

FairEntry entry process

<https://fairentry.com>

Online Registration
with FairEntry click
here

Step 1

Top of page - Select "Find your Fair"

Step 2

Select "As an Exhibitor"

Step 3

- A. Create a FairEntry account
 - B. Password: at least 10 characters, 1 digit, 1 cap letter or symbol
- Tip: Make note of your password

Step 4

- A. Select "Begin Registration" and select "Individual"
- B. Enter required fields
 - 1. enter info, contact info and address
 - 2. review / edit as necessary then "Continue to Entries"

Begin Registration →

Continue to Entries →

Step 5

IGNORE "everything looks good - continue to payment"

- A. Select "+ Add an entry"

+ Add an Entry

Step 6

"Select" a Department and then "Select" a Division
select "Choose"

Select →

Choose

for ANIMAL entries skip down to Step 10

Step 7

Click the boxes to select all your classes and dropdown quantity
When finished select "Continue"

Continue →

Step 8

Review and either "Cancel" to edit or "Create Entries"

Create Entries

Step 9

Either "+ Add an Entry" and start back at Step 6
OR "Continue to Payment"
Select "Continue"
Select "Submit"

+ Add an Entry

→ Continue to Payment

Continue →

✓ Submit

**Watchout: blue box - an entry needs
attention click on Review**

There is 1 item that needs your attention

→ Review/Complete Outstanding Records

Step 10

**ANIMALS MUST BE ENTERED ONE AT A TIME - THERE ARE
SPECIFIC QUESTIONS GEARED TOWARD EACH ANIMAL.**

- A. "Select" a Department and then "Select" a Division then select
"Choose"
- "Select" a Class then "Continue"
- Select "+ Add an animal" then "Enter a New Animal Record"

Choose

Select →

Continue →

+ Add an animal

Step 11

 Enter a New Animal Record

A. Drop down Animal type, should match your original selection

B. Answer the required questions / Breed is a drop down

C. Health Inspection is REQUIRED don't forget to click the box

D. Select "Create and Add Animal"

E. Remove / Edit or Continue

F. "+ Add another Entry" or "Continue to Payment"

G. If "Add another Entry" - select "Change" Department or Division
then start over from step 10 above

H. If "Continue to Payment" select "Continue" then review then
"Continue" then "Submit"

Create and Add Animal

Continue →

Choose

Continue →

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