

## 2023 4-H & FFA Competitive Exhibits Entry Instructions

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### Important Reminders

- Entries must be entered and paid for online by September 22
- Read all rules prior to submitting entries at: <https://www.tulsastatefair.com/p/getconnected/4-h--ffa-agricultural-exhibits>

### 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.
  - Select your club from the drop down menu.

### Step 2: Exhibitor Information

- Choose “Begin Adding Exhibitors and Entries”
- Enter the exhibitors first and last name. If you have not entered any exhibits under that exhibitor yet, please click “This is a new exhibitor.”

### 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: 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 6: Check Out

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

### Step 7: Confirm

- Review your entries then type the word “**YES**” in the agreement box if correct. Then click “**Submit.**”

### Step 9: 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 or 2051