2023 Online Entry Instructions

Important Reminders

- Entries must be entered and paid for online by August 25.
- Read all rules prior to submitting entries at: www.tulsastatefair.com/livestockhandbook.

- Exhibitors who nominated an animal this year will already be registered and have a password. The exhibitor name must be spelled exactly the way submitted at nomination time. The nomination report is located at: www.tulsastatefair.com/nomination.

Online Entry Instructions

Step 1: Log On

- Open Show and Junior Show 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.
- Enter exhibitor's home address, city, state, and zip code. Please ensure the address for the exhibitor is accurate. The address submitted will be the mailing address for Fair premiums.
- Junior Show Exhibitors: Enter the county of the school you attend. Stall assignments for the junior shows are assigned by chapter and county.
- Enter the exhibitor's or parent/legal guardian's cell phone number.
- Junior Show Exhibitors, select the school of the exhibitor. The school is the exhibitor's 4-H or FFA chapter. Open Show Exhibitors: Select N/A Open Exhibitor and "0" for Grade.
- Enter the exhibitor's date of birth.
- Enter the exhibitor's or parent/guardian's email address. Please ensure the email is accurate as important show information will be emailed directly to the exhibitor.
- Verify all information is correct and click continue.

Step 3: Create Entries

- Select the department of livestock in which you are entering.
- Select the division/breed of animal you are entering and all required information.
- Junior Show Exhibitors: Nominated animals must enter the **EXACT** way they were nominated. Check the nomination page on our website for a list of how the animals were nominated. (Validation number = Entry Number)
- Open Cattle Show Exhibitors: *Fill in "stalling request" if you are bringing more than one breed of cattle. Choose the breed you prefer to be stalled with. If you need to be stalled with another exhibitor, list the exhibitor's name and breed you wish to be stalled with.*

Step 4: Add Entries to Cart

- After all information is entered correctly, click **"Add Entry to Cart"** to continue.
- After the first entry you add to your cart, it will prompt you to complete a W9. After completing the form, click on the **"Done"** button at the top right hand corner and the **"Add Entry to Cart"** at the bottom of the page.

- Junior Show Exhibitors Only: you will be asked to upload a Legal Release form. This form can be found on the Entry page of our website.
- After submitting the Legal Release, you will have to 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 5: Additional Items

- Choose any fee or pass that applies to the exhibitor.
- Open Horse Show Exhibitors must choose a $30 stall fee for each horse entered.
- All passes are optional. Each exhibitor will receive one, complimentary Livestock Season Gate Pass good for 11 day gate admission passes.

Step 6: Review Cart

- Review the entries 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.
    - **"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 or 2051.