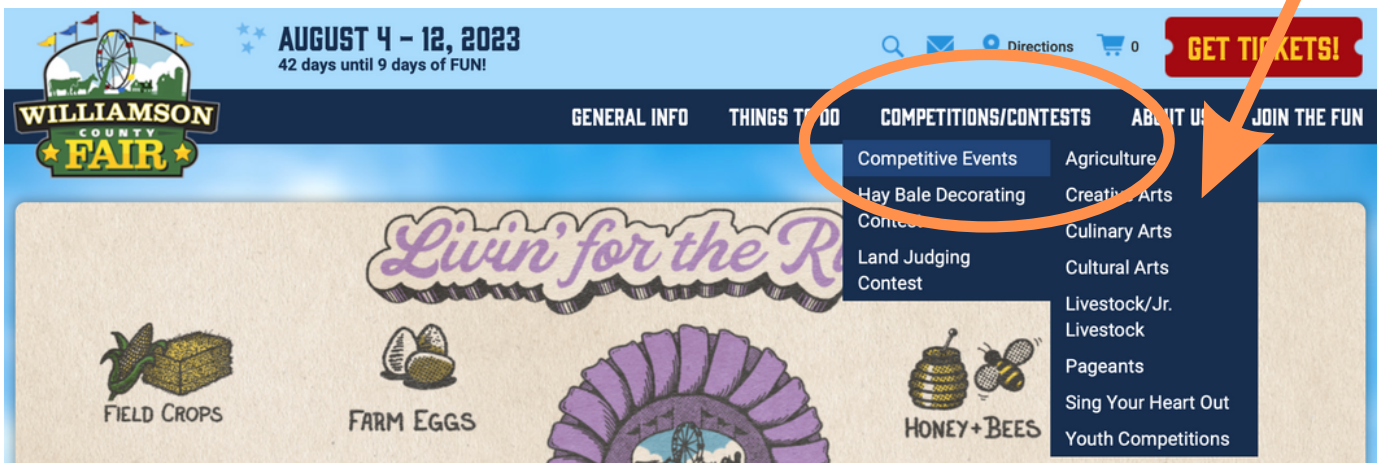
2023 Williamson County Fair
Competitive Events - Online Registration
Step-by-Step Instructions

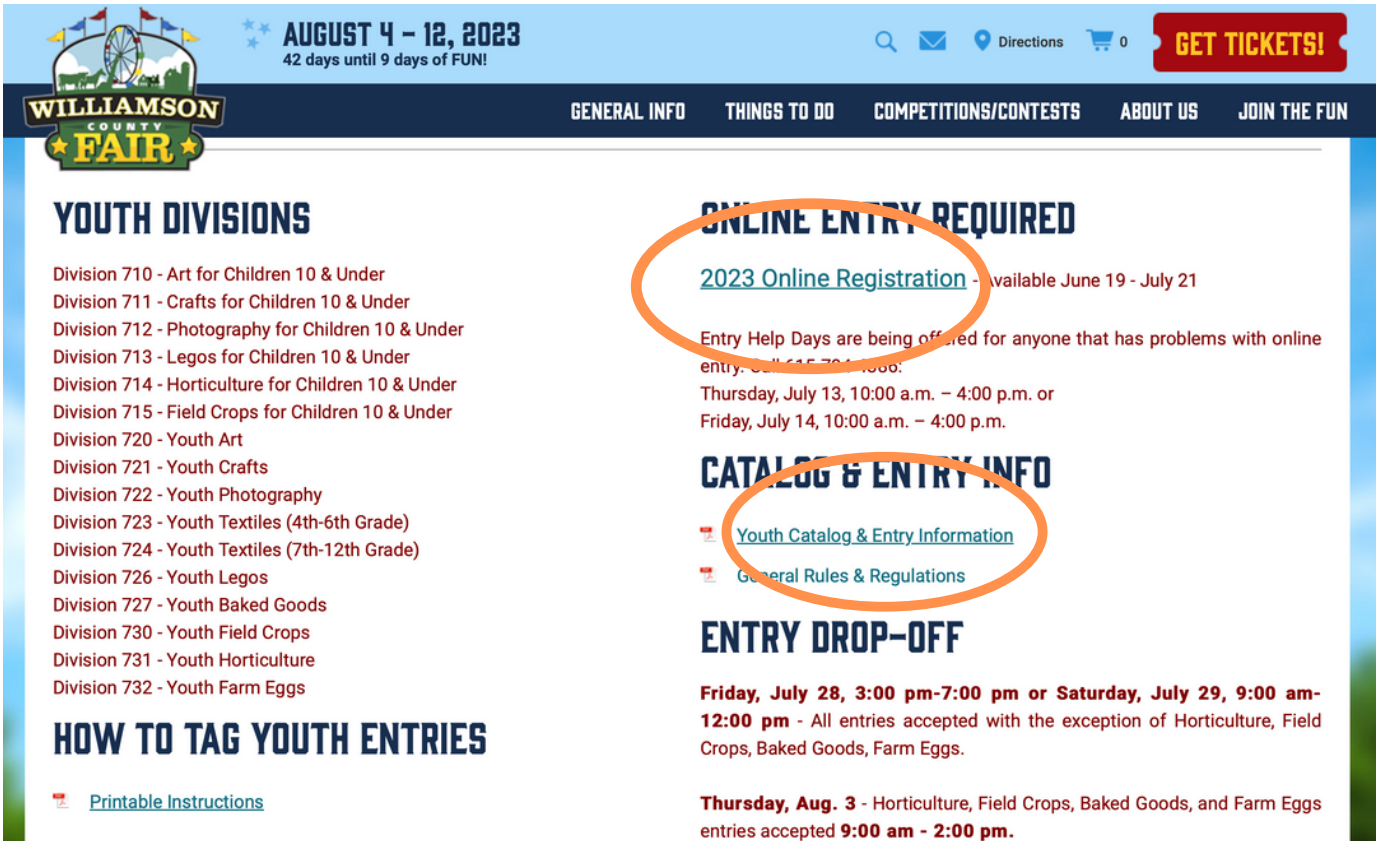
How to enter Competitive Events

1. Scroll over Competitions/Contests, Competitive Events.

2. Click on any department from the drop down menu that you're interested in entering. You will be able to enter multiple departments from the registration portal.



3. On each department page, you can access both the Registration Portal and the Department Catalog by clicking on each link.



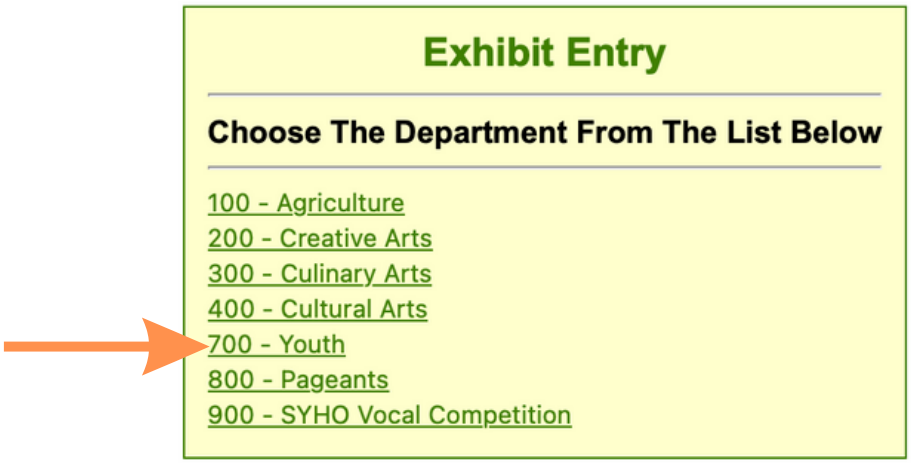
4. Select your Exhibit type: (Agriculture, Creative Arts, Culinary Arts, Cultural Arts, Youth, Pageants, and Vocal Competition), or Livestock.

5. ***New This Year*** All exhibitors must create a new account. Other family members can be added as additional exhibitors under the main exhibitor account. Once the account is created you will be able to log back in at any time during the entry registration period.

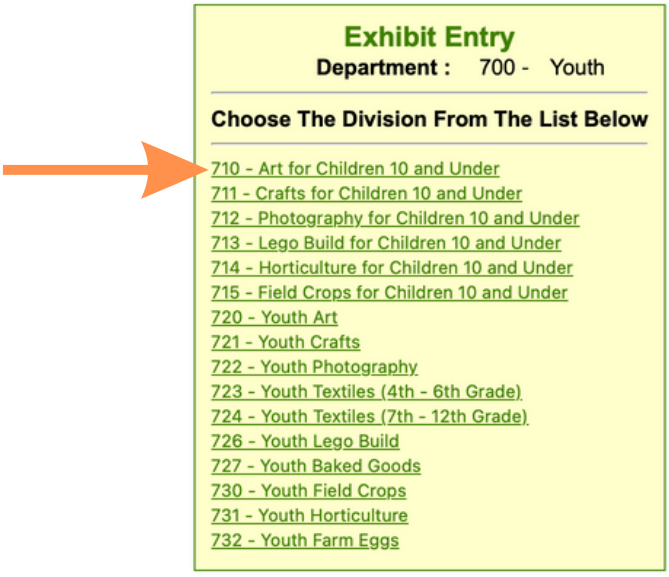
You **must** check the box for **"I Agree To The Terms Above"** in order to log in after creating account..

6. Once you've created an account or signed in, you can click on "Add New Exhibit" or "Add New Exhibitor".

7. To "Add New Exhibit", after clicking on the button select your department. (This is a non-livestock example. Livestock is the same with different department options.)

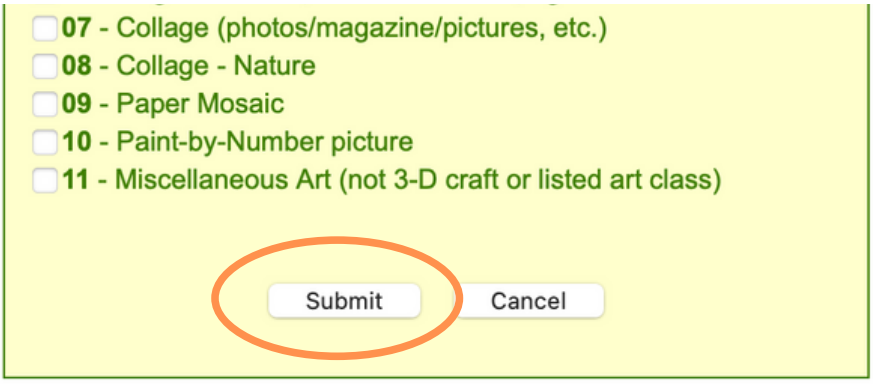


8. Click on the Division you would like to enter. Please reference the Department Catalog link for a complete description of each Division and Class, along with all applicable rules.

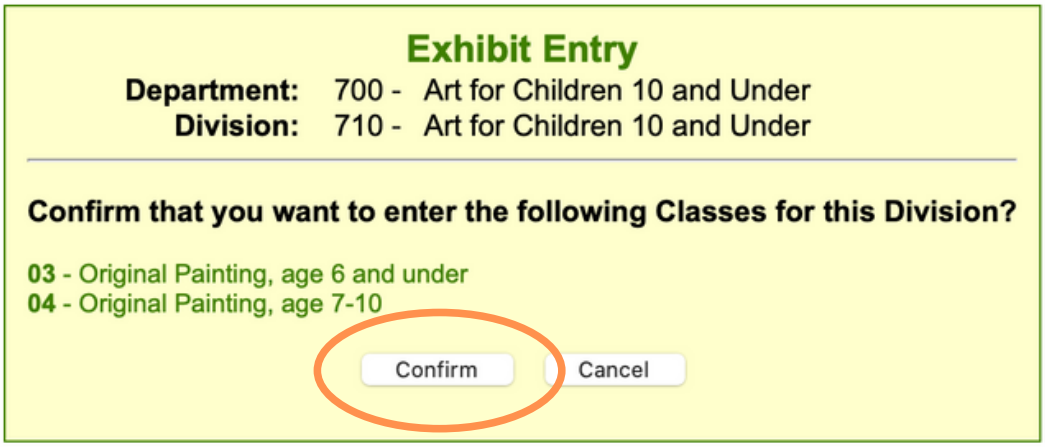


9. Check the boxes next to the Classes you would like to enter in that Division. You can enter multiple classes in a Division.

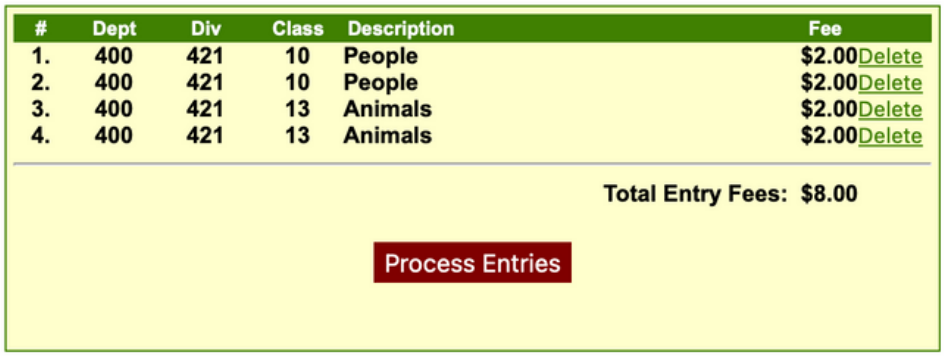
10. Click the Submit button when done.



11. Click the Confirm button to finalize your Class selection(s).



12. If you would like to submit **multiple entries for one Class** (*where permissable, please see each department's catalog to view the rules on which Classes allow multiple entries)*, you will need to repeat the above process - selecting, submitting and confirming one entry per class at a time until you have reached the total number of entries you'd like in your cart. You will then proceed to processing your registration. See example of a cart with multiple photography entries.

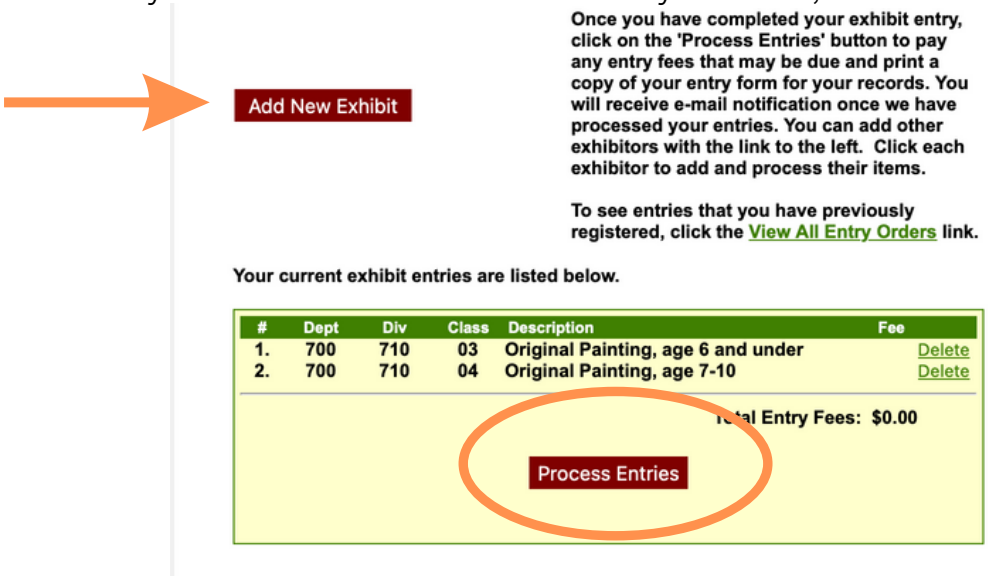


#	Dept	Div	Class	Description	Fee
1.	400	421	10	People	$2.00 Delete
2.	400	421	10	People	$2.00 Delete
3.	400	421	13	Animals	$2.00 Delete
4.	400	421	13	Animals	$2.00 Delete

Total Entry Fees: $8.00

Process Entries

13. You can continue to add additional entries to your order. You must click "submit" and "confirm" for each Division you enter. Once the cart includes all of your entries, click the Process Entries button.



Add New Exhibit

Once you have completed your exhibit entry, click on the 'Process Entries' button to pay any entry fees that may be due and print a copy of your entry form for your records. You will receive e-mail notification once we have processed your entries. You can add other exhibitors with the link to the left. Click each exhibitor to add and process their items.

To see entries that you have previously registered, click the View All Entry Orders link.

Your current exhibit entries are listed below.

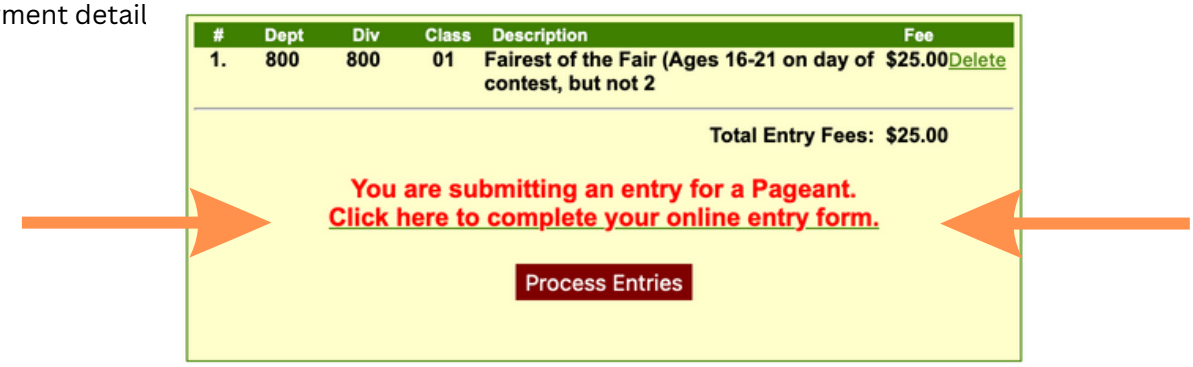
#	Dept	Div	Class	Description	Fee
1.	700	710	03	Original Painting, age 6 and under	Delete
2.	700	710	04	Original Painting, age 7-10	Delete

Total Entry Fees: $0.00

Process Entries

SPECIAL NOTE FOR PAGEANTS & SING YOUR HEART OUT

There is an additional step for all Pageants and the Sing Your Heart Out competition. You must complete the additional Online Entry Form that will appear in your account before you click the Process Entries button. Your submission is not complete until you have completed the additional Online Entry Form, process your entry through the registration portal, pay your entry fee through PayPal, and click the "**RETURN TO MERCHANT"** link (see details on following page) to generate your confirmation email with payment detail



#	Dept	Div	Class	Description	Fee
1.	800	800	01	Fairest of the Fair (Ages 16-21 on day of contest, but not 2	$25.00 Delete

Total Entry Fees: $25.00

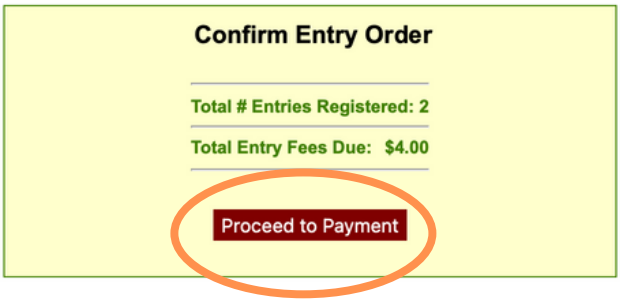
You are submitting an entry for a Pageant.
Click here to complete your online entry form.

Process Entries

IMPORTANT NOTE:
Once you click Process Entries to submit your entries and pay any applicable entry fees, **DO NOT LEAVE THAT PROCESS.** If you click the back button, log out, or let that process time out, we may not receive your entries or your payment information.

Remember, there's no harm in entering more Classes than what you actually bring to the Fair. We can always delete entries, but we cannot add entries after the registration deadline.

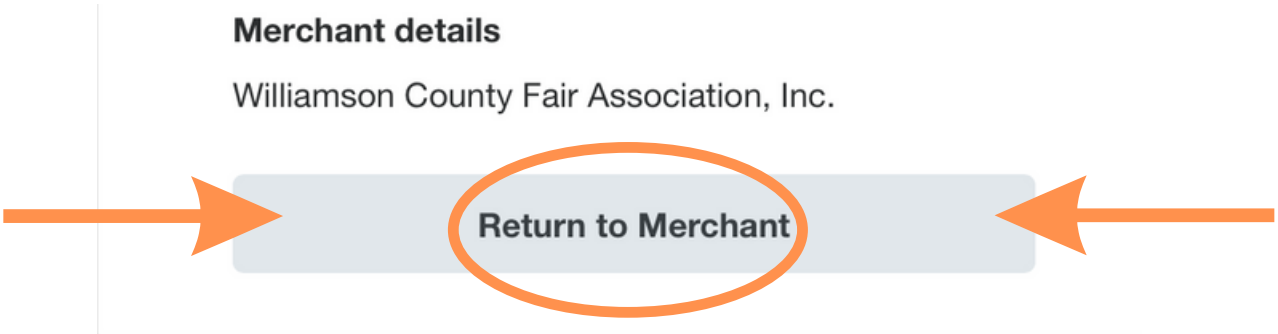
14. To confirm entry order, you will either see a "Proceed to Payment" button or a "Complete Entry Processing" button.



15. If you owe entry fees select the "Pay Now" button, which will take you to the PayPal website to complete your payment.

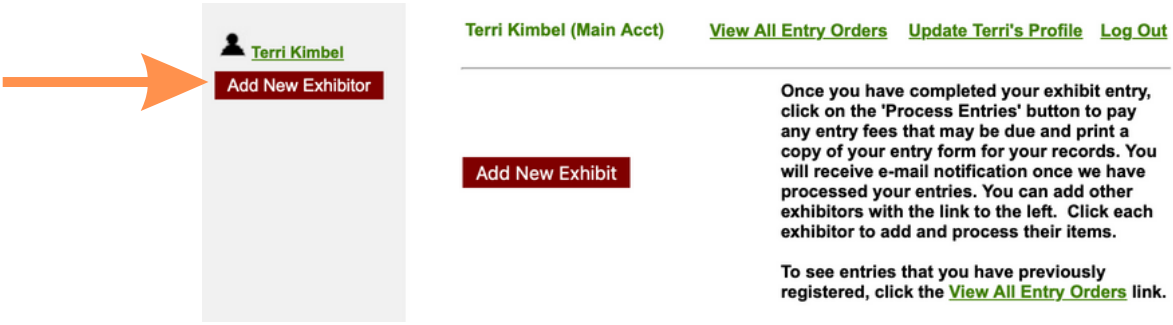
THIS IS VERY IMPORTANT! Upon completely your payment, you must select "Return to Merchant" at the bottom of the PayPal transaction page to complete the transaction and receive a confirmation email. I you do not, we will not automatically receive your payment details.

If you have issues, please make sure your pop up block is turned off.

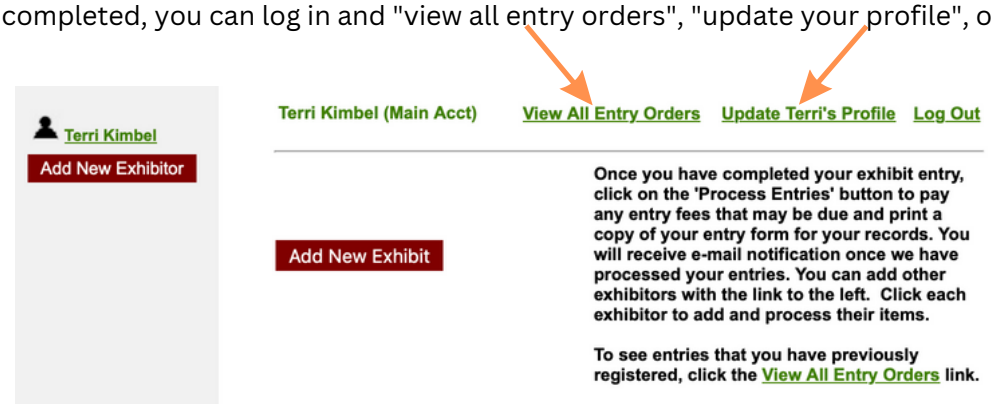


16. Once you have completed entry processing, you can choose to close the form, or print a copy of your entry form for your records.

17. To "Add New Exhibitor", click on the button and create a new sub-account. You can then click on each exhibitors name to add and process entries for that individual.



18. Once completed, you can log in and "view all entry orders", "update your profile", or add more entries.



All questions should be emailed to entries@williamsoncountyfair.org. Please understand this is a very busy time with thousands of entries coming in, so please be patient with us and someone will get back to you as soon as possible.

You can also take advantage of entry help days July 13 and 14. See website or catalog for complete details.