

Directions for entering exhibits in FairEntry

Family Entry

Important Reminders

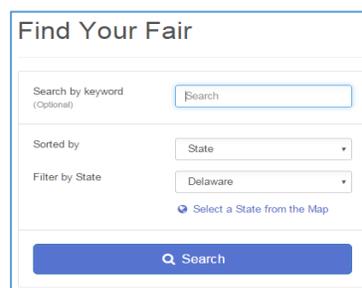
- **The pre-registration for ALL exhibits is Monday, July 9th by midnight.** Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair.

Steps

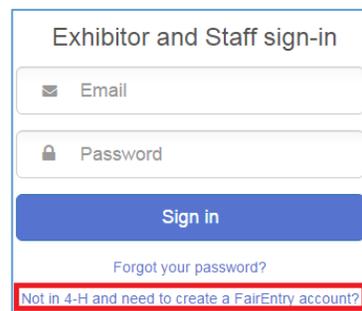
1. Go to <http://www.fairentry.com> and click “Find Your Fair”.



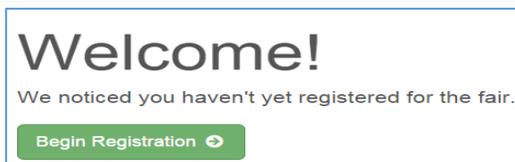
2. Filter by your state, click Search, and then click on the correct fair.



3. (First time) Click on the link to create a FairEntry Account. (After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)
4. Enter your email address twice and click Create Account. **IMPORTANT:** This must be a valid email address, so that you can receive the necessary confirmation messages.
5. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).
6. Click Create Account.



7. Click “Begin Registration”



Exhibitor Information

Click “Individual” to start registering an individual exhibitor.

The image shows a registration progress bar with three steps: 'Exhibitors' (highlighted in green), 'Entries', and 'Payment'. To the right of the bar, the amount '\$0.00' is displayed. Below the bar, the question 'Do you want to register an Individual?' is asked, with a green button labeled 'Individual' containing a person icon.

1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.

The image shows the 'New Individual Exhibitor' form. It has four required fields: 'First Name', 'Last Name', 'Date of Birth', and 'Gender'. Each field has a corresponding input box. At the bottom, there is a red warning message: 'The form is incomplete', and two buttons: 'Cancel' and 'Continue'.

2. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. If you wish to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

The image shows the 'Contact Info' screen for 'Helpsheet, Becky'. A progress bar at the top shows steps 1 through 6, with step 2 highlighted. A 'Delete this Exhibitor' button is visible. The form includes fields for 'Home Phone Number', 'Email Address', 'Cell Phone Number', and 'Cell Phone Carrier'. A red warning message at the bottom states: 'The form is incomplete. Please complete the form.'

3. Enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue when all information is entered correctly.

4. Custom fields/questions, if applicable, will be step 4 on the progress bar at the top. Answer any questions, and click Continue.

The image shows the 'Address' screen for 'Helpsheet, Becky'. A progress bar at the top shows steps 1 through 6, with step 3 highlighted. A 'Delete this Exhibitor' button is visible. A blue warning message states: 'The exhibitor's address is very important! If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.' The form includes fields for 'Address', 'Address continued', 'City', 'State', and 'Zip Code'. A green 'Continue' button is at the bottom right.

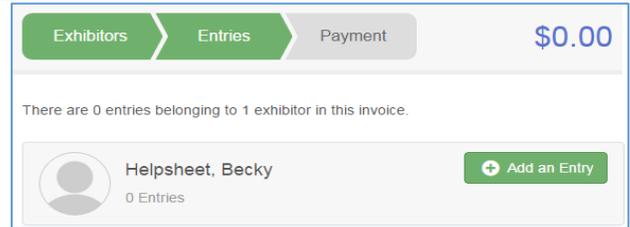
5. Review your exhibitor information. If any information is incorrectly, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

The image shows the 'Review' screen for 'Helpsheet, Becky'. A progress bar at the top shows steps 1 through 6, with step 6 highlighted. A 'Delete this Exhibitor' button is visible. A green message says: 'Please review the exhibitor registration.' with a 'Continue to Entries' button. Below, there are two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The Personal Details section shows: First Name: Becky, Last Name: Helpsheet, Date of Birth: 8/05/2000, Gender: Female. The Contact Info section shows: Email, Home Phone: 555-123-4444, Cell Phone, Cell Phone Carrier.

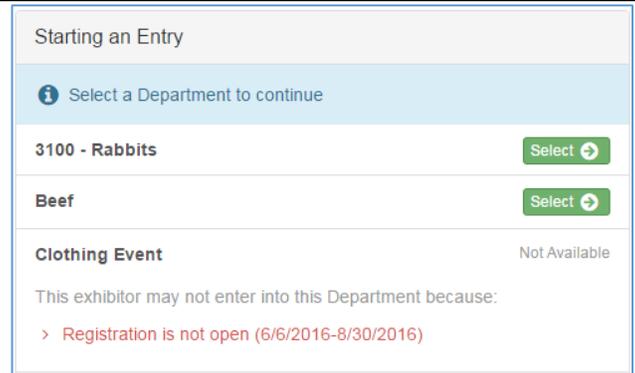
Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

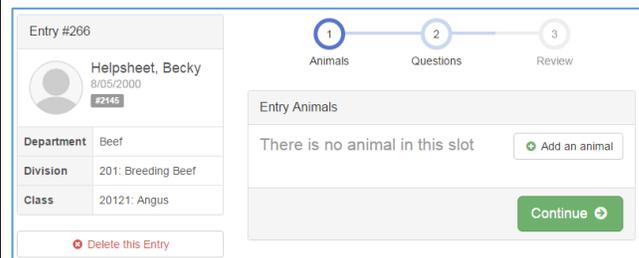
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Continue button.



5. If this is an animal class entry, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to "Add an animal".
6. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
7. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it's correct, click Continue.



8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.
9. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.

10. When each class entry is complete, you have 3 choices for what to do next:
- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
 - If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
 - If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.

11. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

12. You will not have any fees for exhibits at the Rawlins County Fair. ***Even though you owe no money (no fees are charged) you must click Continue to the last “Confirm” step to submit your entries.***

13. Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. ***After you click Submit, no changes are possible to these entries.***

