

2023 Judging, Farm Equipment & Cattle Grading Contests Online Entry Instructions

Important Reminders

- Entries must be entered and paid for online by September 1.
- Read all rules prior to submitting entries at: www.tulsastatefair.com/livestockhandbook.

Step 1: Log On

- FFA Instructors and 4-H Extension Agents MUST SIGN IN AS CLUB
 Click "Sign In" at the top right to login as your club.
- **NOTE:** Only FFA Instructors and 4-H Agents can enter the following contests:
 - Commercial Cattle Grading Contest
 - Farm Equipment Contest
 - Livestock Judging Contest
 - Dairy Cattle Judging Contest

Step 2: Club Information

- Choose "Begin Adding Exhibitors and Entries"
- If entering the Dairy Cattle/Livestock Judging Contests or Cattle Grading Contest, choose "I am a new exhibitor".
 - Type the Club as the First Name and Last Name.
 - Select a password.
 - Enter address, city, state, and zip code you want the contest credentials sent to.
 - o Enter the phone and email of the FFA Instructor
 - Enter NA in "Grade" field.
 - Enter 10/01/2023 in the "Birthdate" field
 - Enter 4-H/FFA Advisor Email in the "Exhibitor Email" field
 - Verify all information is correct and click continue.
- If entering the Farm Equipment Operators Contest choose either "I am a new exhibitor" if they do not have livestock entries or "Already Previously Registered" if exhibitor submitted livestock show entries. If a new exhibitor, you will have to enter the exhibitor's information.
 - Type the exhibitor's first and last name.
 - Select password.
 - Enter exhibitor's home address, city, state, zip code, and county.
 - Enter phone number.
 - Select the School
 - Enter Grade and Date of Birth.
 - Enter exhibitor and FFA/4-H Advisor's Email

Step 3: Create Entries

• Select the department of contest in which you are entering.

Step 4: Add Entries to Cart

- After all information is entered correctly, click "Add Entry to Cart" to continue. At this point choose from three different options:
 - o "Add a Different Entry" if you are entering a different contest
 - o "Add a Similar Entry" if you want to add entries of the same contest
 - o "Continue" if you have completed all entries



Step 5: Additional Items

• Choose any additional fees or pass that applies to the club or exhibitor

Step 6: Review Cart

- Review the entries you have submitted and select from the following options:
 - o "Add More Entries" allows you to add more entries
 - "Save this Cart for Later" allows you to return at a later time to complete
 - o "Check Out" allows you to complete the online entry process

Step 7: Check Out

- Enter your card information.
- All entries must be paid for online.

Step 8: Confirm

• Review your entries then type the word "YES" in the agreement box if correct. Then click "Submit."

Step 9: Print Receipt

- The receipt is the only invoice given and contains your confirmation number.
- Tulsa Print a receipt by clicking on "Print a Detailed Receipt."
- State Fair recommends keeping a copy of the receipt for your records.

Step 10: Finish

• After all receipts have been printed, click "Finish". Your entries have been submitted once you hit finish.

Questions?

Please contact the Tulsa State Fair Livestock Office at: (918) 744-1113, ext. 2012.