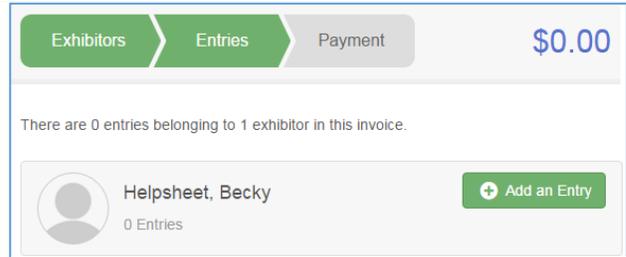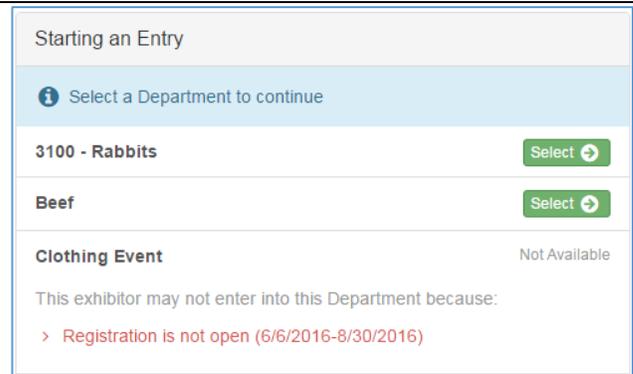## Creating Entries

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).
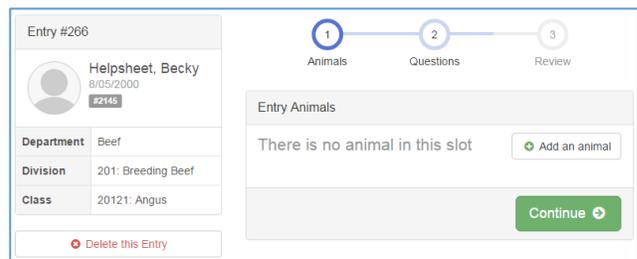
|	
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).	![Exhibitors > Entries > Payment $0.00. There are 0 entries belonging to 1 exhibitor in this invoice. Helpsheet, Becky 0 Entries — Add an Entry]
2. Click Select beside the first department you wish to enter. Any 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.	Starting an Entry ⓘ Select a Department to continue 3100 - Rabbits — Select ➔ Beef — Select ➔ Clothing Event — Not Available This exhibitor may not enter into this Department because: ❯ Registration is not open (6/6/2016-8/30/2016)
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.	Entry #266 — Helpsheet, Becky 8/05/2000 #2145 Department: Beef Division: 201: Breeding Beef Class: 20121: Angus Delete this Entry ① Animals ② Questions ③ Review Entry Animals There is no animal in this slot — Add an animal 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:
   a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
   b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
   c. 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.	
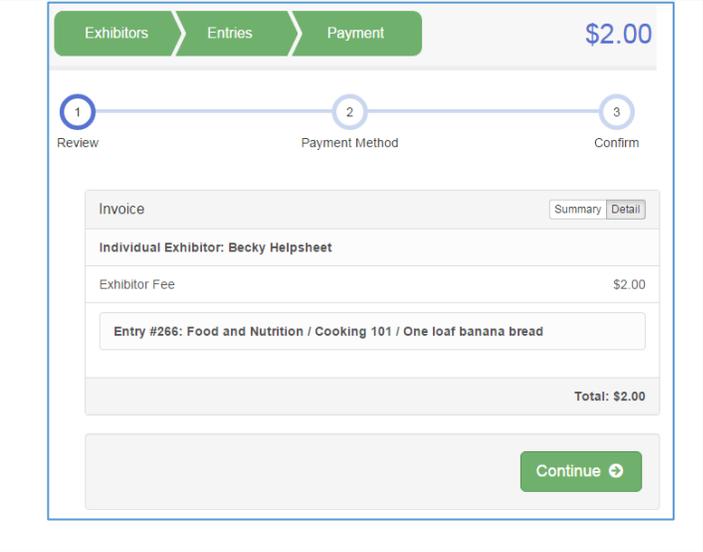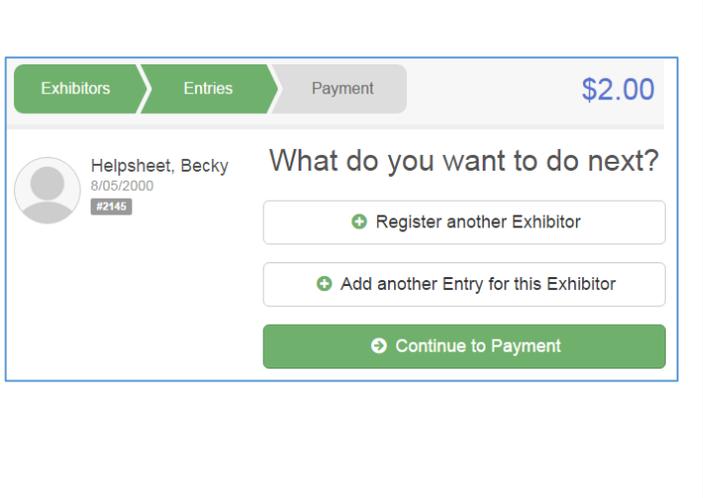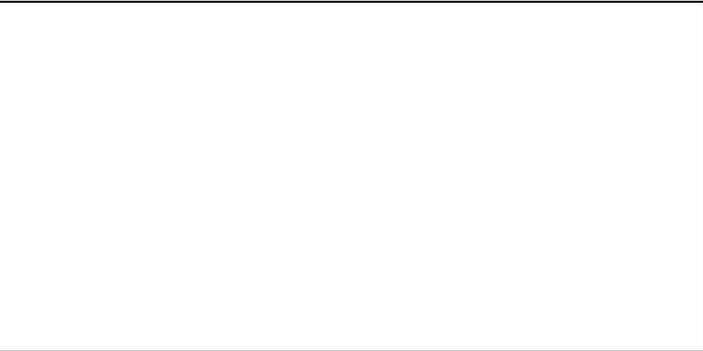
12. Read the payment instructions and select your method of payment. Some fairs allow credit card payments, and others do not. ***NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.***	
13. Read the information in the "After 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.***	