

**2018 OKLAHOMA STATE FAIR**  
**4-H & FFA ONLINE ENTRY DIRECTIONS FOR ALL NON-LIVESTOCK ENTRIES.**  
**Deadline: September 10, 2018 at 11:59 p.m.**

To begin the online entry process, please familiarize yourself with the rules and regulations pertinent to the section(s)/division(s) you will be exhibiting in. These can be found online at [www.okstatefair.com](http://www.okstatefair.com) under Competitions, Livestock, 4-H AND FFA, etc. It will be to your benefit to have documents specific to your competition printed and in front of you.

IMPORTANT: Online entries for Oklahoma State Fair 4-H and FFA NON-LIVESTOCK Exhibits:

- DO NOT USE THE “ENTER” KEY TO NAVIGATE THROUGH THE SCREENS, USE YOUR MOUSE OR “TAB” KEY INSTEAD.
- You must disable Pop-Up Blocking Software.
- Use Proper/Title Case when entering online, do not use all CAPS or all lowercase.
- If, at any time, you decide to exit the system before completing the Online Entry Process, you must “Save Cart” or all information will be lost.

INSTRUCTIONS:

- Click the blue ‘**Sign In**’ in the right hand corner.
- Choose method to login. Choose ‘**Club**’. **Clubs will retain passwords from previous year accounts.** Authorized personnel can contact the Oklahoma State Fair AgriBusiness Coordinator office to determine the previously assigned password.
- Click ‘**Continue**’
- Click on “**Begin adding Exhibitors and Entries**”.
- **Enter your student’s name**, select ‘**This is a new exhibitor**’ the first time. Then click “**Continue**”.
- Under Registration enter the exhibitor’s information as required, making sure you provide a valid email address.
- (**NOTE:** Premium/prize money checks will be mailed to the Club/School post Fair. It will be the Ag Educator’s responsibility to distribute the checks to the appropriate individual.)
- Click “**Continue**”
- Review all information (under Registration Information Updated) and make sure it is correct. To revise any information, use your back button to take you to the previous screen to make corrections. You will be required to re-enter your password.
- Click “**Continue**”
- Entries screen: under “**Department**” select **4-H** or **FFA**.
- Select the **Division** in which you would like to Enter.
- Select the **Class** in which you would like to enter. It is very important that you have the Division Listing printed out from our Web site.
- Fully complete each field that is listed and that is applicable.
- Click “**Add Entry to Cart**” (DO NOT USE THE + (or) – TABS. They will duplicate the exact entry you just processed with same class, same student, etc.)
- Choose from three different options:
  - “**Add Different Entry**” – entries in different divisions.
  - “**Add Similar Entry**”– entries within the same division. You can copy data from the previous entry and save some time typing.
  - “**Continue**” – Entries for this exhibitor have been completed
- By clicking ‘**Continue**’, you then can review your cart and edit as needed.

- You may choose “**Add more Entries**” for the current exhibitor, “**Save this cart for later**”, “**Check-out**” or “**Add entries for a different Exhibitor**”.
- Click “**Check-Out**” when you are completely done and ready to check out
- Type “**yes**” as prompted and click “**Submit**”
- **Print receipt for your records.** After all receipts have finished printing, click the ‘**Finish**’ button.
- Click “**Go to My Account Summary**” to view each entry again or you can exit the Program.

**CONGRATULATIONS!** You have successfully completed the Online Entry Process for the 2018 Oklahoma State Fair. We look forward to seeing you at State Fair Park in September. Please feel free to contact the Livestock Office if you have any questions.

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