

# 2021 Online Nomination & Broiler Entry Instructions

## Important Reminders

-  Exhibitor and animal nomination information must be submitted online and DNA samples postmarked by July 1.
-  **Market Steers, Commercial Heifers, Market Barrows, Breeding Gilts, Market Wether Lambs, Commercial Ewes, Wether Meat Goats, and Breeding Doe Goats** must nominate to be eligible to show at the 2021 Tulsa State Fair. Each animal must also enter the Tulsa State Fair by the **Entry Deadline, August 26**.
-  **Family Nominations:** Enter each exhibitor online and list every animal in each exhibitor's name. At the end you should have a receipt for each sibling with all animals listed. You are only required to pay for each animal nominated. Only submit payment in one sibling's name. You will be prompted to pay for each sibling. Once you have submitted payment for one sibling, skip the payment for the other siblings.
-  **Market Broilers:** The order and entry deadline for Market Broilers is July 1, 2022. Broilers will ship directly to the exhibitors on Tuesday, August 16 to the address provided when submitting order and entry.
-  Read all rules prior to nomination.

## Directions for Online Nominations and Market Broiler Order/Entry

### Step 1: Log On

-  Go to the online entries webpage, <https://tulsa.fairmanager.com/>.
-  Parents/Exhibitors
  - Click **"1-Register"** located at the top left of the screen.
-  FFA Instructors and 4-H Extension Agents
  - Click **"Sign In"** at the top right to login as your club.

### Step 2: Exhibitor Information

-  Type the exhibitor's first and last name. Choose **"I am a new exhibitor"**.
-  Select a password. It is important to save the password you select for each exhibitor as it will be the same password you will need when logging on to submit entries in August.
-  Enter exhibitor's home address, city, state, and zip code. The address submitted will be the shipping address for the broilers and mailing address for Fair premium and sale checks. Please ensure the address for the exhibitor is accurate.
-  Enter the county of the school you attend. Stall assignments for the junior shows are assigned by chapter and county.
-  Enter the exhibitor's parent and/or legal guardian's cell phone number.
-  Select the school of the exhibitor. The school is the exhibitor's 4-H or FFA chapter.
-  Enter the exhibitor's date of birth.
-  Enter the exhibitor's parent and/or guardian's email address. Please ensure the email is accurate as Exhibitor Fair Credentials and important show information will be emailed directly to the exhibitor.
-  Enter the exhibitor's sibling names if family nominating.
-  Verify all information is correct and click continue.

### Step 3: Create Entries

-  Select the department of livestock in which you are nominating.

-  Select the division/breed of animal you are nominating.
-  Enter the Tulsa tag number in the Validation Number box.
-  Select the designated club. If you are a 4-H member, select your 4-H county. If you are an FFA member, select the FFA chapter you are a member of.
-  Market Broiler Order/Entry: In the class field, select if you would like to purchase one group, (25 chicks), or two groups, (50 chicks). The maximum order is two groups per exhibitor. You will be required to pay online with a credit card.

### Step 5: 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 have a change in specie or sex you are entering for the same exhibitor.
  - **“Add a Similar Entry”** if you want to add entries of the same species and sex for the same exhibitor.
  - **“Continue”** if you have completed all entries for that particular exhibitor.

### Step 6: Review Cart

-  Review the nominations you have submitted and select from the following options:
  - **“Add More Entries”** allows you to add more nominations for this particular exhibitor.
  - **“Save this Cart for Later”** allows you to return at a later time to complete the online nomination process
  - **“Check Out”** allows you to complete the online nomination process.

### Step 7: Check Out

-  **Nominations:** When your nominations are complete, select “Check Out.”
-  **Market Broiler Order/Entry:** When you select check out it will prompt you to the payment page. Enter your credit card information to pay the order/entry fee.

### Step 8: Confirm

-  **Nominations:** Review your nominations then type the word **“YES”** in the agreement box if correct. Then click **“Submit.”**
-  **Market Broiler Exhibitors:** After you confirm your entries you will be asked to upload the signed Legal Release. We prefer you upload the Legal Release with your entries, but you may email to the livestock office at: [ckersey@exposquare.com](mailto:ckersey@exposquare.com) or mail with a copy with your online receipt.

### 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: Steer Exhibitors Only – Photo Upload (Skip to Step 11 if not a Steer Exhibitor)

-  You will be directed to upload photos for each steer you entered. To make sure you are entering the correct photos for each steer, compare the WEN# on the online receipt to the WEN# on the upload website.
-  In the Entry Description box type in the steer’s Tulsa tag number.

-  In the first box, click on **“Choose File”**. Select the picture and click upload.
-  Repeat the step above in the following two boxes to upload all three required steer photos.
-  In the box on the right you should see images of the three photos. If you do not see those click the upload button in each green box.
-  Click **“Done”** and then **“Done”** to confirm.
-  If family nominating a steer, you only need to upload pictures to one exhibitor name. You will be prompted to upload for each sibling. **Once you have uploaded photos to one sibling, skip the upload step for the other siblings.**

### **Step 11: Mail DNA and Online Receipt**

-  To complete the nomination process, you must mail your DNA Sample in the sealed, official Tulsa State Fair DNA envelope with all required information and signatures along with a copy of the Online Nomination Receipt.
-  Mail to: TSF Livestock Office, 4145 East 21<sup>st</sup> Street, Tulsa, OK 74114

### **Questions?**

Please contact the Tulsa State Fair Livestock Office at: (918) 744-1113, ext. 2012.