# Fair Entry sign up instructions

Log into your account

## 2022 St. Croix County Fair

Registration is currently **Open**

Registration dates: 3/29/2022 - 6/1/2022

Exceptions may apply   View Details

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**2022 St. Croix County Fair**                                   Frank ▾

| Exhibitors | Entries | Payment | $0.00 |

There is 1 entry belonging to 2 exhibitors in this invoice.

⊕ Register another Exhibitor

Everything looks good!

➔ Continue to Payment

Frank, Bob
0 Entries

⊕ Add an Entry

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

| Department | |
|---|---|
| 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 ➔ |
| 013 Youth Cats | Select ➔ |
| 014 Youth Plant & Soil Science | Select ➔ |
| 015 Youth Flowers, Houseplants & Landscape | Select ➔ |
| 016 Youth Natural Resource & Naturespace | Select ➔ |
| 017 Early Childhood (K-2nd) & Youth Explorers | Select ➔ |
| 018 Youth Cultural Arts | Select ➔ |
| 020 Youth Photography | Select ➔ |

Then click on Select for class A: Early Childhood (K-2$^{nd}$) is correct and then click Choose



Click on Choose



Check mark Lot 01, 02, 03

**Choose the Club –** click on Change



Click on the 4-H tab



Scroll down and click on your club name

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



Click Continue

It will have you confirm one more time

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

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



Click 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