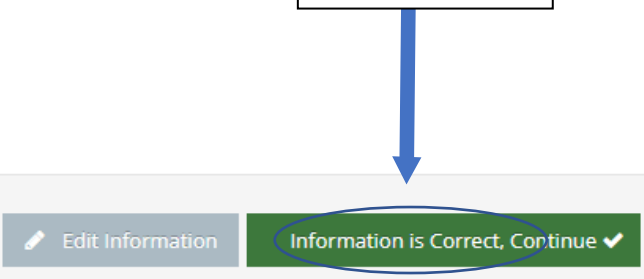


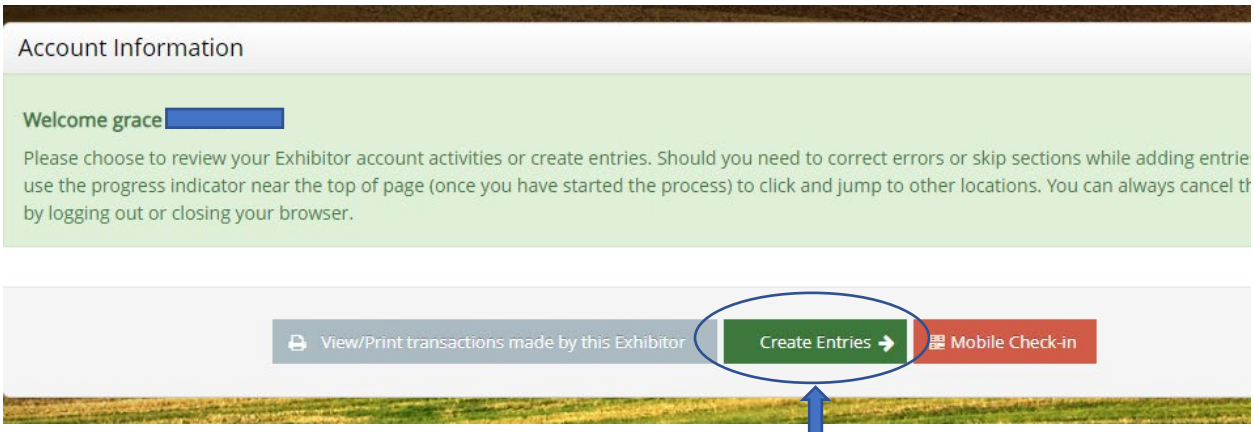


Complete information and select Continue.

First Name	Porky
Last Name	Pig
Address	123 Pig Pen Rd
City	Hogland
State/Prov	NC
Postal Code	12345
County	wake
Phone	1234567891
e-mail	hogs@hogsrus.com
Exhibitor Date of Birth	1/1/2008
1st time Exhibitor	No
Exhibitor Notes	

Confirm information is correct and select Information is Correct, Continue.

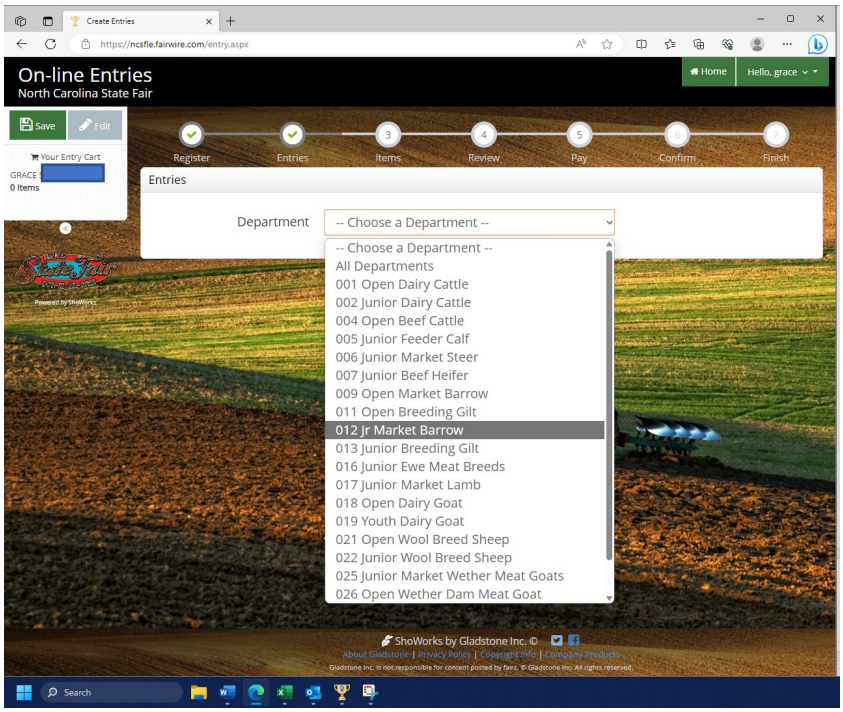




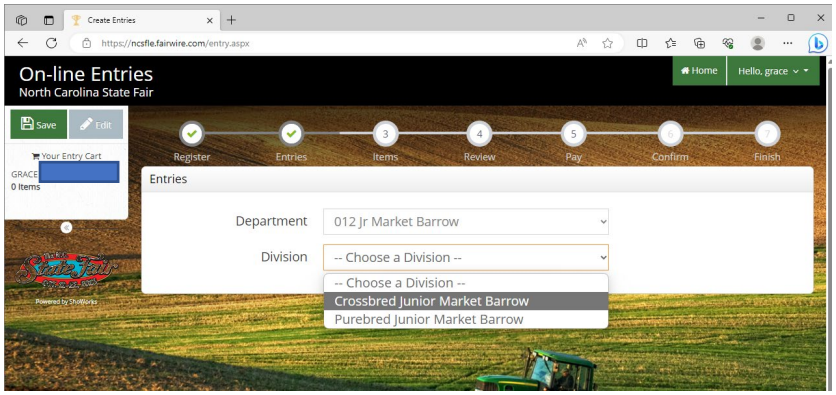
Select

Create Entries.

Select Department animal was nominated in.



Select Division animal was nominated in.

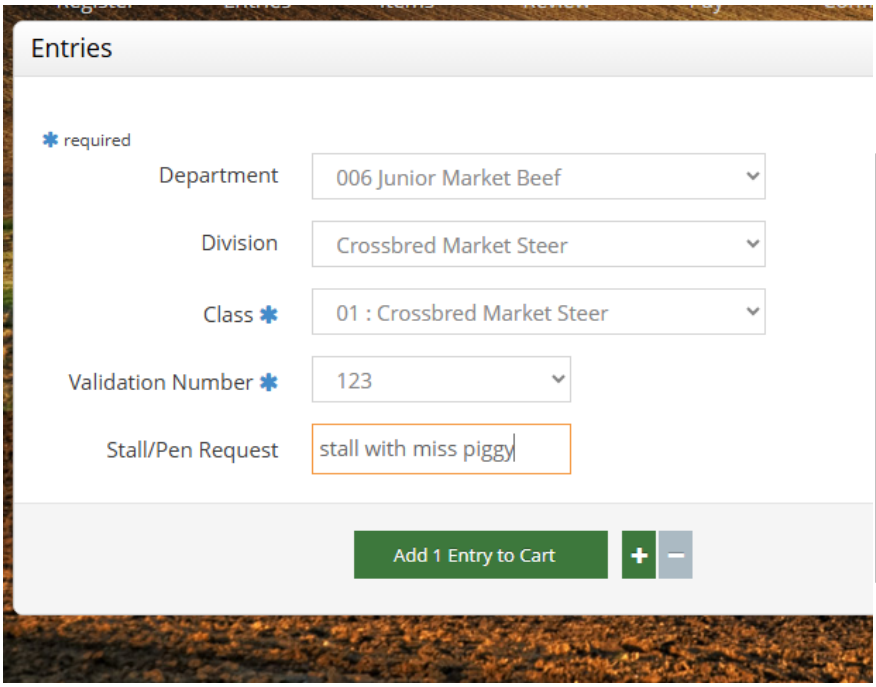


Class* - Class animal was nominated in

Validation Number* - Is the tag number used in nomination.

**Receipt from nonimation will have the information entered.

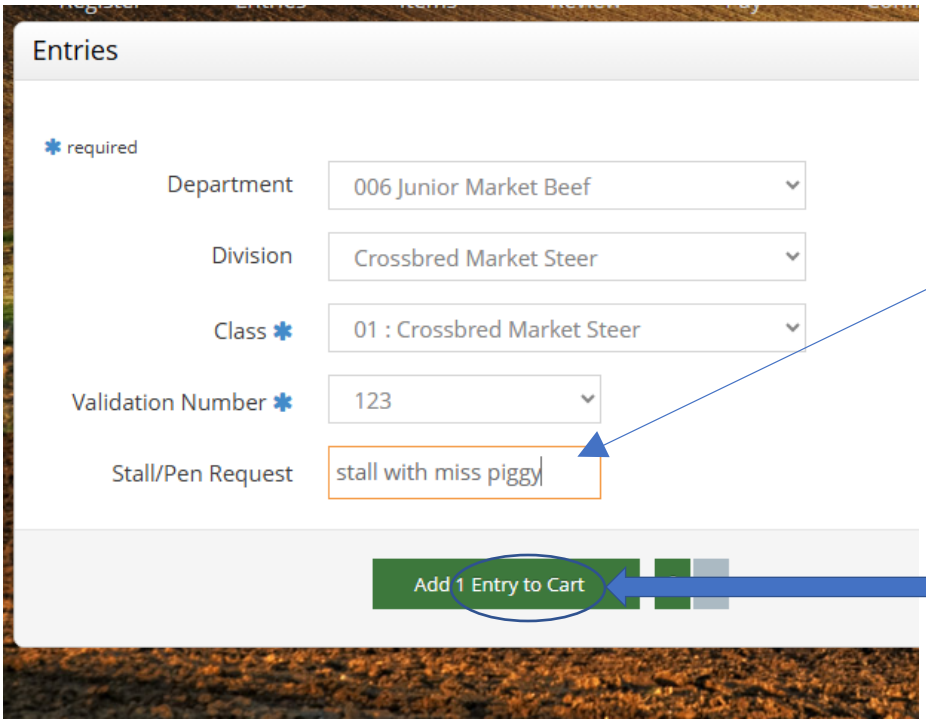
***Email summer.senter@ncagr.gov if you are unable to identify validation number.



Complete Class, Validation number

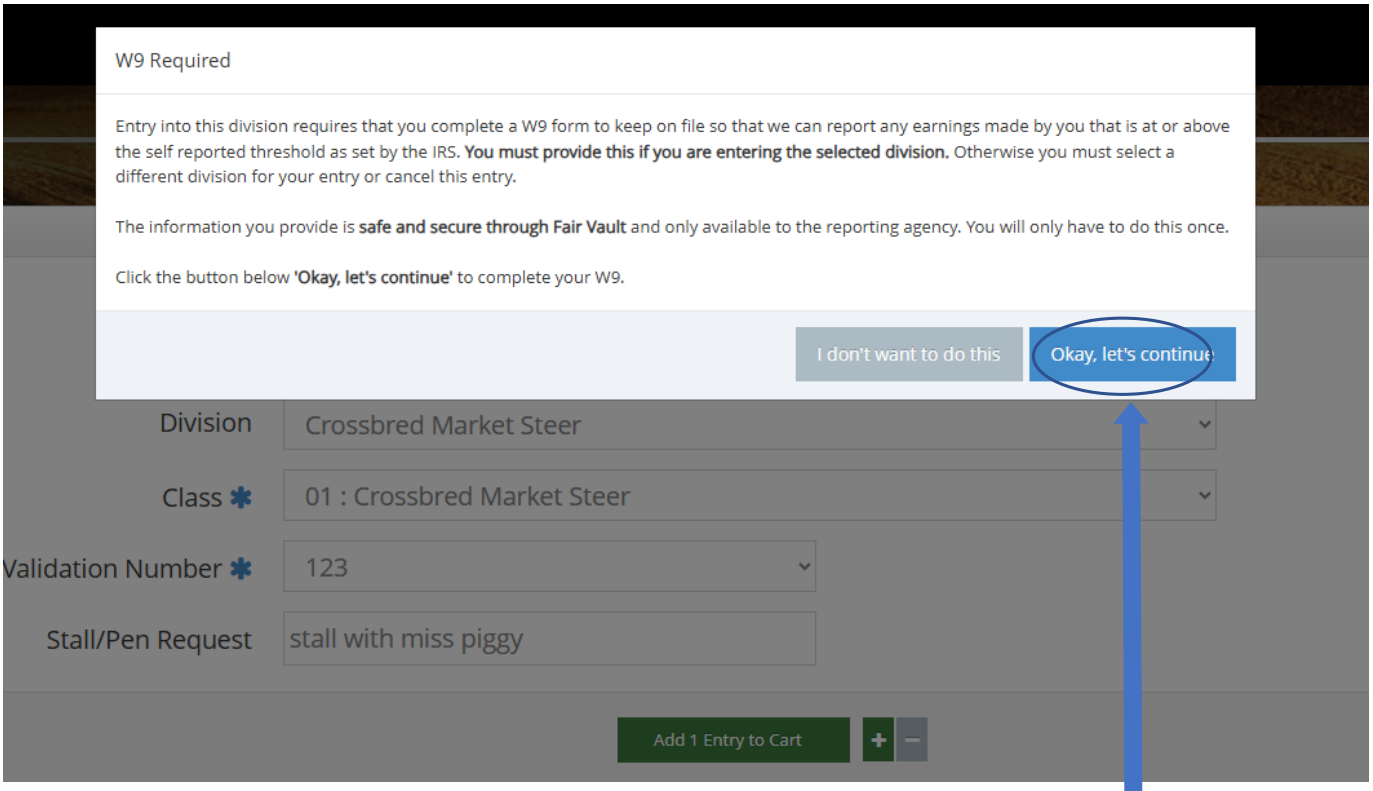
For Registered Animals:
Birthday and Registration ID.

Stall/Pen Request if needed

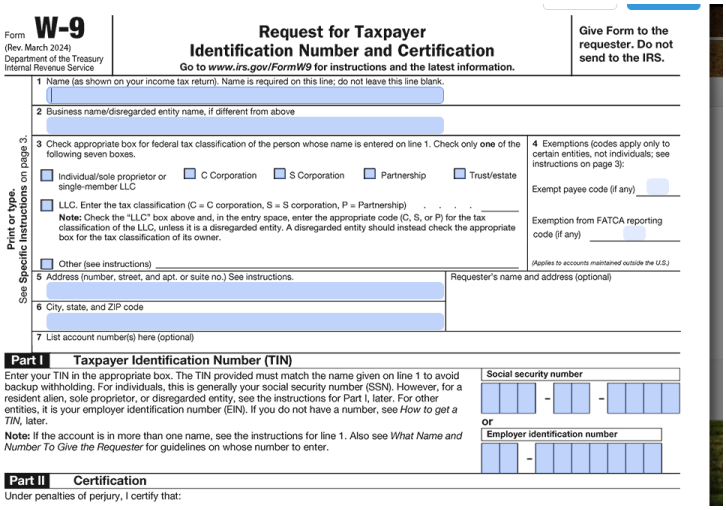


**Stall/Pen Request…if requesting to stalled by a large group, please create a group name/code word for all exhibitors to enter.

When complete, select Add 1 Entry to Cart



Select Okay, let's continue



Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

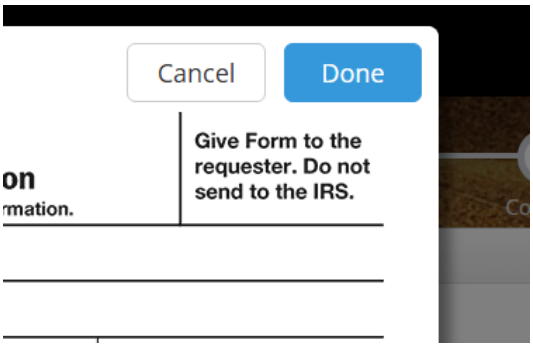
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

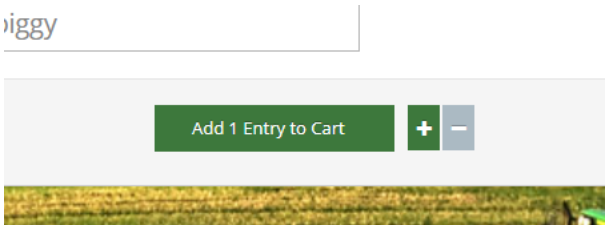
Social security number
or
Employer identification number

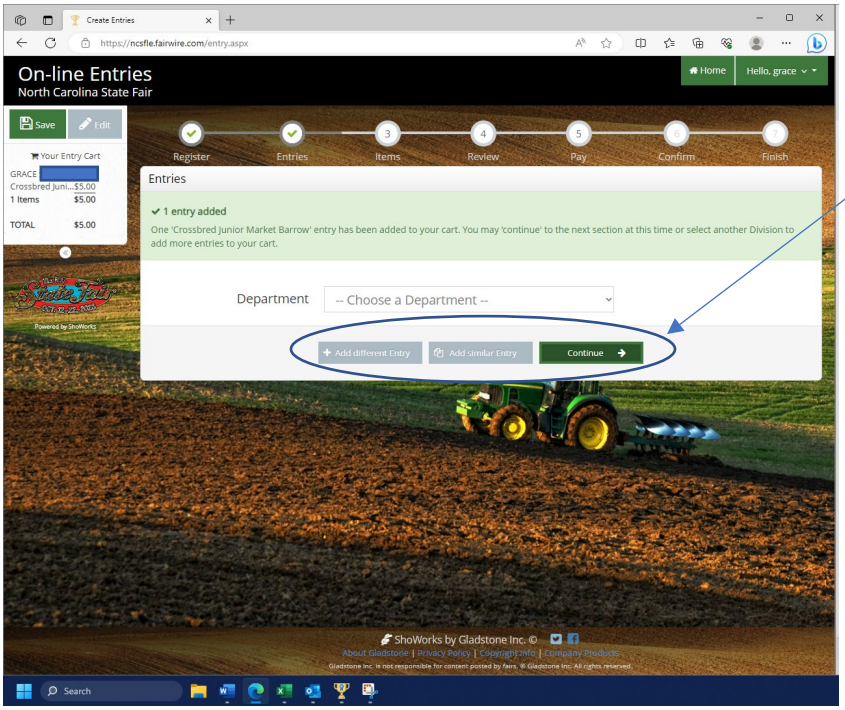
Part II Certification

Under penalties of perjury, I certify that:

The W-9 form will pop up. You will complete the form and Click to Sign at he bottom of the form. You will then Type your name and Select Accept. Scroll back to the top of the form and Select Done. It will take you back to the entry screen and you will Select Add 1 Entry to Cart

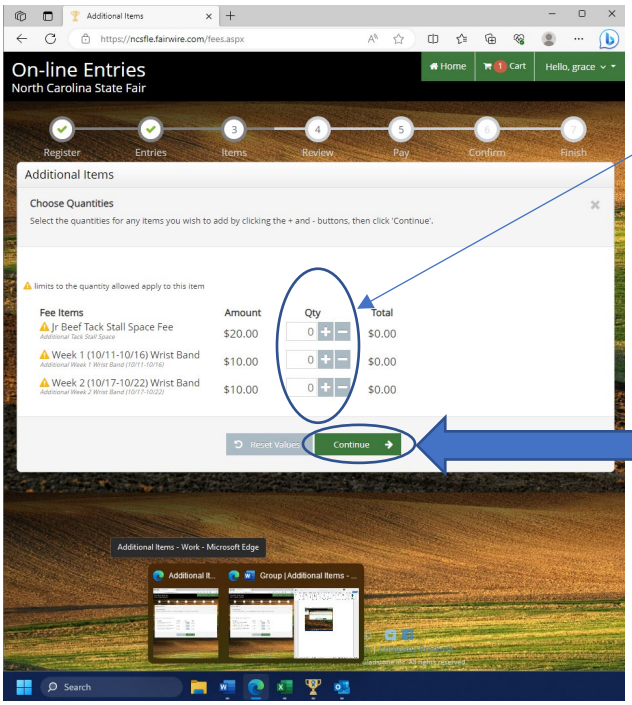






You can add more nominated entries. You can also add other animals that were not required to be nominated, if needed.

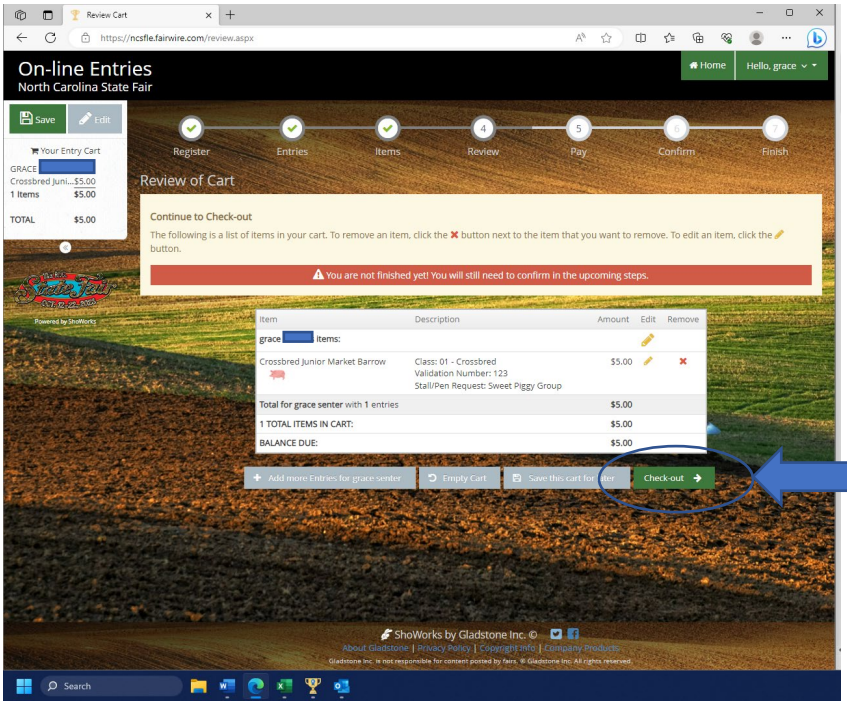
Continue



Purchase additional items, if needed.

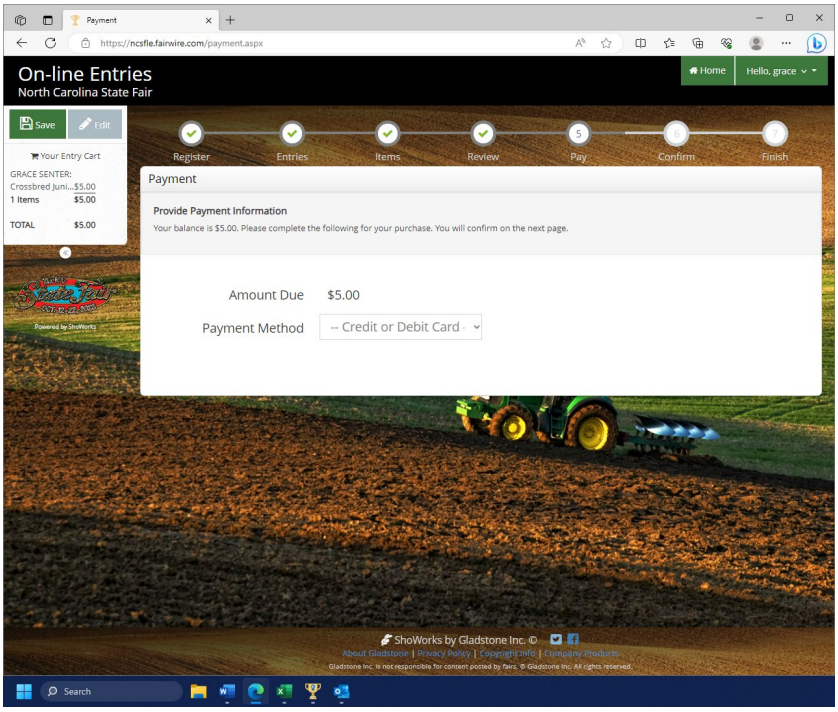
**wristbands – Fair provides… Per household – one per exhibitor and two additional.

Continue

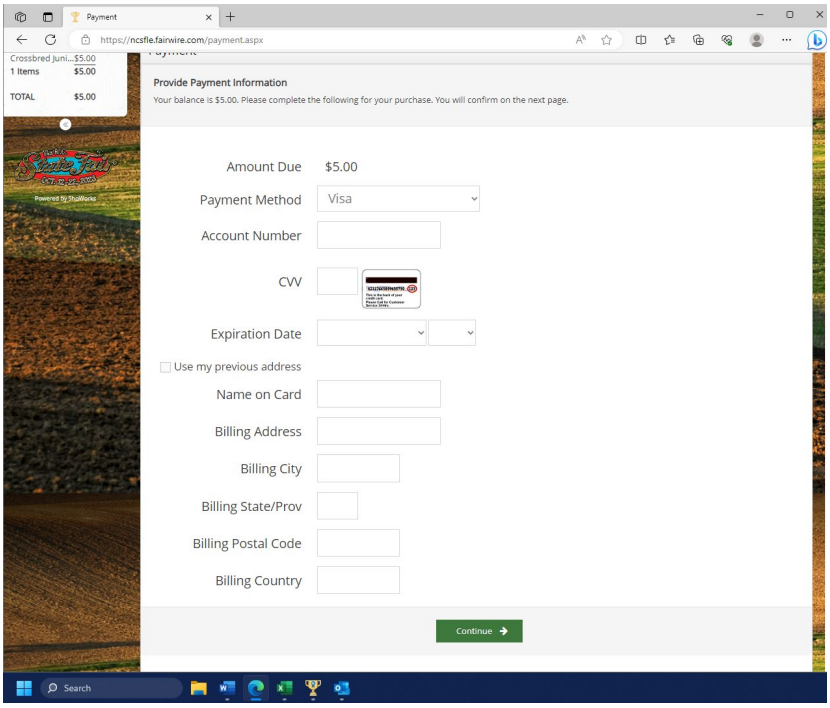


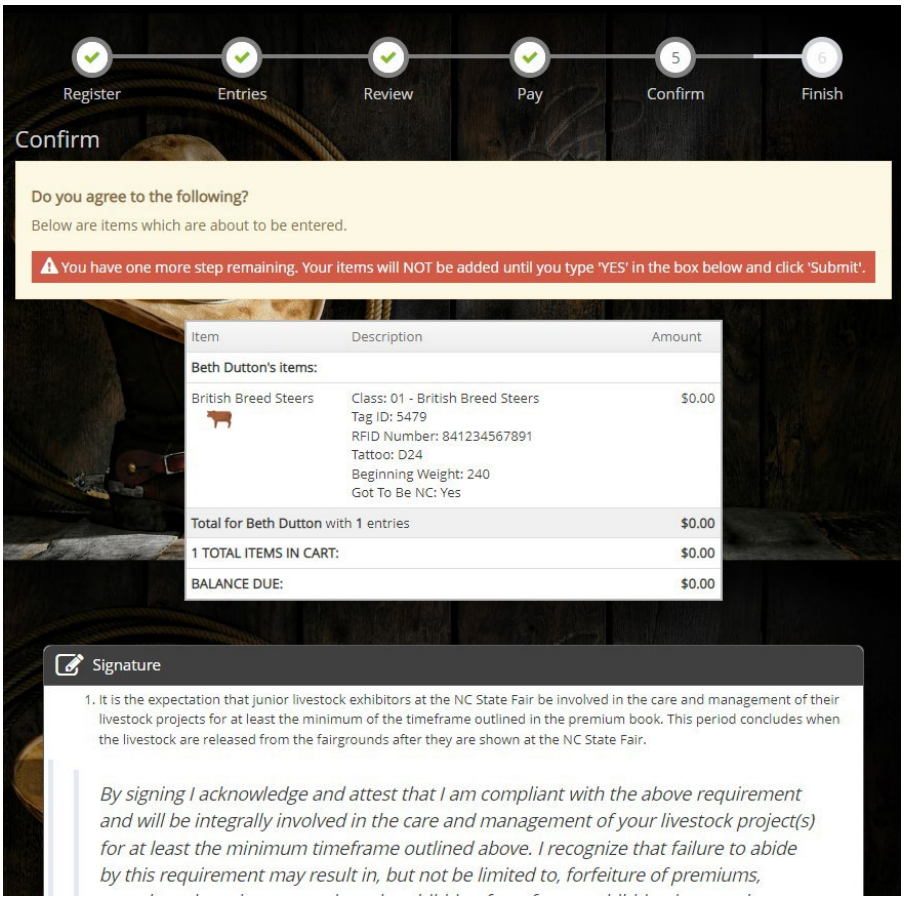
Review Cart, edit or remove items if needed.

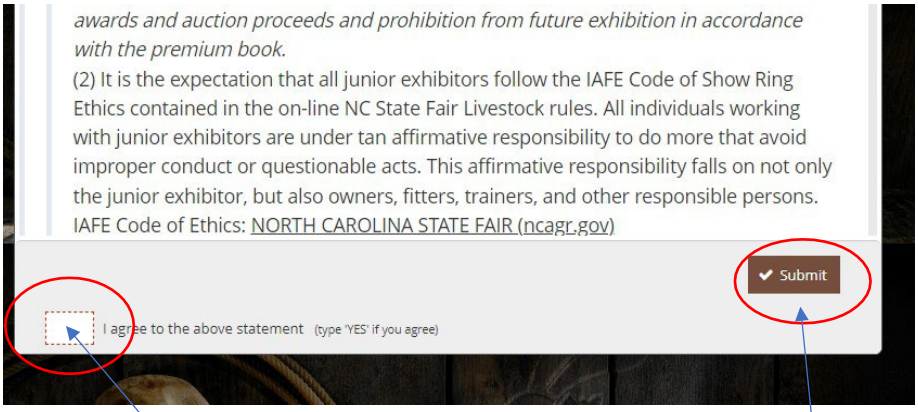
Check-out



Enter Payment information



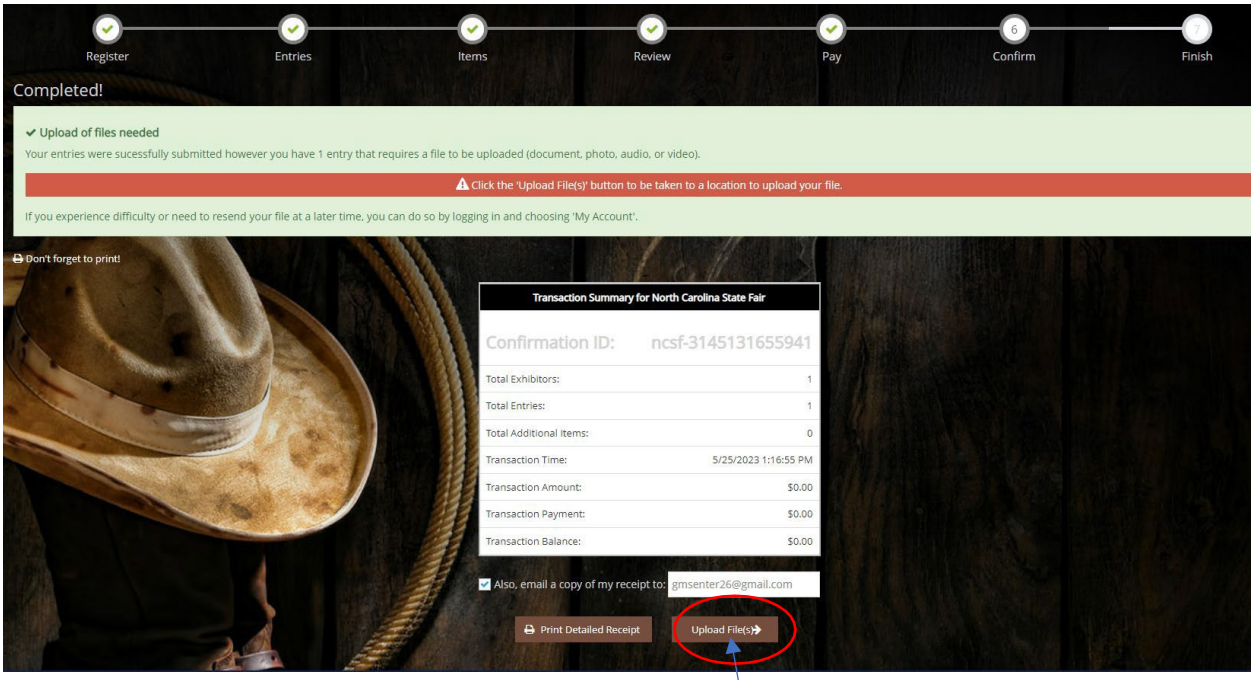




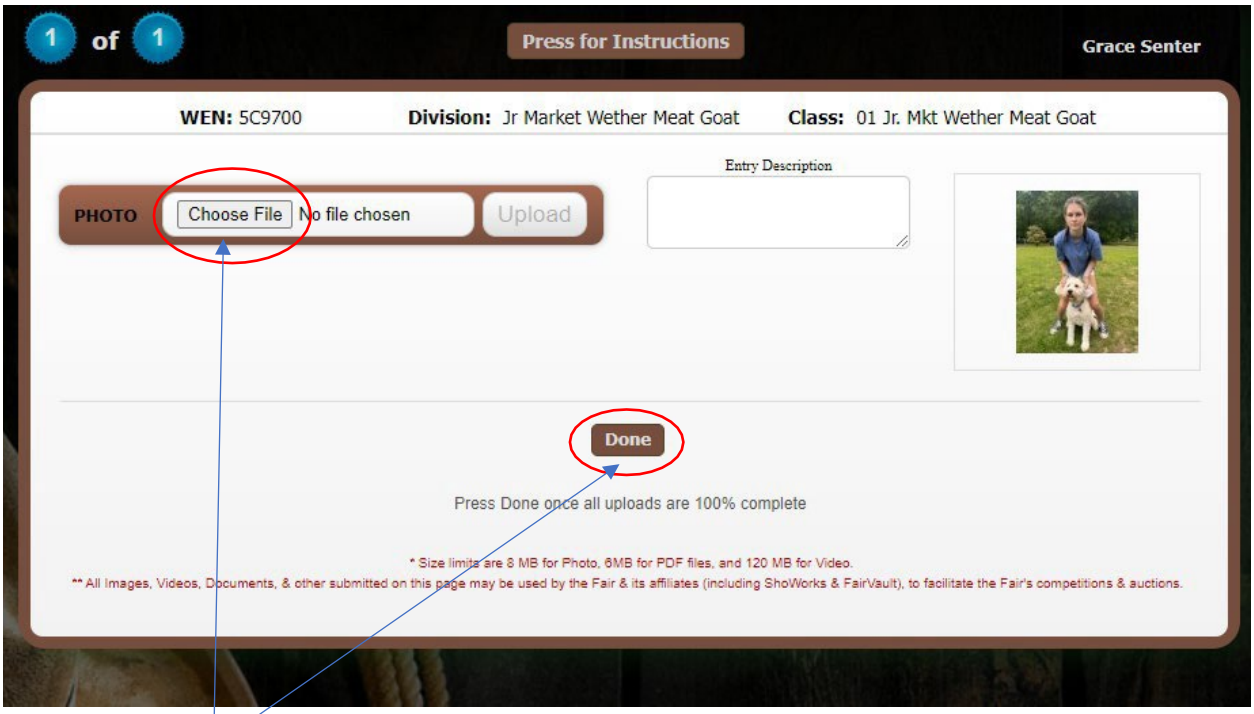
1 – Type YES if you

2 – Click Submit

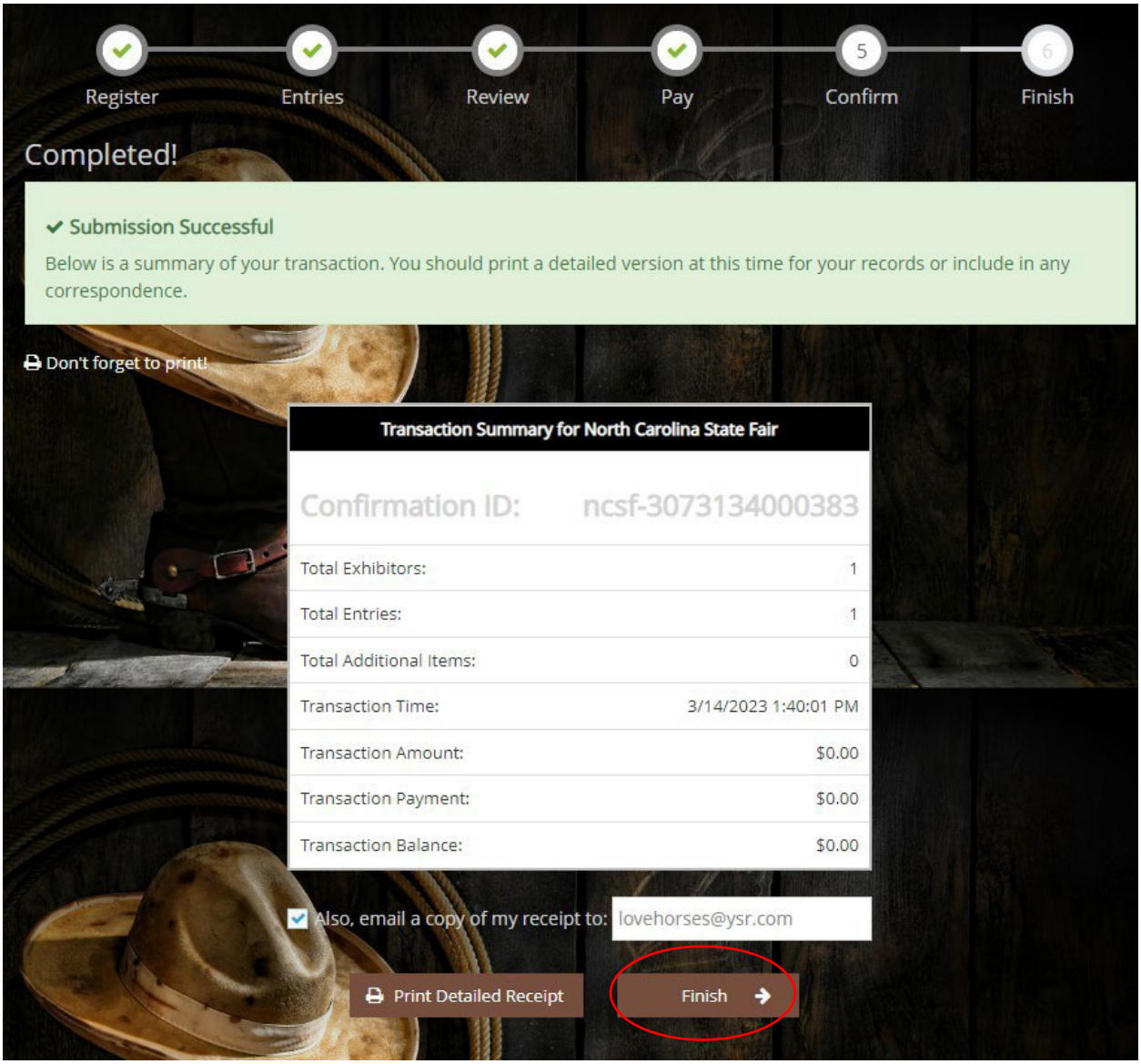
Upload Registration Papers….



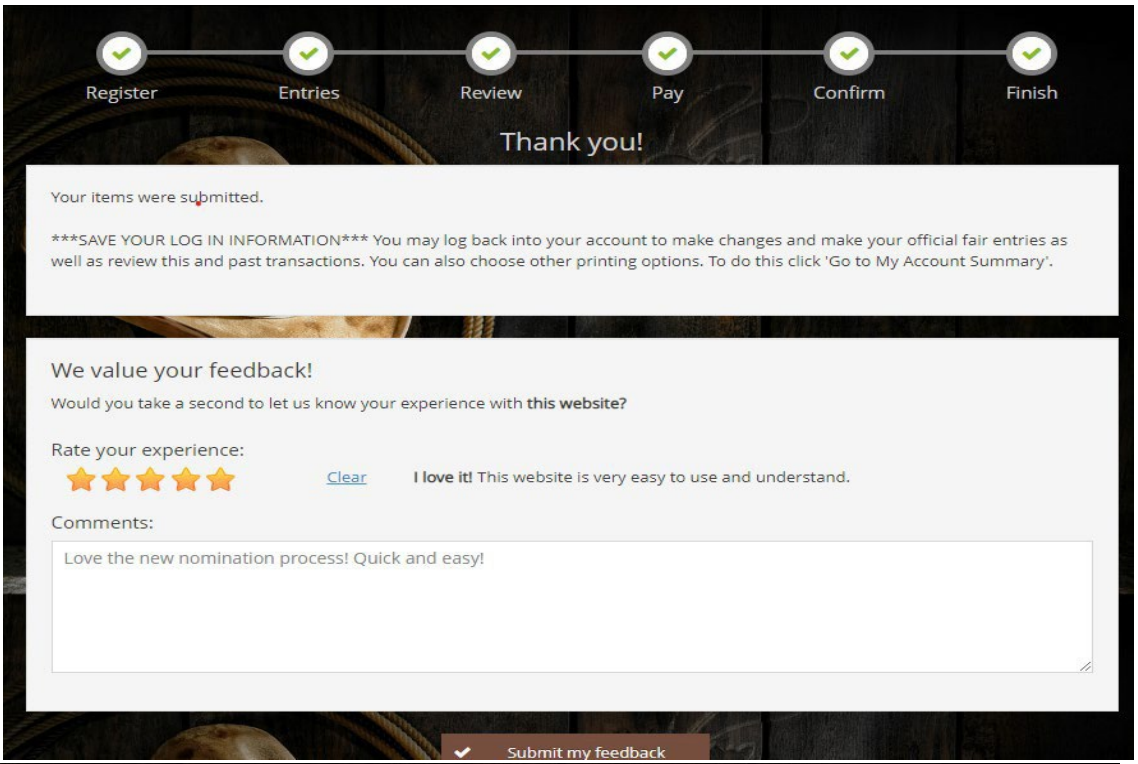
Click Upload Files

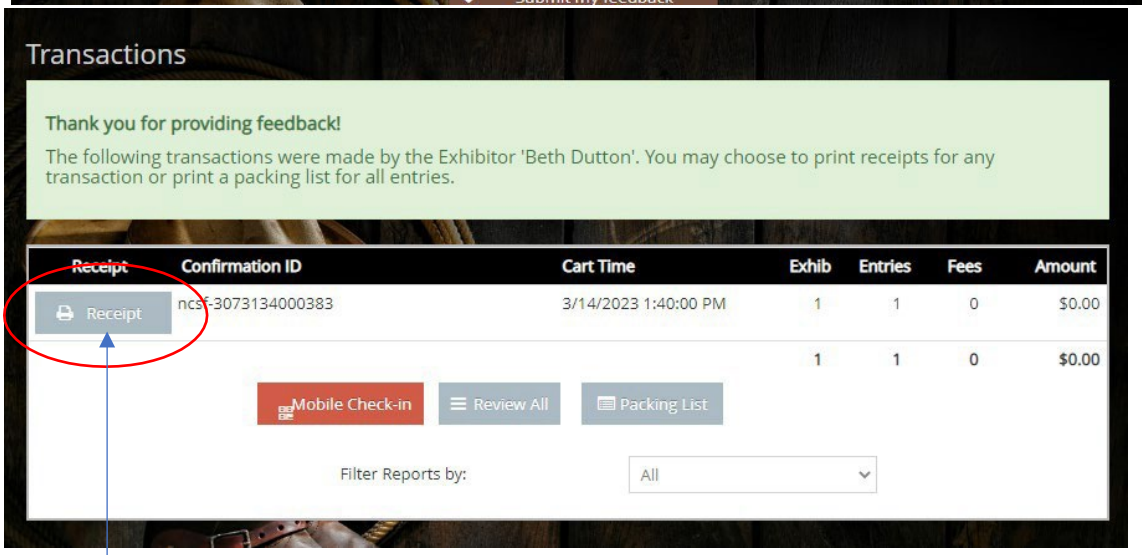


Choose File and Done


Register
Entries
Review
Pay
5
Confirm
6
Finish
Completed!
Submission Successful
Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.
Don't forget to print!
Transaction Summary for North Carolina State Fair
Confirmation ID: ncsf-3073134000383
Total Exhibitors: 1
Total Entries: 1
Total Additional Items: 0
Transaction Time: 3/14/2023 1:40:01 PM
Transaction Amount: $0.00
Transaction Payment: $0.00
Transaction Balance: $0.00
Also, email a copy of my receipt to: lovehorses@ysr.com
Print Detailed Receipt
Finish

Finish

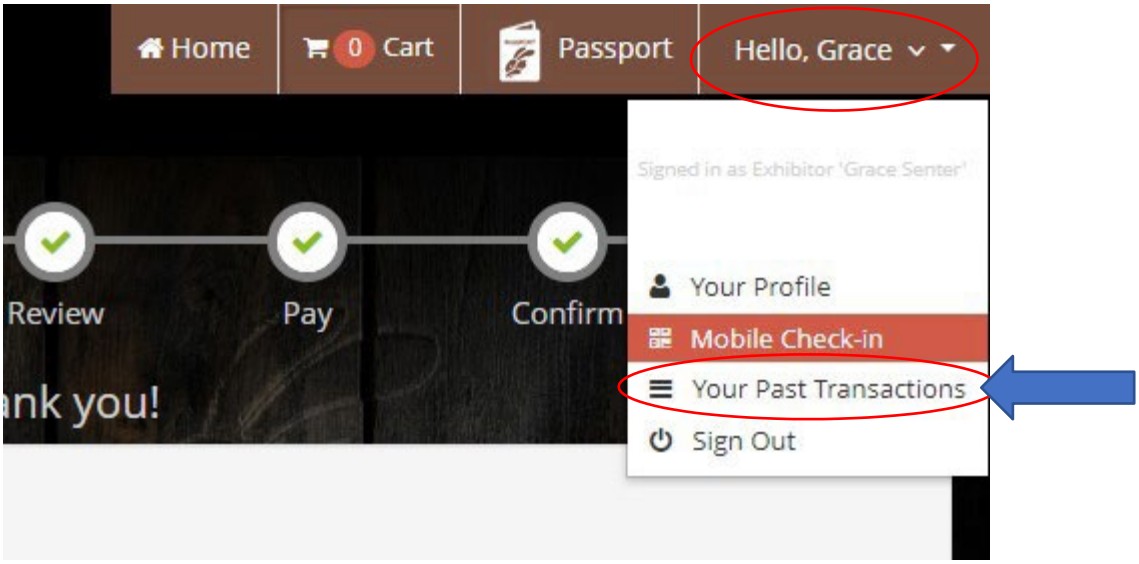




Print Receipt

If you need to log back in and upload your photo…..

Log In and Click on the "Hello, (name)" tab; choose Your Past Transactions from dropdown.



Click Upload Files

