1. Navigate to the 4-H page from the Competitions drop down box under ‘Participants’ from the main page.

2. Scroll down and click the blue ‘PAY FOR OVERNIGHT PARKING’ button.

3. You will be prompted to login to your account. If you have previously created an account you may use the same log in information. Otherwise you need to create a new account.
   a. If creating a new account enter your contact information, email address, and password.
   b. Click ‘Create Account’ to finish.

4. Select your exhibitor profile.
   a. Contact information will default to information entered at account setup.

5. Select ‘LIVESTOCK’. Continue.

6. Select ‘Exhibitor Information’ at the bottom of the page. See image below for required fields.
   a. Fill in any missing information under ‘Personal Information’.
   b. **IRS Form W-9 Information is REQUIRED.**
   c. Submit/Activate for 2023
7. Select ‘Enter a Class’
   a. Under the Department drop down, select ’32 4-H’.
   b. Under the Class drop down, select which species you anticipate showing at the State Fair.
   c. Save.

8. Select ‘Add Items’ at the bottom of the page.
   a. Select the quantity (one or two) for each day you would like to purchase Daily Auto Parking Passes.
   b. Enter License Plate Number and a Fair Time Phone Number.
   c. Submit.

9. Select ‘Checkout’ at the bottom of the page.
   a. Enter your payment information.
   b. Check the box stating you have read and agree to the entry agreement.
   c. Select ‘Submit Registration’.