

ONLINE NOMINATION & BROILER ENTRY INSTRUCTIONS

IMPORTANT REMINDERS

- Read all rules prior to nomination.
- Every exhibitor must submit nomination information online by 5pm on July 1 and mail DNA samples with a copy of the online receipt to the Tulsa State Fair by July 1.
- The following Junior Show Animals must be officially nominated to be eligible to submit an entry and show at the Tulsa State Fair:
 - Junior Market Steers
 - Junior Commercial Breeding Heifers
 - Junior Market Barrows
 - Junior Breeding Gilts
 - Junior Wether Market Lambs
 - Junior Commercial Breeding Ewes
 - Junior Wether Meat Goats
 - Junior Breeding Does
- 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.

DIRECTIONS FOR ONLINE NOMINATIONS AND MARKET BROILER ORDER/ENTRY

Step 1: Log On

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

Step 2: Exhibitor Information

1. Type the exhibitor's first and last name. Choose **"I am a new exhibitor"**.
2. Select a password. It is important to save the password you select for each exhibitor as it will be the same password when logging on to submit entries in August.
3. 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.
4. Enter the county of the school you attend. Stall assignments for the junior shows are assigned by chapter and county.
5. Enter the exhibitor's parent and/or legal guardian's cell phone number.
6. Select the school of the exhibitor. The school is the exhibitor's 4-H or FFA chapter.
7. Enter the exhibitor's date of birth.
8. 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.
9. Enter the exhibitor's sibling names if family nominating.
10. Verify all information is correct and click continue.

Step 3: Create Nominations/Market Broiler Entries

1. Select the department of livestock in which you are nominating/entering.
2. Select the division/breed of animal you are nominating/entering.
3. Nominations: Enter the Tulsa tag number in the Validation Number box.
4. 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.
5. 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.

Step 5: Add Nominations/Entry to Cart

1. 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/entries you have submitted and select from the following options:

- **“Add More Entries”** allows you to add more nominations/entries for this particular exhibitor.
- **“Save this Cart for Later”** allows you to return at a later time to complete the online nomination/entry process
- **“Check Out”** allows you to complete the online nomination/entry process.

Step 7: Check Out

Nominations: When your nominations are complete, select **“Check Out”**.

Market Broilers Exhibitors: 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 Broilers Exhibitors: After you confirm your entries you will be asked to upload the signed Legal Release.

Step 9: Print Receipt

1. Print a receipt by clicking on **“Print a Detailed Receipt”**.
2. The receipt is the only invoice given and contains your confirmation number.
3. 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)

1. 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.
2. In the Entry Description box type in the steer’s Tulsa tag number.
3. In the first box, click on **“Choose File”**. Select the picture and click upload.
4. Repeat the step above in the following two boxes to upload all three required photos.

5. 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.
6. Click “**Done**” and then “**Done**” to confirm.
7. 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: Main DNA and Online Receipt

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

QUESTIONS?

Colton Kersey, Agribusiness Event Coordinator
(918) 744-1113 ext. 2012 or ckersey@exposquare.com

Michelle Helm, Event and Marketing Coordinator
(918) 744-1113 ext. 2051 or mhelm@exposquare.com