Instructions for Wisconsin Holstein Association's Online Entry System
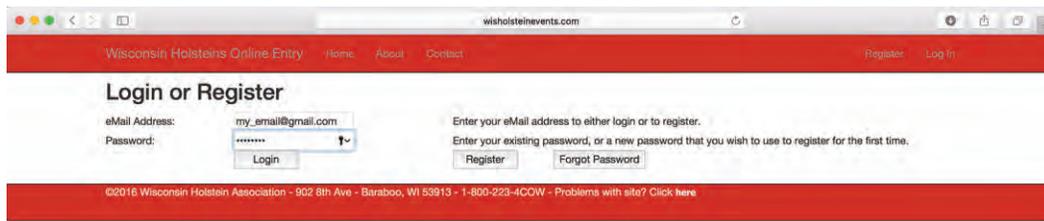
1. Use the link on WHA website to get to online system
(or http://www.wisholsteinevents.com/Login.aspx?t=636317554812726163

2. Register for an account or log-in if you have previously registered. Your account will need to use the same email address that is on file at Wisconsin Holstein for your membership. If you do not have an email address on file, please call 1-800-223-4269 to add one to your account.
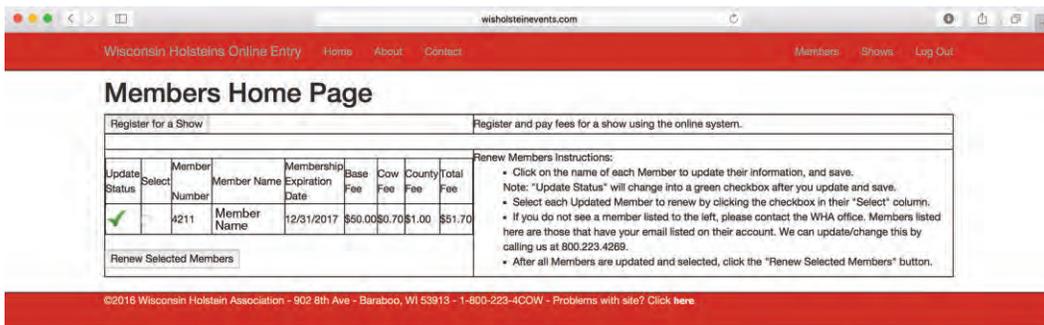
3. This screen will show if your membership is renewed or not (needed for WI Holstein shows only). If you need to renew your account, click on the name of the person to be renewed and follow the instructions.
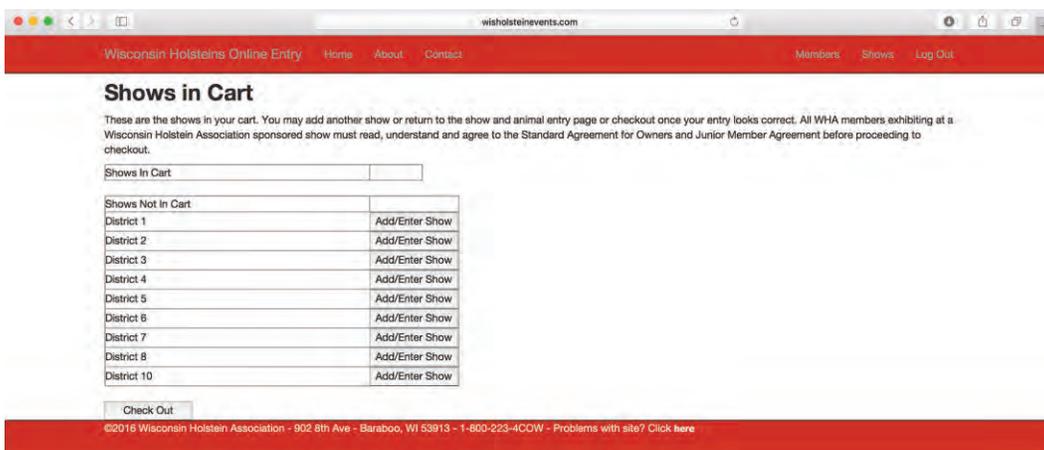
4. Click on "Add/Enter Show" for the show you'd like to enter.
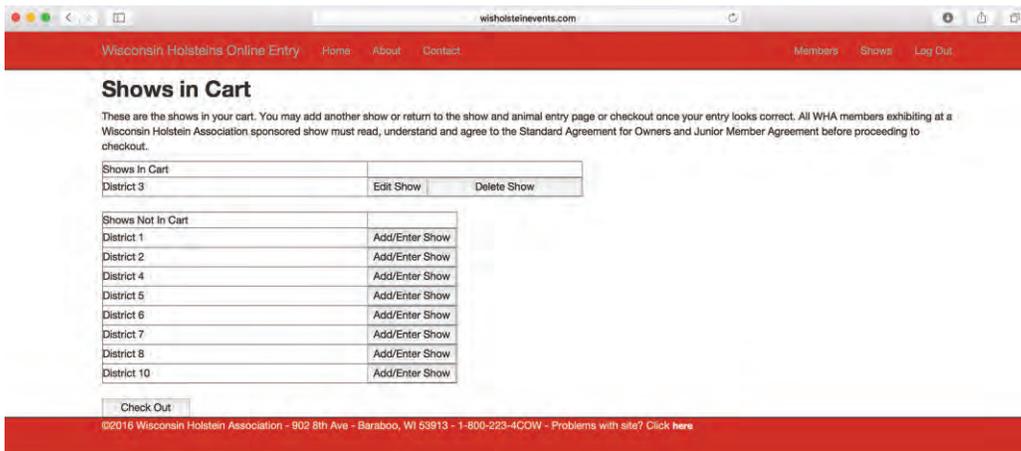
5. Click on "Edit Show" button to enter animal and exhibitor information
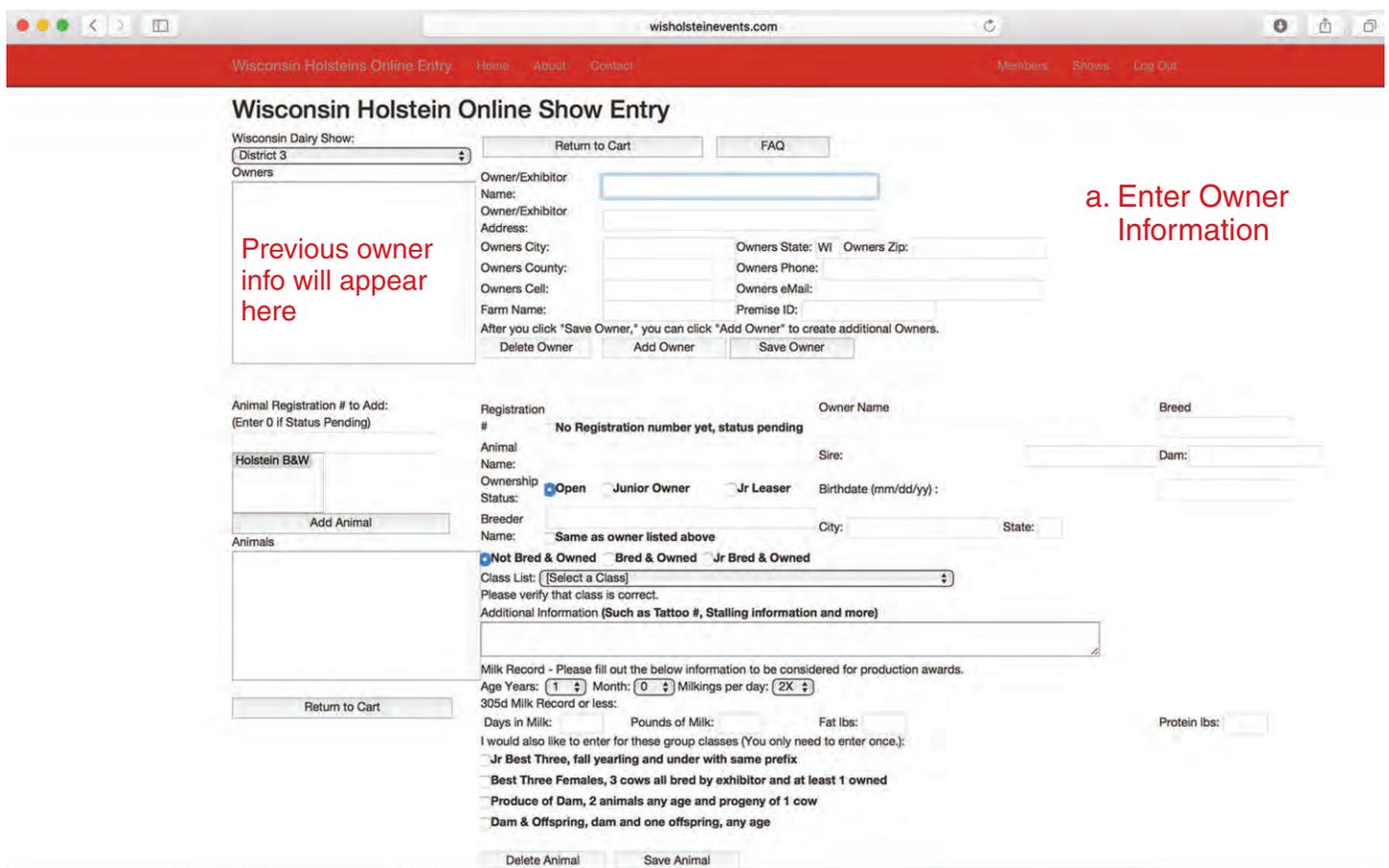
6. Enter your exhibitor information
   a. Enter name, address, etc. in the upper section (if you have used the system in the past, your owner information should show in the box on the left and you can click on the name for the old info to show)
   b. Click "Save Owner"; proceed to enter all animals for that owner
   c. Use the "Clone Owner" button if you have multiple owners with the same address, etc.; click on the previously entered owner, click "clone owner", edit with new owner name and click "save owner"

7. Enter animal information *(*note - Jersey exhibitors will need to enter all animal info)*

   a. Once an owner is selected above, enter a registration number on the left. Click "Add Animal" and all animal info should be automatically filled. If the animal is not correct, you can re-enter the correct registration number and "Add Animal" again.

   b. If your animal is not registered, enter "0" then "Add Animal" and type in all known information in the open fields

   c. Click on the buttons for Junior Owned, Jr Leaser, Bred & Owned, etc. when necessary.

   d. Select the correct class from the pull down menu

   e. Enter any additional information needed, production info and select any group classes you would like to enter (only needs to be done once)

   f. Select "Save Animal" once all info is correct

   g. If you get an error message at the bottom (in red text), either select "Yes" to update the information or "No" to change the owner name above to match the current info; Owner info should be the same as what is on the registration paper (or what it will be transferred to); select "Save Animal" again

   h. Enter another registration number for additional entries; animals already entered in the system will appear in the box on the left

8. Once all your animals are entered, click on return to cart and then "Check Out" to view Order Confirmation page.

9. Review your entries, click on the box to acknowledge that you have read and agree to the show agreements. We recommend printing this page for your records.

10. Click "Check Out" and you will be directed to the secure online payment system.

If you have problems or questions, please call the WHA office at 1-800-223-4269.