

# FFA FAIR ENTRY HELP SHEET

## Important Reminders

- Event Day entries are all due June 22nd. Changes can be made on Event Day Check-In Day on June 26th.
- Static (indoor Judging) and Horticulture entries are due July 8th. Changes can be made on Static Judging Day on July 11th.

**Read Each Step about Fair Entry Process before Continuing!**

Register all entries for each exhibitor in the family before proceeding submitting!

Be sure to click the “Submit” button when you have completed your entries.

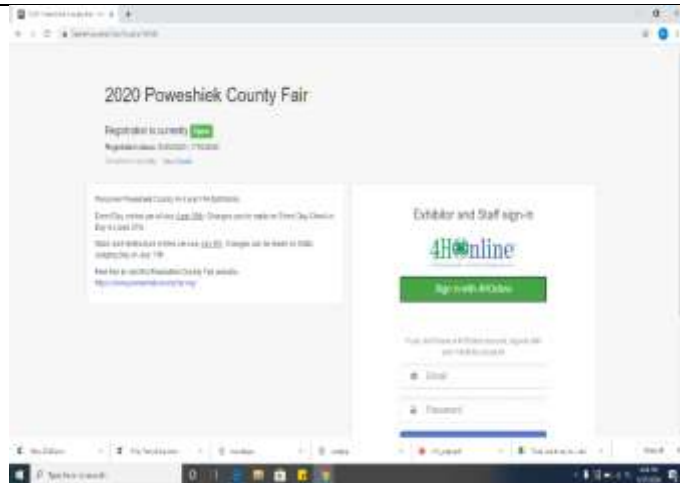
Entries are not final until they have been submitted.

Check your email inbox for a confirmation email with a list of your entries.

You will receive a second email when your entries have been approved by your fair or show.

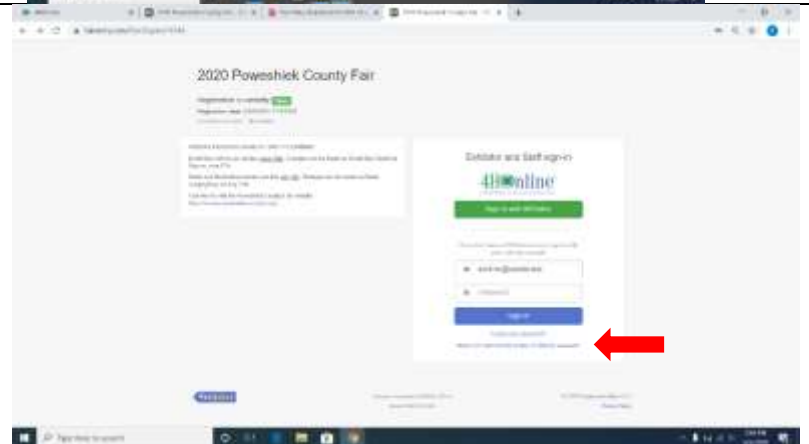
1. Go to <https://www.fairentry.com/Fair/SignIn/14346>

Recommended browsers: Google Chrome or Mozilla Firefox.

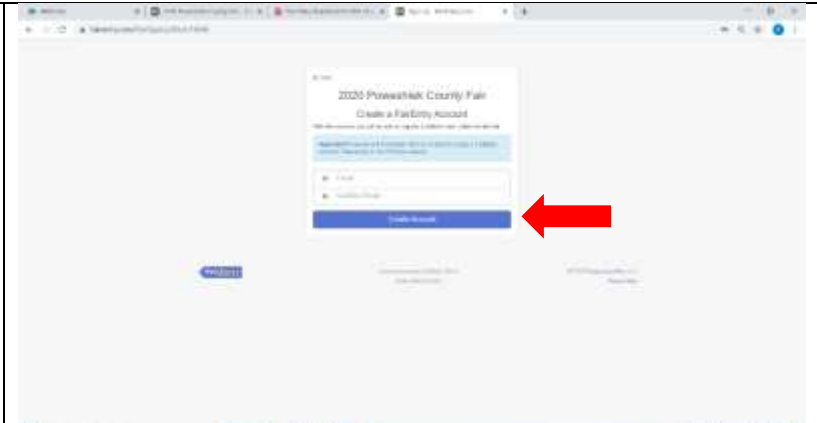


2. If you have created an account last year, you will log in with that email and password.

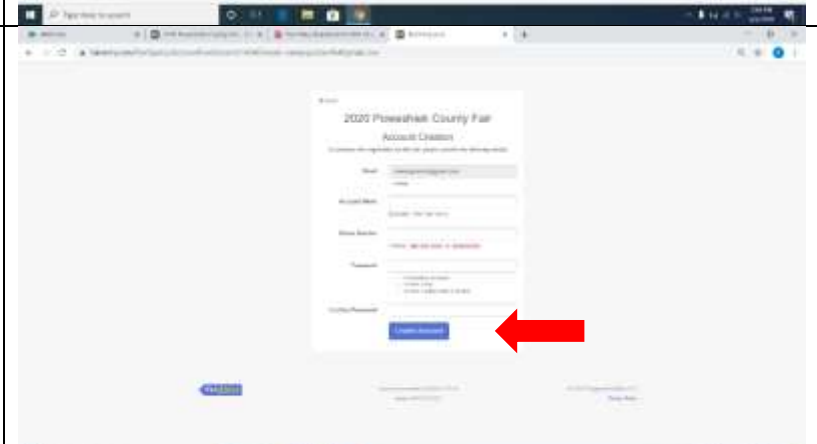
**If you are new to the system:** Click “Create a new account with Fair Entry.”



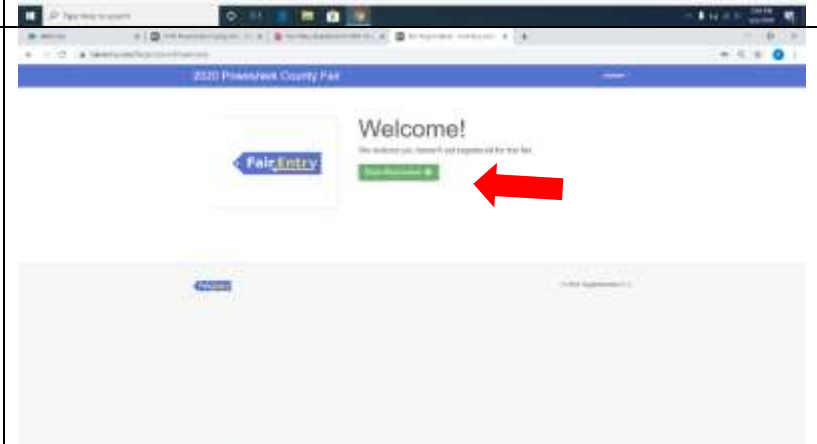
3. Enter in an email address and click create account.



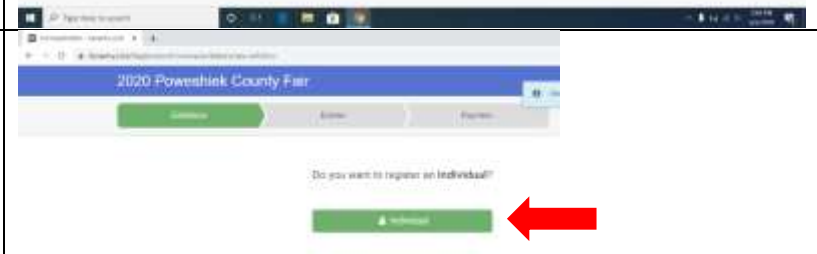
4. Continue to create your account. Click Create Account.



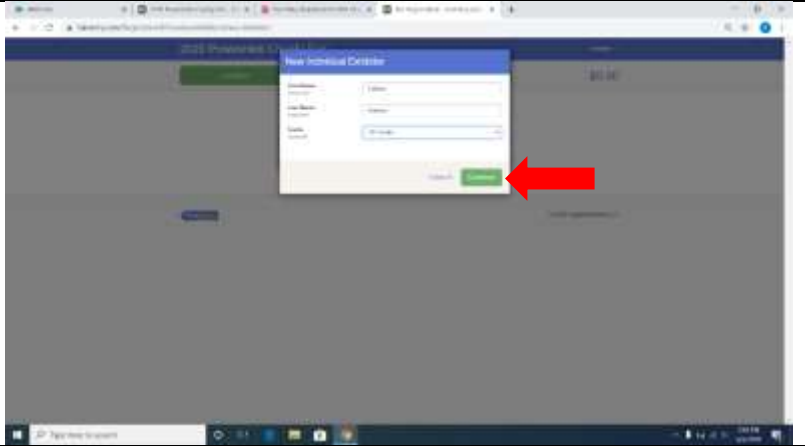
5. Click Begin Registration.



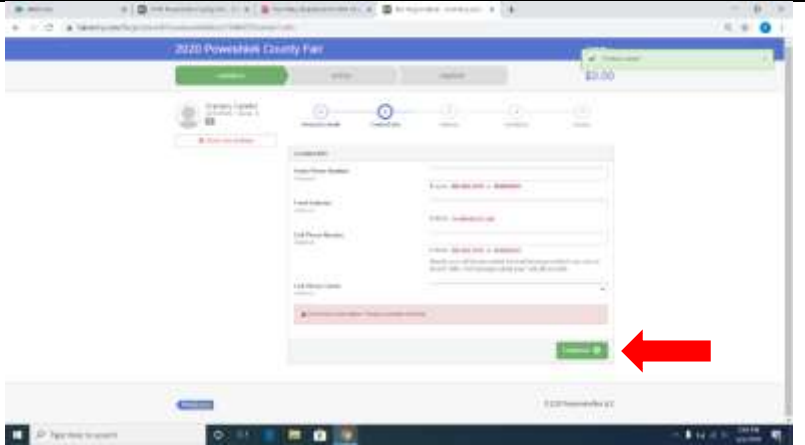
6. Click "Individual"



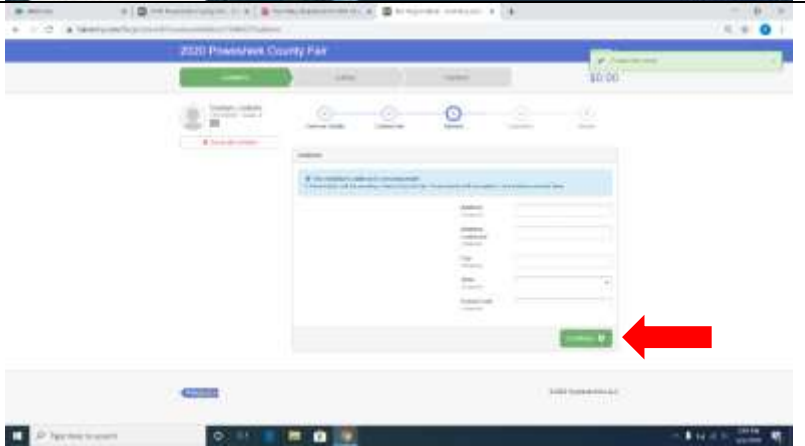
7. Now enter in your name and grade.



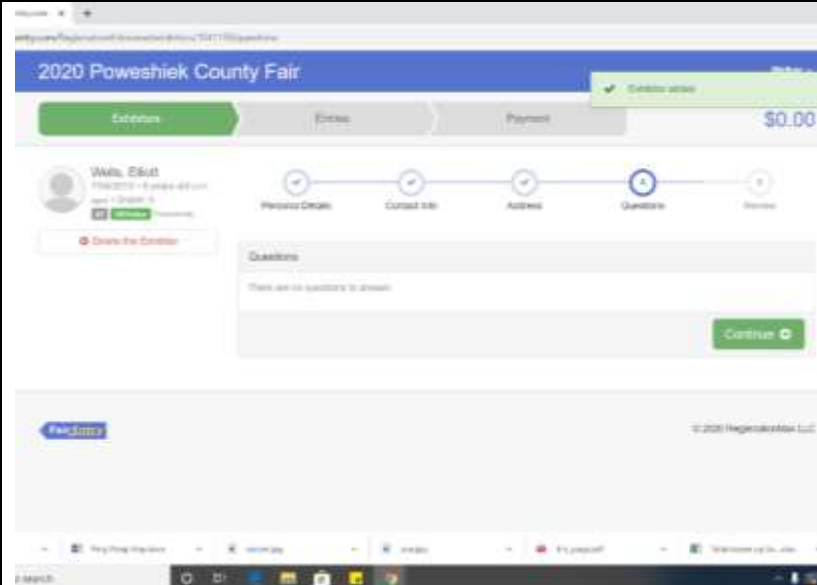
8. Enter in your contact information and click "Continue"



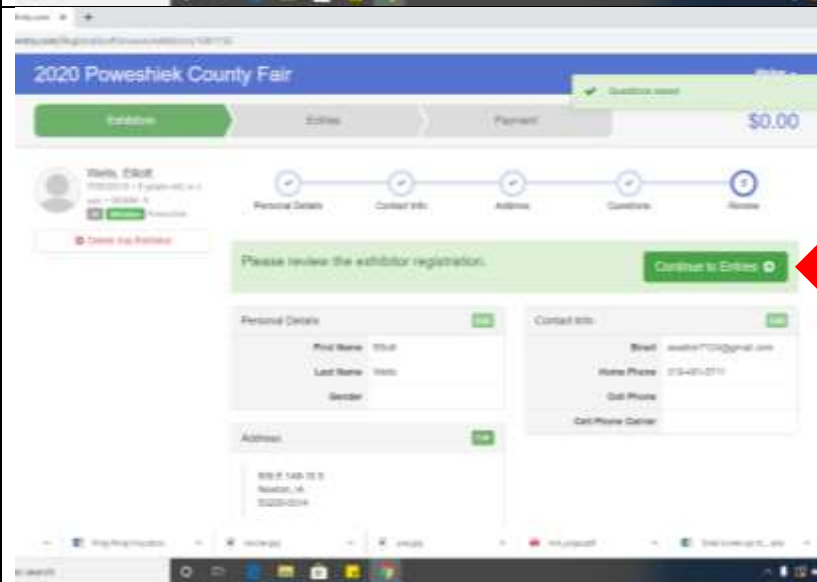
9. Enter in your address and click "Continue"



10. Next Click "Continue"



11. Review the information on the screen to make sure your information is correct. If it all looks okay, click the green "Continue to Entries"



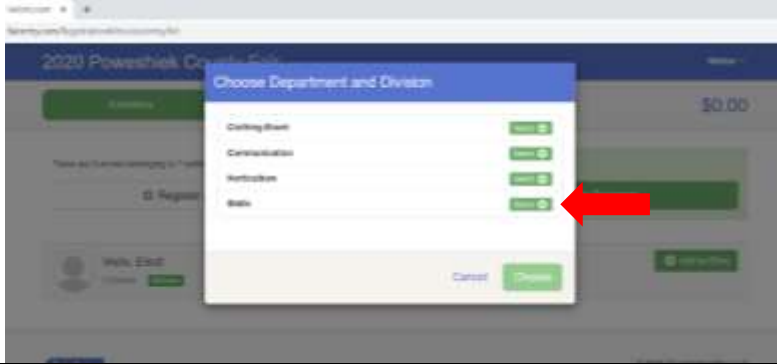
12. If you have more than one child you can select "register another exhibitor" and repeat steps 5-8.  
OR

13. Once all youth are registered you will select the green button that says "Add an Entry"

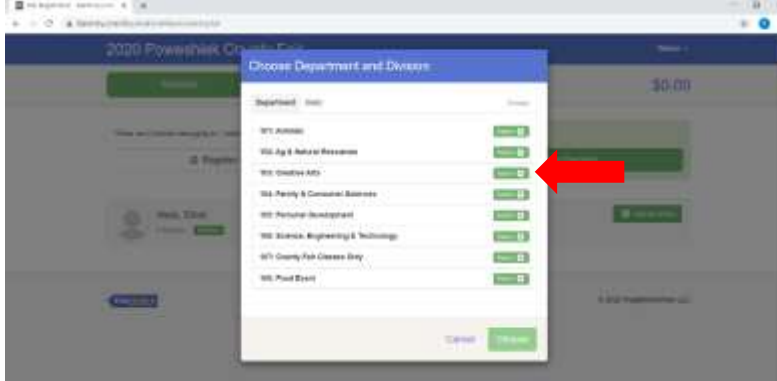


**DONOT SELECT CONTINUE TO PAYMENT**

14. Click "Select" beside the department you wish to enter.  
For our example we will be entering under Static (indoor judging).



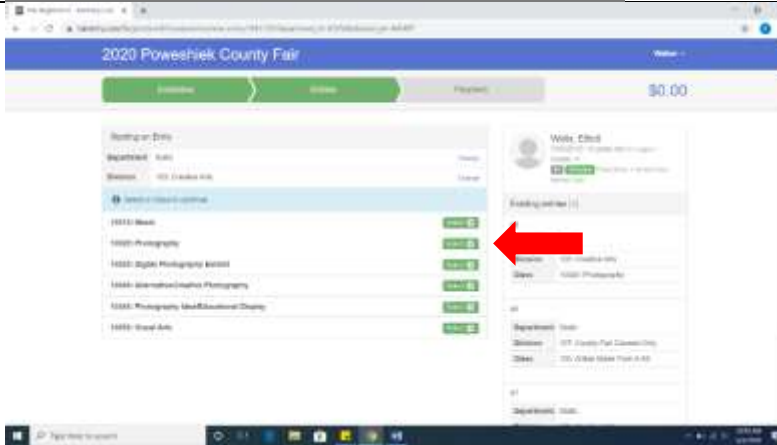
15. After you select the department. You will see a list of divisions to select from, click select behind the division you wish to enter.  
For our example we will be entering Creative Arts.



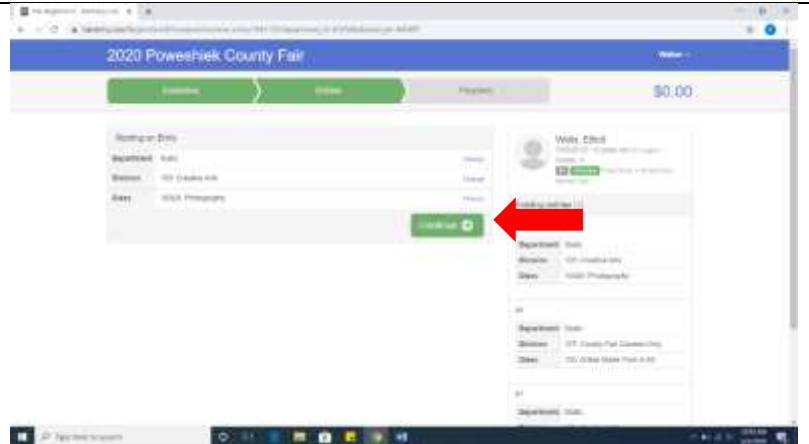
16. You will want to verify you are entering into the right areas and select "Choose"



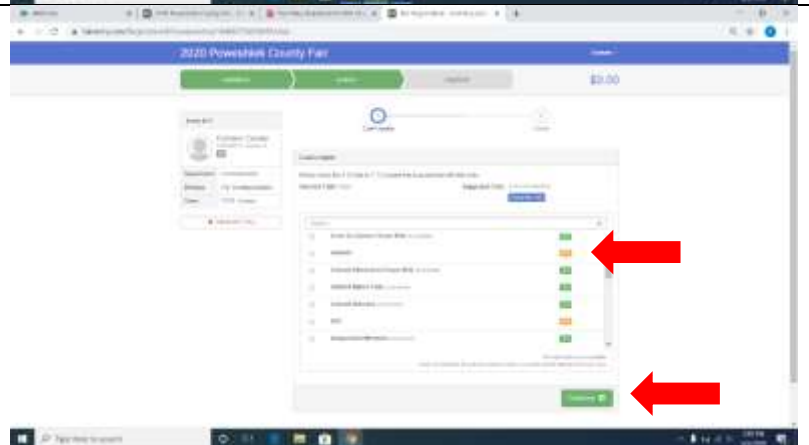
17. Next you will select what class you want to enter.



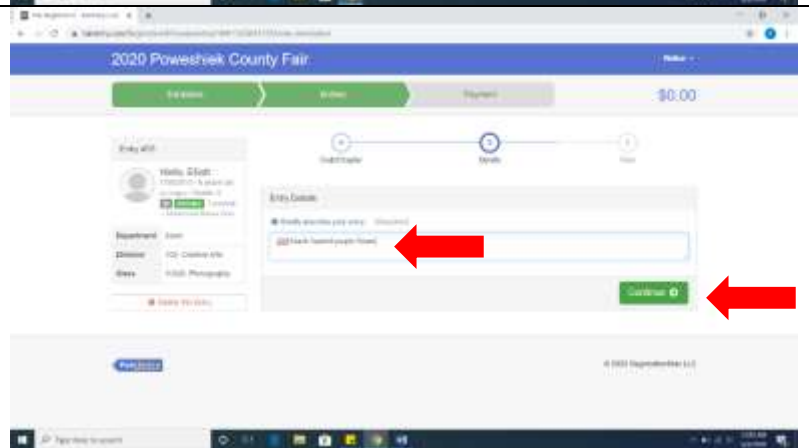
18. It will then bring you to a screen to review to make sure you want this class. If correct you will click Continue.



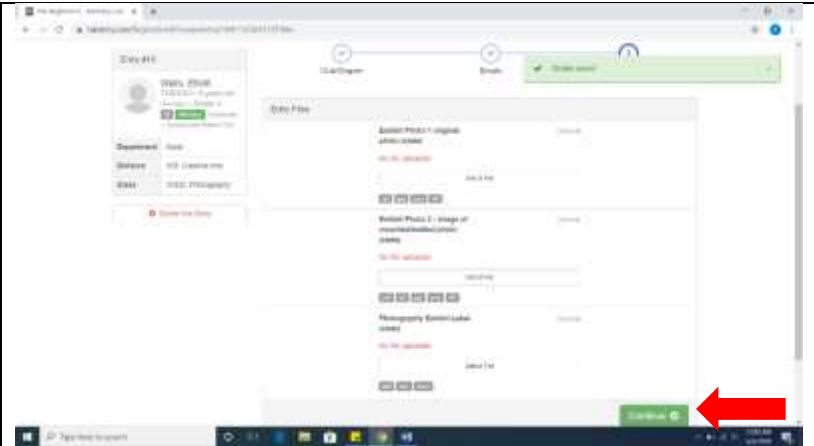
19. Please find your FFA Club and select that club and click "Continue"



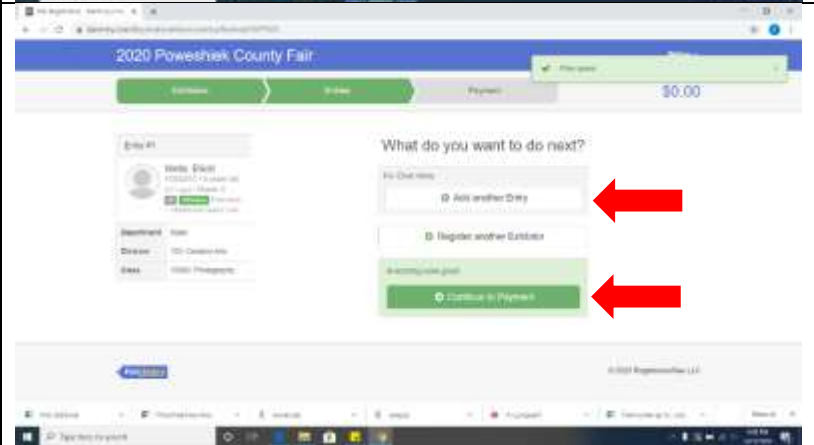
20. Here you will enter a description on your project.  
21. After you will select Continue.



22. It will ask you to upload images for your project. These are not required. You can hit continue.



23. Now you have fully completed that entry. On this page you will select add another entry OR if done continue to payment.



24. Click "Continue"

