




2021 Cattle Grading Online Entry Instructions

Important Reminders



-  Entries must be entered and paid for online by September 3.
-  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 Commercial Cattle Grading Contest


Step 2: Club Information

-  Choose “Begin Adding Exhibitors and Entries”
-  Select either “**I am a new exhibitor**” if you have not already created a profile in your club name or “**Already Previously Registered**” if you have already set up a club profile.
 - 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 NA in “Grade” field.
 - Enter 10/01/2021 in the “Birthdate” field
 - Enter 4-H/FFA Advisor Email in the “Exhibitor Email” field
 - Verify all information is correct and click continue.
 - Go directly to the Items tab and select the number of 4-H Individuals and/or FFA Individuals.



Step 3: Items

-  Go directly to the Items (3) at the top of the page
-  Add the quantity of 4-H and or FFA Individuals you will be entering for the Cattle Grading Contest.


Step 4: Review Cart

-  Review the entries you have submitted and select from the following options:
 - “**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 5: Check Out

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

Step 6: Confirm

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

Step 7: Print Receipt

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

Step 8: 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.