

2024 Judging, Farm Equipment & Cattle Grading Contests Online Entry Instructions

Important Reminders

- Entries must be entered and paid for online by September 2.
- 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.
 - 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:
 - **“Add a Different Entry”** if you are entering a different contest
 - **“Add a Similar Entry”** if you want to add entries of the same contest
 - **“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:
 - **“Add More Entries”** allows you to add more entries
 - **“Save this Cart for Later”** allows you to return at a later time to complete
 - **“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.