

## Agent Exhibitor Group Entry

### *Important Reminders*

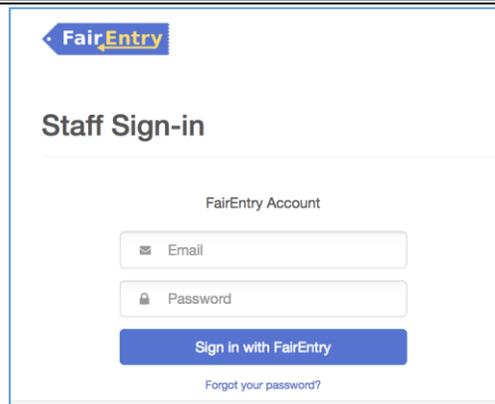
**A Club Agent account logs in to an exhibitor group account, very similar to a family account. Club Agents may add any exhibitors to the exhibitor group. All entries and exhibitors within the exhibitor group are included on the Club Agent’s invoice. If multiple Club Agents have permission for this Club, they will be logging in to and working on the same invoice. If families will also create entries for the Exhibitors included in the Club Agent Exhibitor Group account, it is likely there will be duplicate exhibitors.**

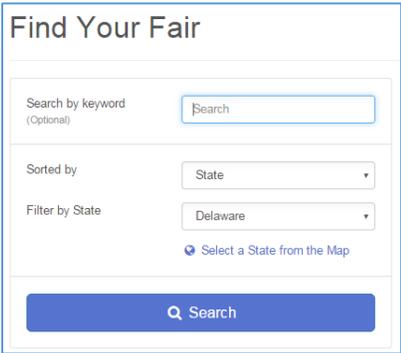
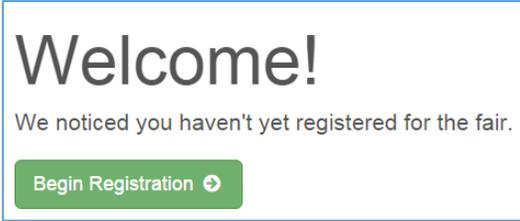
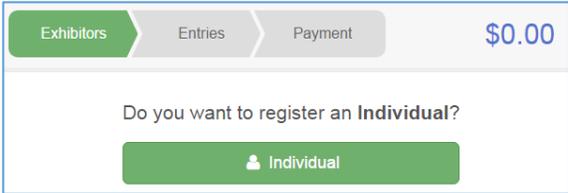
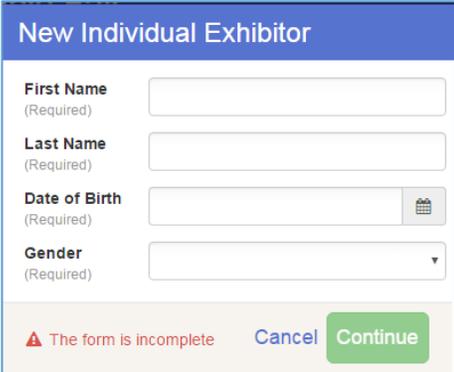
- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Register all entries for each exhibitor in the Club/Chapter before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair or show.

1. If you have been invited as an Agent to submit entries for your Club or Chapter, you will receive an email invitation with a temporary password from FairEntry.
2. Click the Sign-In link or go to [www.fairentry.com](http://www.fairentry.com) and select Staff Sign-In.



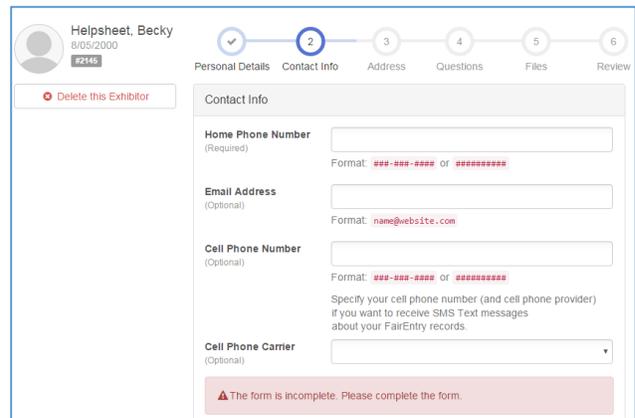
1. If you are unable to find the email invitation, but know you have an account, go to [www.fairentry.com](http://www.fairentry.com), select Staff Sign-In, enter your email address and select the Forgot Password option to receive a new temporary password via email.
2. Enter the temporary password on the login screen.
3. After you enter the temporary password, you will be prompted to enter a new password.



<p>1. You may also access your Fair or Show from their direct link or go to <a href="http://www.fairentry.com">http://www.fairentry.com</a> and click “Find Your Fair”.</p>	
<p>2. Filter by your state, click Search, and then click on the correct fair.</p>	
<p>3. Click “Begin Registration”</p>	
<p style="text-align: center;"><b>Exhibitor Information</b></p> <p>If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries.</p>	
<p>1. Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair or Show.</p>	



2. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

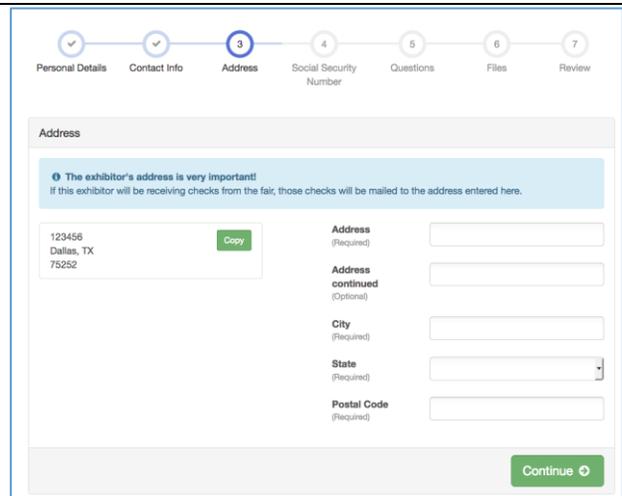


3. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.

4. If your fair or show requests a Social Security Number for 1099 purposes, that will be Step 4 on the progress bar. Social Security Numbers are fully encrypted and only the last 4 digits will be visible after the number has been saved.

5. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar at the top. Answer any questions, and click Continue.

6. If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files, and click Continue.




- Review the exhibitor information. If any information is incorrectly, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

The screenshot shows a registration form for 'Helpsheet, Becky' with a progress bar at the top indicating steps: Personal Details, Contact Info, Address, Questions, Files, and Review. The 'Personal Details' and 'Contact Info' sections are visible, each with an 'Edit' button. The 'Personal Details' section includes fields for First Name (Becky), Last Name (Helpsheet), Date of Birth (8/05/2000), and Gender (Female). The 'Contact Info' section includes fields for Email, Home Phone (555-123-4444), Cell Phone, and Cell Phone Carrier. A green 'Continue to Entries' button is prominently displayed.

### Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

- Click Add an Entry beside the correct exhibitor (if more than one has been created).

The screenshot shows a navigation bar with 'Exhibitors', 'Entries', and 'Payment' tabs. The 'Entries' tab is active, and the total amount is shown as '\$0.00'. Below the navigation, it states 'There are 0 entries belonging to 1 exhibitor in this invoice.' A card for 'Helpsheet, Becky' with '0 Entries' is shown, featuring a green '+ Add an Entry' button.

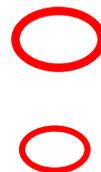
- Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
- After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
- After you have selected the class, click the green Choose button.

The screenshot shows a dialog box titled 'Choose Department and Division'. It contains two rows: 'Department' with the value 'Horse' and a blue 'Change' link, and 'Division' with the value '312: Horse Showmanship' and a blue 'Change' link. At the bottom right, there are 'Cancel' and 'Choose' buttons.

### Multiple Entry Process



5. If your fair or show has turned on the Multiple Entries option for this area, you will see a screen similar to the view at the right. If you do not see checkboxes next to each class, this area uses the single-entry process (see step 16).
6. Click Change to select the Club to which these entries will be associated.
7. If this is an Animal Entry, click Add Animal and enter the Animal's details.
8. If this is a pen or group entry, Add multiple animals and then select to Enter a pen of animals.
9. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
10. Check the box next to each class this animal will enter.



Make your Club, Animal, and Class selections to continue. Continue

**Club** Change

Demo FFA Chapter FFA

When entering into an Open Class, your club selection will be treated as No Club (Open).

---

**Animal(s)** Add Animal

Allowed Animal Types:

- Horses
- Horse

Enter a single animal

Enter a pen of animals

I will specify animal(s) later

Benimble, Jack

Hurricane

**Class or Classes**

- 31201: Pony Showmanship - all grades
- 31211: Horse Showmanship - Exhibitor grades 5-6
- 31212: Horse Showmanship - Exhibitor grades 7-9
- 31213: Horse Showmanship - Exhibitor grades 10-12
- 31220: Miniature Horse Showmanship - All grades
- 31250: Miniature Horse Driving - All grades

If this is not an animal entry or if animals will be added at check-in, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue

Make your Club and Class selections to continue. Continue

**Club** Change

Demo FFA Chapter FFA

(Selected Previously)

When entering into an Open Class, your club selection will be treated as No Club (Open).

---

**Animal(s)**

This Division does not allow animals.

**Class or Classes**

- 40102: Beets, snap Quantity: 3
- 40103: Beets, yellow wax Quantity: 1
- 40110: Beets, cylindrical
- 40111: Beets, globe Quantity: 3
- 40115: Carrots
- 40120: Cabbage, round head



11. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.

- 12. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
- 13. If all entries are complete, click Continue to Payment.
- 14. If you need to add more entries for an existing exhibitor, click Add an Entry.
- 15. Select the Department and Division.

## Single Entry Process

- 16. If your screen does not resemble the picture on the right, your fair may have used the multiple entry process in this area. Repeat steps 5-11.
- 17. If your screen does resemble this one, select the Class.
- 18. Click Continue.



19. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
20. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

21. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to “Add an animal”.
22. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
23. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.

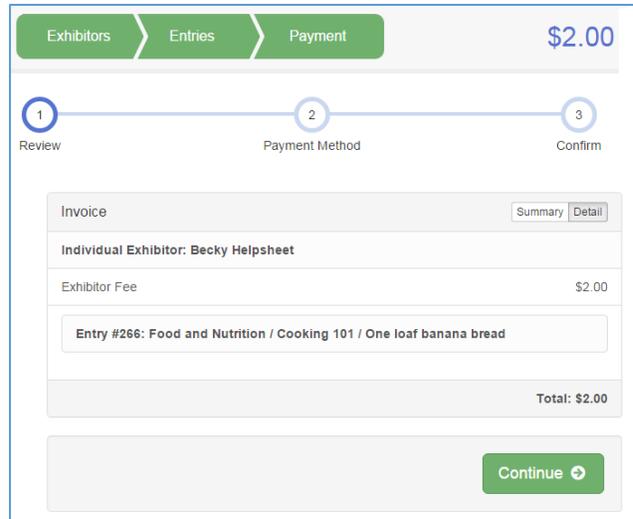
24. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

25. When each class entry is complete, you have three choices for what to do next:
  - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
26. If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.



27. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

**NOTE: DO NOT Submit the entries until all Agents in your Club or Chapter have completed the entry process. All entries and exhibitor must be added before you click Submit.**

A screenshot of the FairEntry payment process interface. At the top, there are three tabs: "Exhibitors", "Entries", and "Payment", with "Payment" selected. To the right of the tabs, the amount "\$2.00" is displayed. Below the tabs is a progress bar with three steps: "1 Review", "2 Payment Method", and "3 Confirm". The "Review" step is currently active. The main content area shows an "Invoice" section with "Summary" and "Detail" buttons. Below this, it lists "Individual Exhibitor: Becky Helpsheet", "Exhibitor Fee: \$2.00", and "Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread". At the bottom right of the invoice section, it says "Total: \$2.00". A green "Continue" button with a right-pointing arrow is located at the bottom right of the form.