## Fair Entry sign up instructions

#### Log into your account



A drop down of all the Departments will come up – For Example Click select by Department 017 Early Childhood  $(K\&2^{nd})$  & Youth Explorers

001 Youth Dairy	Select 🤿
002 Youth Beef	Select 🥑
003 Youth Swine, Market	Select 🥹
004 Youth Sheep	Select 🤿
005 Youth Goats	Select 🥹
006 Youth Horses	Select 🥹
007 Youth Poultry	Select 🥹
008 Youth Rabbits	Select 🥹
009 Youth Dogs	Select 🥹
010 Youth Animal Science	Select 🤿
011 Domesticated Exotic Animals	Select 🤿
011 Domesticated Exotic Animals 013 Youth Cats	Select  Select
011 Domesticated Exotic Animals 013 Youth Cats 014 Youth Plant & Soil Science	Select  Select
011 Domesticated Exotic Animals 013 Youth Cats 014 Youth Plant & Soil Science 015 Youth Flowers, Houseplants & Landscape	Select 🕥 Select 🕥 Select 📀
011 Domesticated Exotic Animals         013 Youth Cats         014 Youth Plant & Soil Science         015 Youth Flowers, Houseplants & Landscape         016 Youth Natural Resource & Naturespace	Select ② Select ② Select ② Select ③
011 Domesticated Exotic Animals         013 Youth Cats         014 Youth Plant & Soil Science         015 Youth Flowers, Houseplants & Landscape         016 Youth Natural Resource & Naturespace         017 Early Childhood (K-2nd) & Youth Explorers	Select  Select
011 Domesticated Exotic Animals         013 Youth Cats         014 Youth Plant & Soil Science         015 Youth Flowers, Houseplants & Landscape         016 Youth Natural Resource & Naturespace         017 Early Childhood (K-2nd) & Youth Explorers         018 Youth Cultural Arts	Select  Select

Then click on Select for class A: Early Childhood (K-2<sup>nd</sup>) is correct and then click Choose

Choose [	Department and Class	
Department	017 Early Childhood (K-2nd) & Youth Explorers	Change
A: Early Ch	ildhood (K-2nd)	Select <b>O</b>
B: Explorer	S	Select
	Cancel	Choose

Click on Choose

Choose Department and Class				
Department	017 Early Childhood (K-2nd) & Youth Explorers	Change		
Class	Change			
	Cancel	Choose		

Check mark Lot 01, 02, 03

#### Create One or More Entries

Exhibitor	Bob Frank Individual		Change
Department / Class	017 Early Childhood (K-2nd) & Youth Explorers / A	A: Early Childhood (K-2nd)	Change
Make your Cl	ub and Lot selections to continue.		Continue O
Club	Change	Lot or Lots	
No Club (Open)		01: Exhibit prepared by Member	Quantity: 1 🗸
When entering into an Open Lot, your club selection will be     broked as Ma Over (Gase)		✓ 02: Exhibit prepared by Member	Quantity: 1 🗸
treated as No Club (	openj.	✓ 03: Exhibit prepared by Member	Quantity: 1 🗸
Animal(s)			
This Class does not	allow animals.		

### Create One or More Entries

Exhibitor	Bob Frank Individual		
Department / Class	017 Early Childhood (K-2nd) & Youth Explore	ers / A: E	Early Childhood (K-2nd)
Make your Cl	ub and Lot selections to contin	Je.	
Club	Chang		Lot or Lots
No Club (Open)		-	01: Exhibit prepared I
When entering in treated as No Club (	to an Open Lot, your club selection will be Open).		02: Exhibit prepared I
			03: Exhibit prepared I
Animal(s)			

#### Click on the 4-H tab

Change Club			
Current Selection: No Club (Open)			
Suggested	€ 4-H	FFA	Other
<ul> <li>Baldwin Wide Awake</li> </ul>	9		4-H

## Scroll down and click on your club name

<ul> <li>Other, Agents, Teachers, Etc.</li> </ul>		4.H
O Riverside		4-H
<ul> <li>Roberts Ribbon</li> <li>Reapers</li> </ul>		4-H
○ Rolling Hills		4-H
○ Rustic Renegades		4-H
⊖ Springbrook		4-H
○ St. Croix Adventurers		4-H
O St. Croix Central FFA		4-H
<ul> <li>Sunnyside</li> <li>Shamrocks</li> </ul>		4-H
○ Trail Blazers		4-H
○ Tri River Voyagers		4-H
	Cancel	ок

#### Click OK

You will be back to the Create Entries tab:

Confirm that your correct club name is listed under the Club and three Lots have check marks in front of each

#### Create One or More Entries

Exhibitor	Bob Frank Individual					
Department / Class	Class 017 Early Childhood (K-2nd) & Youth Explorers / A: Early Childhood (K-2nd)					
		R				
Make your Cl	Make your Club and Lot selections to continue.					
Club	Change	Lot or Lots				
Riverside 4-H		<ul> <li>O1: Exhibit prepared by Member</li> </ul>	Quantity: 1 🗸 🗸			
When entering into an Open Lot, your club selection will be tracted as <i>he Club (Open)</i>		✓ 02: Exhibit prepared by Member	Quantity: 1 🗸			
		<ul> <li>O3: Exhibit prepared by Member</li> </ul>	Quantity: 1 🗸 🗸			
Animal(s)						
This Class does not	allow animals.					

#### Click Continue

It will have you confirm one more time

It should be the same as the screen shot below - Click Create Entries

Review your selections Before we actually create your entries, please review your selections.				
If you continue with y information:	our current selections, 3 entries will be created with the following			
Department	017 Early Childhood (K-2nd) & Youth Explorers			
Class	A: Early Childhood (K-2nd)			
Club	Riverside 4.H			
Animal(s)	No Animals			
Entry Lots				
<ol> <li>01: Exhibit prepared by Member</li> <li>02: Exhibit prepared by Member</li> <li>03: Exhibit prepared by Member</li> </ol>				
	Cancel Create Entries			

# Click Continue to Payment – our county does not charge for entries so this will be 0

2022 St. Croix	County	Fair		Frank +
Exhibitors		Entries	Payment	\$0.00
There are 4 entries belongin	ng to 2 exhibitors	in this invoice.	Everything looks good!	
0	Register anot	her Exhibitor	O Con	tinue to Payment
Frank, Bob 3 Entries				Add an Entry
#5545	Department	017 Early Childhood (K-2nd) & Youth Explore	rs Allow Public Viewing:	Yes 🖋 Edit
	Class	A: Early Childhood (K-2nd)	In-Person	
	Lot	03: Exhibit prepared by Member		
#5544	Department	017 Early Childhood (K-2nd) & Youth Explore	rs Allow Public Viewing:	Yes 🖉 Edit
	Class	A: Early Childhood (K-2nd)		
	Lot	02: Exhibit prepared by Member		
#5543	Department	017 Early Childhood (K-2nd) & Youth Evolore	Allow Public Viewing:	Yes 🖉 Entit
	Class	A: Early Childhood (K-2nd)	In-Person	♂ Luit
	Let	01: Evhibit prepared by Member		

## Click Continue

2022 St. Croix	County Fa	ir			
Exhibitors	$\rangle$	Entries	$\rangle$	Payment	
1 Revie	ew		2 Payment Method		3 Confir
	Invoice				Summary Detail
	Individual Exhibitor:	Bob Frank			\$0.00
	Individual Exhibitor:	Tammy Frank			\$0.00
					Total: \$0.00
					Continue

Click Continue on the Payment not necessary screen

Last Step - Click Submit



**EMAIL #1** - After you submit, an email will be sent to you with your entries. SAVE/PRINT this email so you have a record of the entries you submitted. You will also want to compare this list to your notes and ask any questions if they do not match.

**EMAIL #2** - Once entries have been approved by Fair Staff, you will receive another email listing entries and confirming you are entered.

If you do not receive these emails, check to make sure you finished on the submit page. Check you Spam folders

If you have questions, call/email Cindy Van Dyk 715.246.5486 or email cindyvandyk1976@gmail.com