




## 2022 Judging, Farm Equipment & Cattle Grading Contests Online Entry Instructions

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### 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](http://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


### 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 10/01/2022 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

-  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 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.