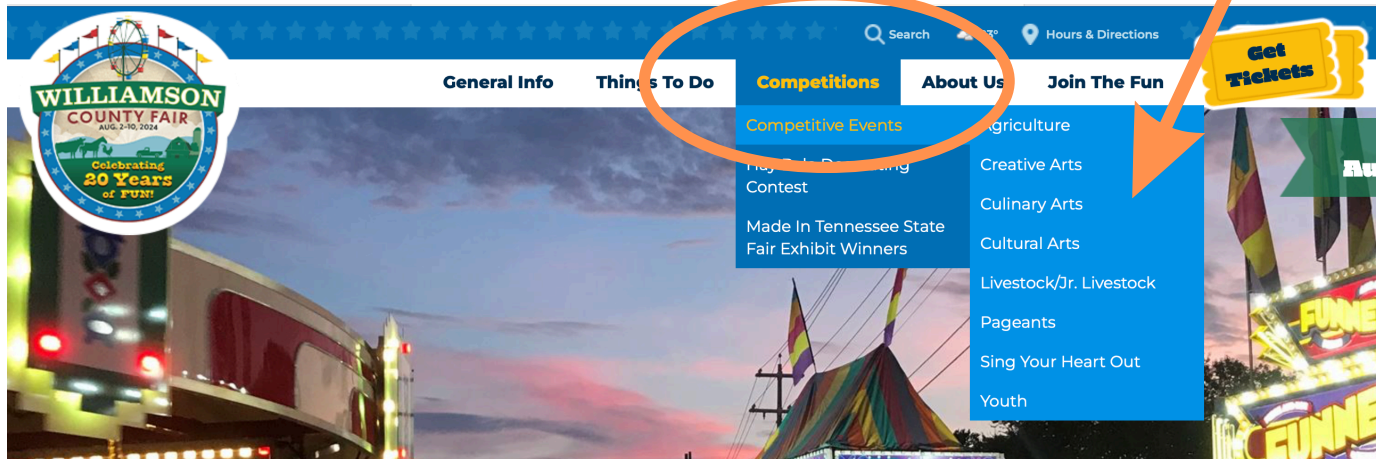# 2024 Williamson County Fair
# Competitive Events - Online Registration
Step-by-Step Instructions

How to enter Competitive Events

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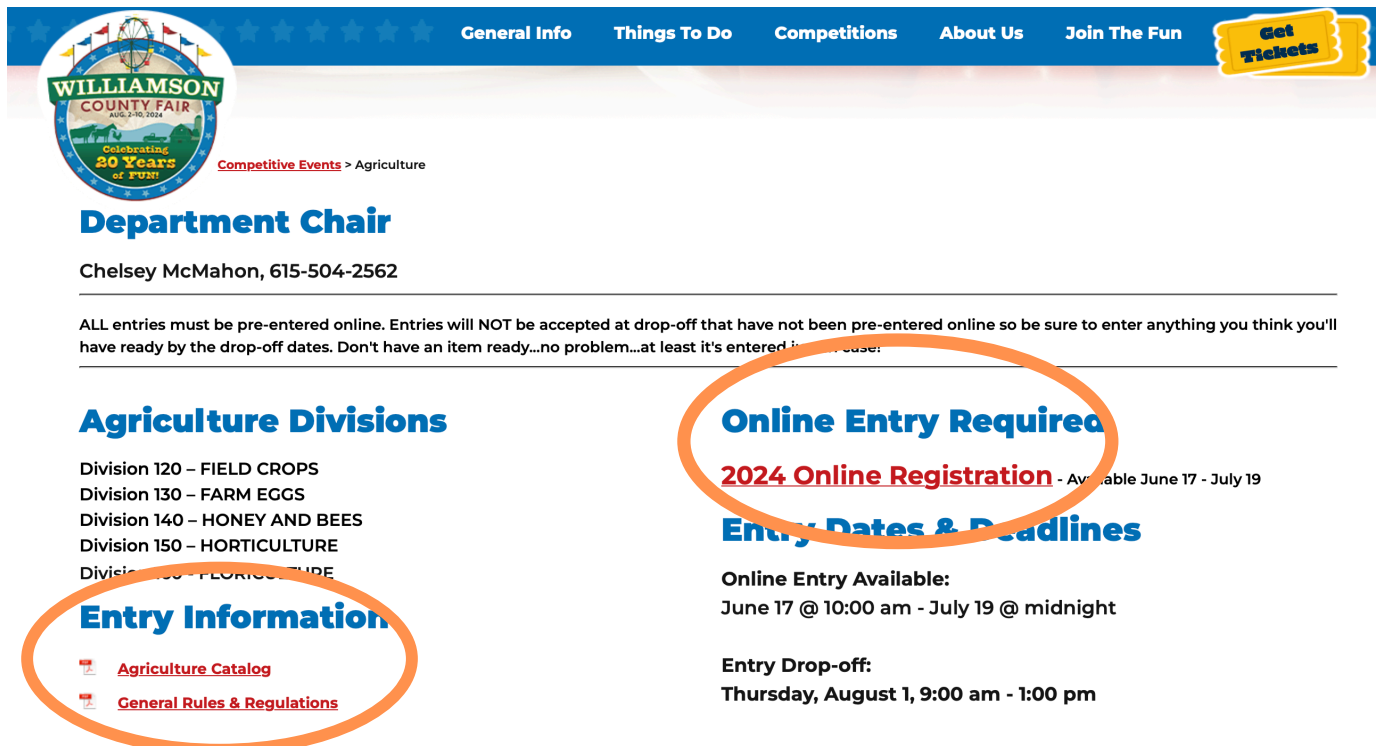
4. Select your Exhibit type: (Agriculture, Creative Arts, Culinary Arts, Cultural Arts, Youth, Pageants, and Vocal Competition), or Livestock.

5. **AgainThis 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.

IMPORTANT: You **must** check the box for **"I Agree To The Terms Above"** every time you log in after creating the 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. Click the Submit button when done.

Exhibit Entry

Department:	100 - Farm Eggs
Division:	130 - Farm Eggs

Select The Classes To Enter From This Division Below

- ☑ **01** - 1 dozen White Eggs
- ☐ **02** - 1 dozen Brown Eggs
- ☐ **03** - 1 dozen Tinted Eggs (blue, green, etc.)
- ☐ **04** - 1 dozen Any Other Variety/Assortment of Eggs
- ☑ **05** - Individual Painted or Decorated Eggs
- ☑ **06** - 1 Oddest Egg

[Submit]   [Cancel]

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

Exhibit Entry

Department:	100 - Farm Eggs
Division:	130 - Farm Eggs

Confirm that you want to enter the following Classes for this Division?

01 - 1 dozen White Eggs
05 - Individual Painted or Decorated Eggs
06 - 1 Oddest Egg

[Confirm]   [Cancel]

11. 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	12	Still Life	$2.00	Delete
2.	400	421	12	Still Life	$2.00	Delete
3.	400	421	14	Flora	$2.00	Delete
4.	400	421	14	Flora	$2.00	Delete
5.	400	421	17	2024 Fair Theme - Celebrating 20 Years of FUN!	$2.00	Delete
6.	400	421	17	2024 Fair Theme - Celebrating 20 Years of FUN!	$2.00	Delete

Total Entry Fees: $12.00

Process Entries

12. You can continue to add additional entries to your order. You must click "submit" and "confirm" (steps 9 and 10) for each Division you enter. Once the cart includes all of your entries, click the Process Entries button.

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.

Add New Exhibit

Your current exhibit entries are listed below.

#	Dept	Div	Class	Description	Fee	
1.	100	130	01	1 dozen White Eggs		Delete
2.	400	421	12	Still Life	$2.00	Delete
3.	400	421	12	Still Life	$2.00	Delete
4.	400	421	14	Flora	$2.00	Delete
5.	400	421	14	Flora	$2.00	Delete
6.	400	421	17	2024 Fair Theme - Celebrating 20 Years of FUN!	$2.00	Delete
7.	400	421	17	2024 Fair Theme - Celebrating 20 Years of FUN!	$2.00	Delete

Total Entry Fees: $12.00

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.

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

Confirm Entry Order

Total # Entries Registered: 3

Total Entry Fees Due: $0.00

Complete Entry Processing

Confirm Entry Order

Total # Entries Registered: 7

Total Entry Fees Due: $12.00

Proceed to Payment

14. 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 completing 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. If you do not, we will not automatically receive your payment details, and your payment will not be recorded as paid.

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

Pay Entry Fees

Order ID : 104659

Total # Entries Registered: 7

Total Entry Fees Due: $12.00

*** Important ***

Once you submit your payment, you must click the Return To Merchant link at the bottom of the payment confirmation page to complete your exhibit registration and print a copy of your registered exhibits.

Pay Now

VISA [mastercard] [american express] [discover]

Cancel Payment Processing

*** Important ***

Once you submit your payment, you must click the Return To Merchant link at the bottom of the payment confirmation page to complete your exhibit registration and print a copy of your registered exhibits.

Pay Now

VISA [mastercard] [american express] [discover]

SPECIAL NOTE FOR PAGEANTS & SING YOUR HEART OUT

There is an additional step for all Pageants and the Sing Your Heart Out competition. 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 above) to generate your confirmation email with payment details. At the bottom of the form you must **"Click here to complete your online entry form".** **This is a required form in order to compete.**

Close Form

2024 WILLIAMSON COUNTY FAIR ONLINE EXHIBITOR ENTRY FORM

You may print this form for your record of exhibits to be entered.

Check the catalog for entry dates and times.

If you have any questions, please contact:

Williamson County Fair
P.O. Box 329
Franklin, TN 37065
Phone No. (615) 794-4386
Website: http://williamsoncountyfair.org
E-Mail: entries@williamsoncountyfair.org

NAME :
ADDRESS :
CITY, STATE, ZIP :
COUNTY :
PHONE :
EMAIL :

ORDER ID :
EXHIBITOR TYPE :
GRADE :
DOB :
SCHOOL :
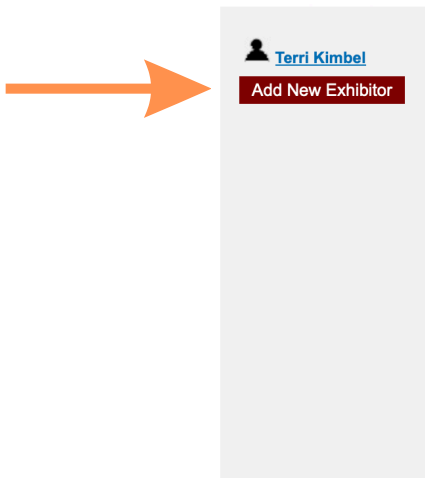
#	Dept	Div	Class	Description	Fee
1.	900	910	01	Elementary School (Grades K-5), as of 2024/2025 school year	$25.00

Total Entry Fees: $25.00
Paid Via Paypal

You are submitting an entry for Sing Your Heart Out.
Click here to complete your online entry form.

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

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

Terri Kimbel
Add New Exhibitor

Terri Kimbel (Main Acct)   View All Entry Orders   Update Terri's Profile   Log Out

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

You currently have no unsubmitted entries in your cart.
Click the **View All Entry Orders** link to see previously registered entries.

Create New Exhibitor

* First Name :
* Last Name :
MI :
* Address :
Address 2 :
* City :
* State : TN
* Zip :
* County :
* Phone :
* E-Mail Address :
* Exhibitor Type : – Please Select –
Grade : – Select if Youth Exhibitor –   (Required if Youth)
4H Participant : – Select if Youth Exhibitor –   (Required if Youth)
4H County :   (Required if 4H Participant)
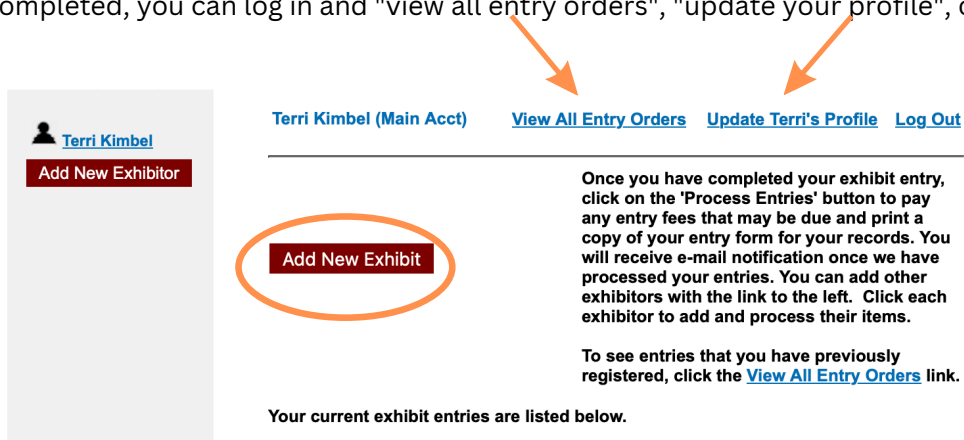Birthdate (mm/dd/yyyy) :   (Required if Youth)
School : – Select if Youth Exhibitor –
School (if not listed) :

* Required Field

Create New Exhibitor

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

Terri Kimbel
Add New Exhibitor

Terri Kimbel (Main Acct)   View All Entry Orders   Update Terri's Profile   Log Out

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.

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 11 and 12. See catalog for complete details.