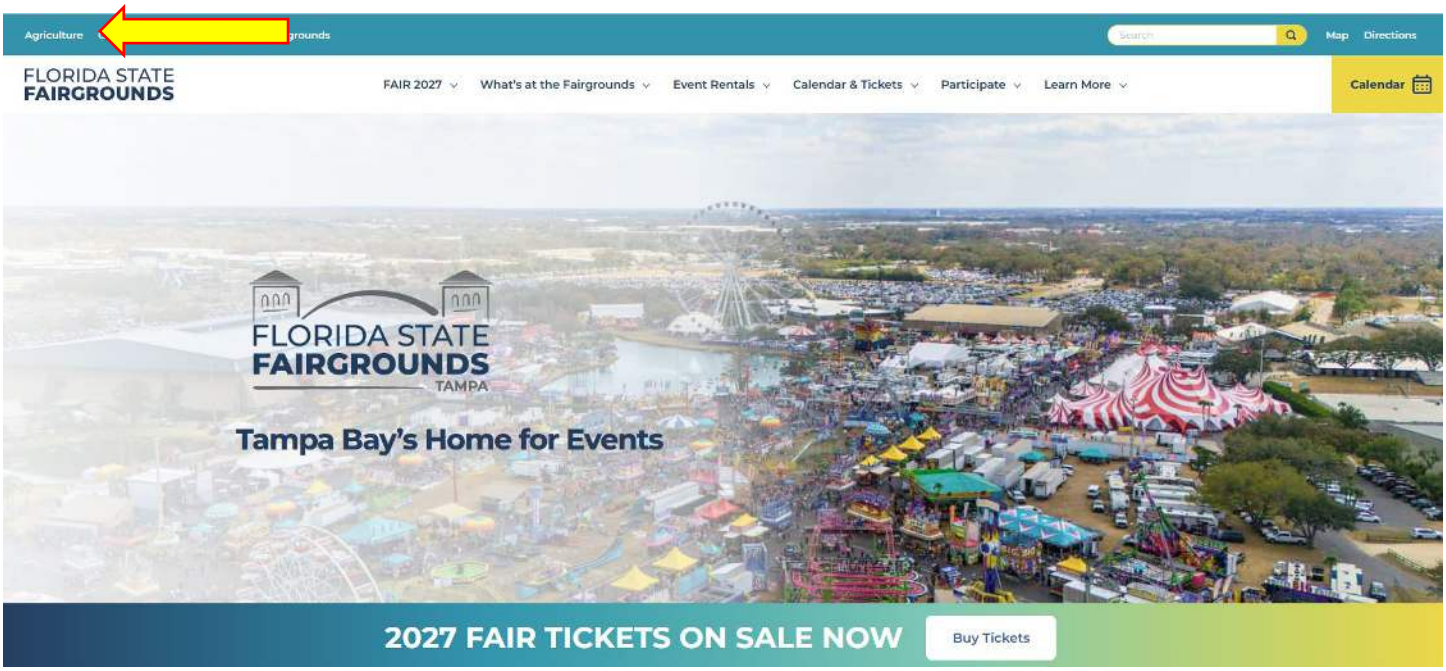
2027 How to Submit a Open Livestock Online Entry

GO TO https://floridastatefairgrounds.com

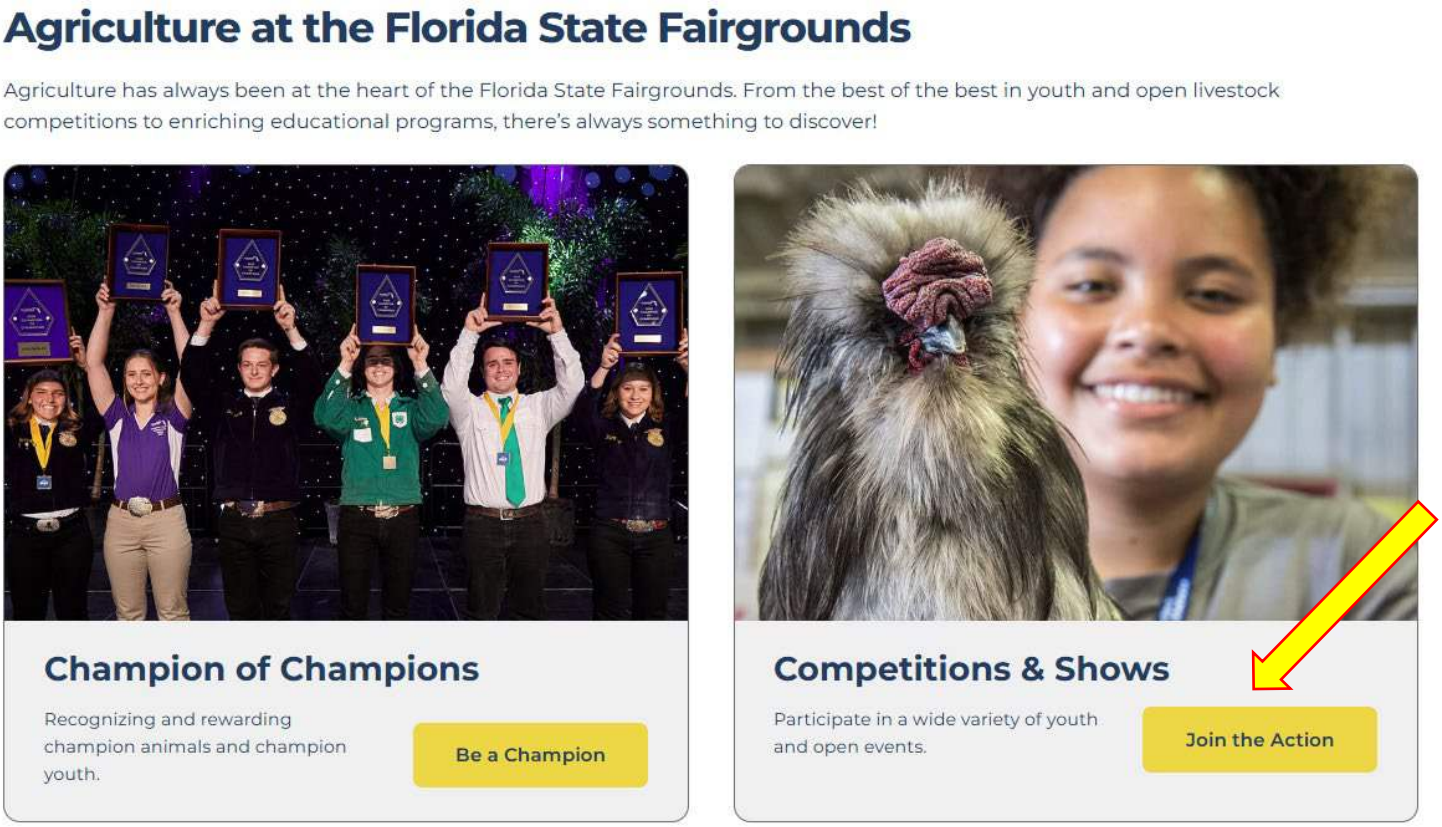
SELECT the "Agriculture" **TAB**

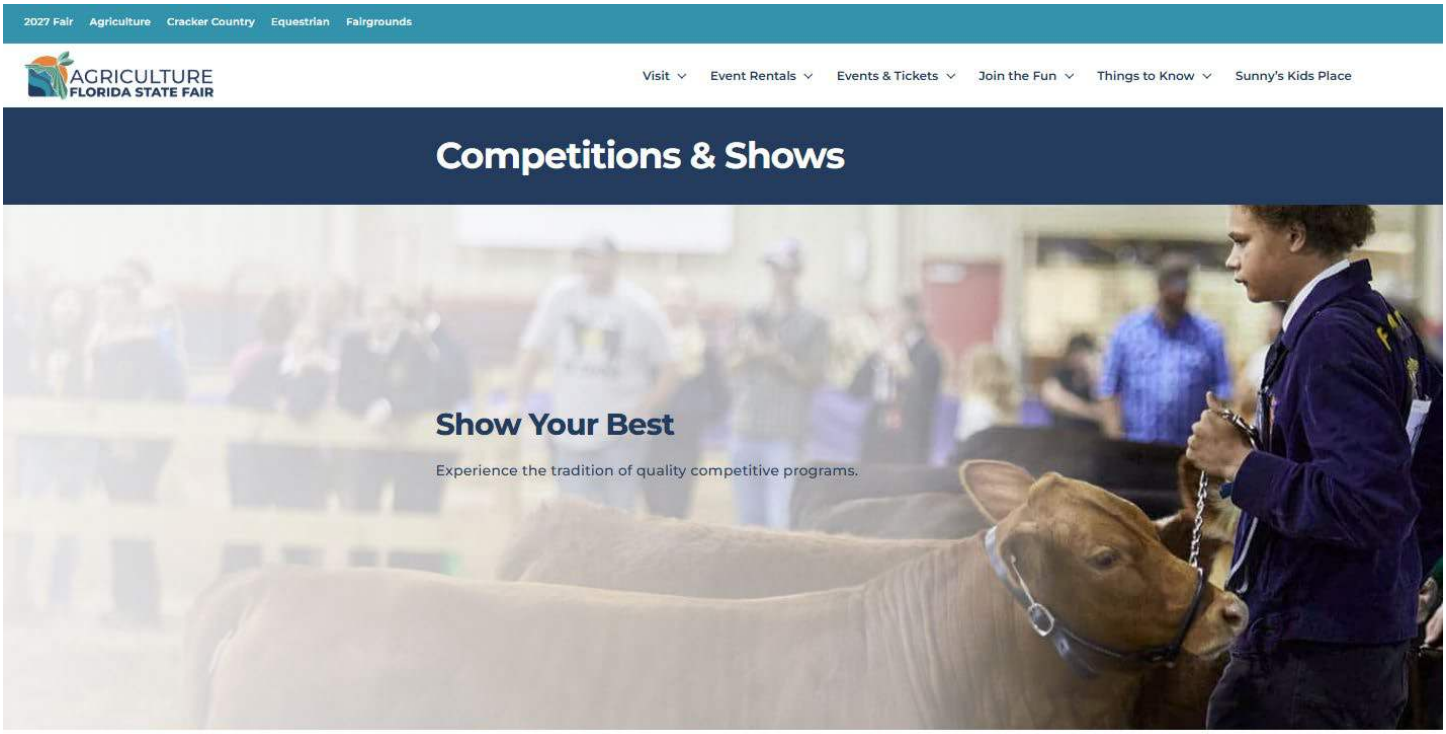


AGRICULTURE PROGRAMS PAGE

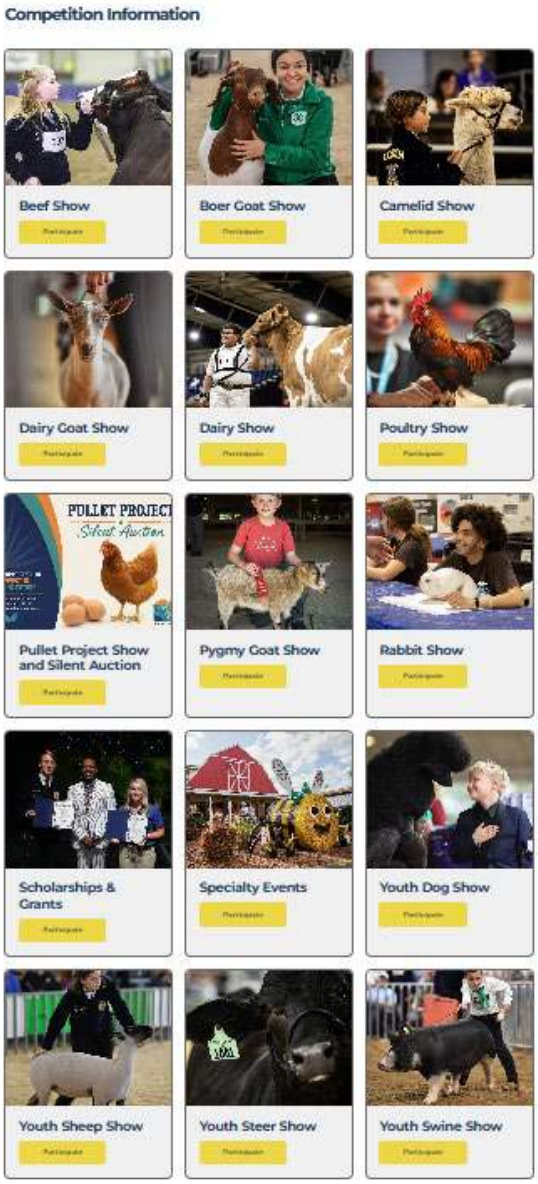
SCROLL DOWN & CHOOSE "Competitions & Shows"

CLICK "Join the Action"





Click on the Show you are interested in



FOR THE 2027 FAIR –

ALL OPEN AND YOUTH SHOW ENTRIES MUST BE SUBMITTED AND PAID ON-LINE. Hand-delivered or mailed entries WILL NOT be accepted for the 2027 Florida State Fair.

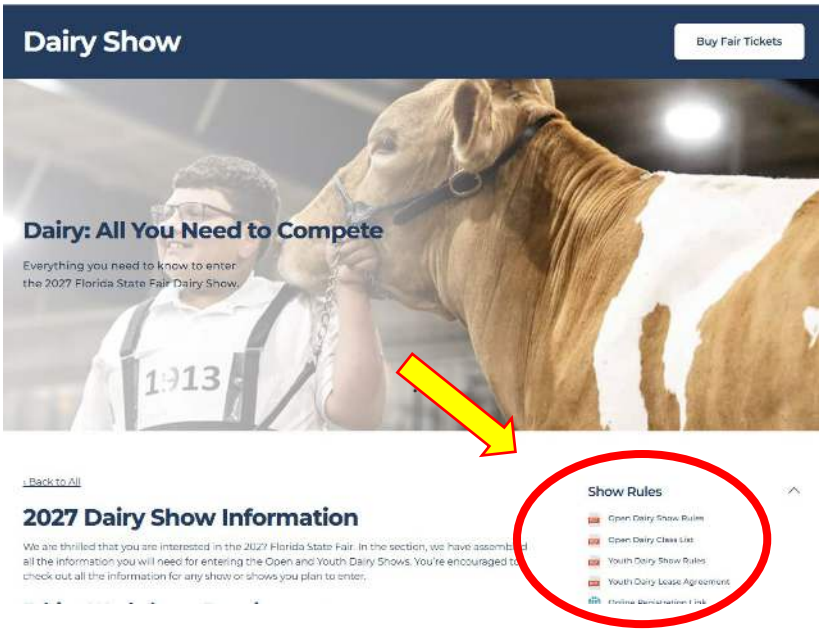
SELECT "Show Rules"
for information pertaining to
your entry.

READ the FULL handbook so you know in advance of any show rule changes or additions, show times, general rules, ticket policy, etc.

FOR SHOW RULES & CLASS LIST

CLICK on "Show Rules"

SELECT one of the Shows



- **LOOK AT** the Class Listing so you know exactly what class your entry would be entered in. It is suggested printing these pages out so it will make the On-Line Entry Process easier.

SCROLL DOWN to "Registration" Section

CLICK on the Online Registration Link



CLICK on "Resources"

This section could have additional show information but the main focus of this tab is resources for our Youth Livestock Exhibitors.



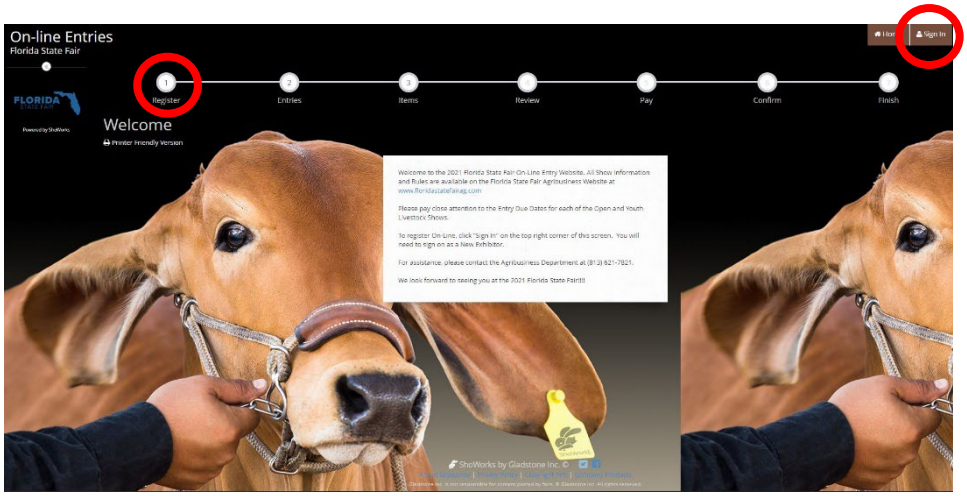
Open Exhibitors are able to upload Animal Registration by selecting "Upload Livestock Entry Documents"

STEP 1 – Launch Online Entry Form on the Agribusiness Website

Once you have read the handbook and know the department, division & class for your entry; you are ready to complete the **Online Entry Form.**

STEP 2 – Read Welcome Page

- You will be brought to the online application **Welcome Page,** with a message from us.
- **NOTE:** When completing the application be sure to enter your personal information accurately as all communication will use that information.
- **NOTE: Please look at the specific show rules for Entry Due Dates!!**
- **CLICK** on the number (1) **Register** button or the **Sign In** link In the upper right corner



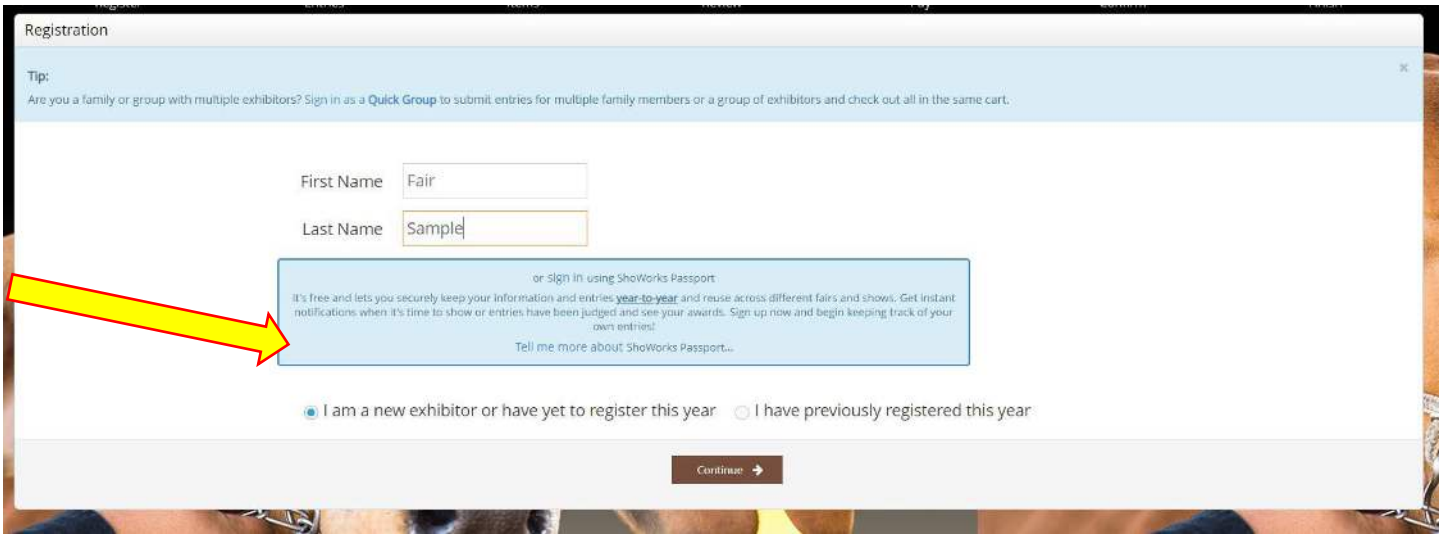
STEP 3 – Register

- Select "Exhibitor" from the drop down list
- **ENTER** your full First and Last Name (case sensitive)
- **CHOOSE** the button for "I am a new exhibitor"
- **CLICK** the blue "Continue" button.

NEW for 2027 FAIR –

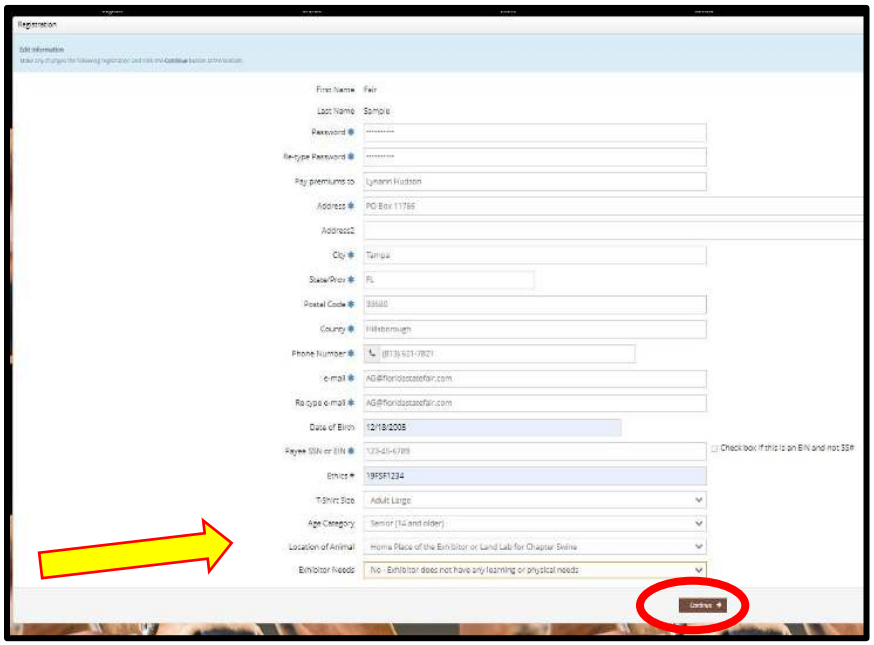
PAYMENTS ARE DUE AT TIME OF ONLINE ENTRY SUBMISSION

Note: ALL past fair exhibitors will be **REQUIRED** to register as a new exhibitor each year to create a new account.



STEP 4 – Exhibitor Information

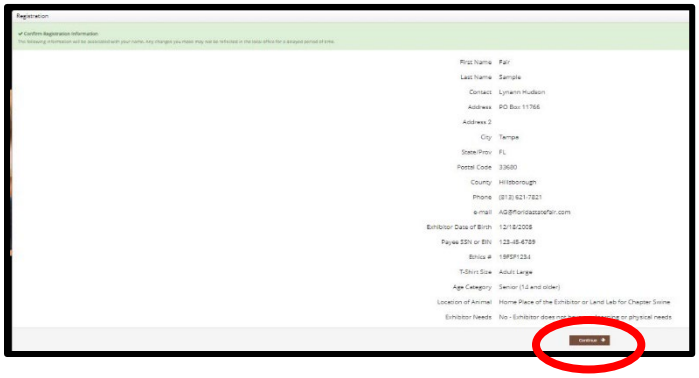
- On **Registration Page** you will fill in all your **Exhibitor Information**.
- You will also have to create a password that you want for your account. You will need to remember your password for the future if you need to log back in.
- Youth exhibitors are required to complete all fields to receive entry points. Pay premiums to, Address 2, and Ethics are the only fields that can be left blank.
- Email: Please use an email that is checked regularly and not a school provided email.
- Phone Number: Please enter a number for a parent/guardian.
- Several of these questions are needed for the Youth Shows Only. Please Note: if you are Showing in both the Open and Youth Shows – fill these questions out during the initial registration process.



- **CLICK** the brown "Continue" button.

STEP 5 – Confirm Registration Information

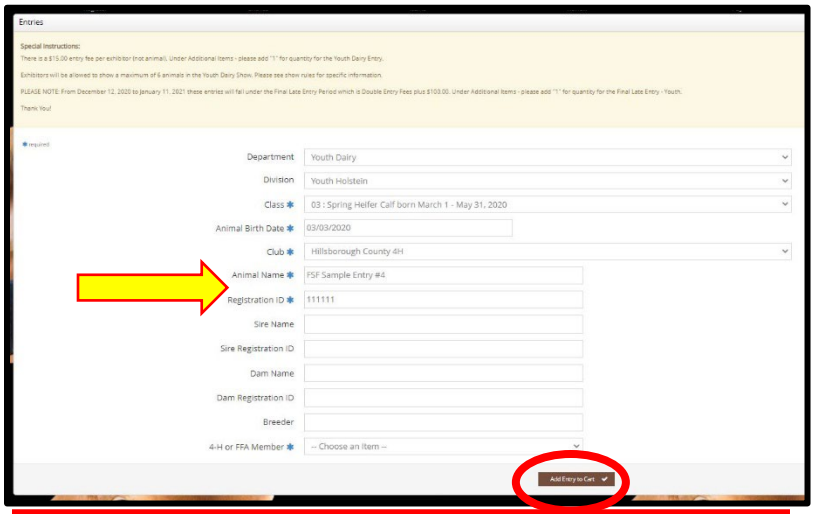
- The Registration Page you will **Confirm Registration Information** you entered is correct.
- **NOTE:** If you see any mistakes, **SELECT** the "Back" button in your browser to go to the previous page.
- **CLICK** the brown "Continue" button.



STEP 6 – Add Entry to Cart

On this screen you will be able to create your entry.

- **CHOOSE** a Department. *A Department is the main category that you are competing.* (Youth Dairy, Youth Boer Goat, etc.)
- **CHOOSE** a Division. (This would be Breed)
- **CHOOSE** a Class.
- **COMPLETE** any additional fields that are either mandatory or optional.
- **CLICK "**Add Entry to Cart" button.

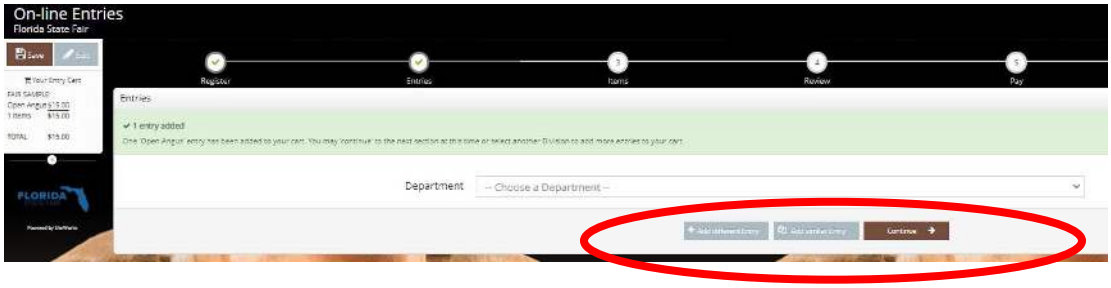


Please look at the **Special Instructions** at the top of the page

STEP 7 – Add More Entries

On this screen you will be able to create additional entry or **SELECT** Continue.

- **CHOOSE** one of three buttons
  Add Different Entry: Allows you to add an entry from a new Department & Division, **OR**
  Add Similar Entry: Allows you to add an entry same Department & Division.
  If you have more entries simply repeat STEP 6.
- **CLICK** the brown "Continue" button if you are finished adding entries

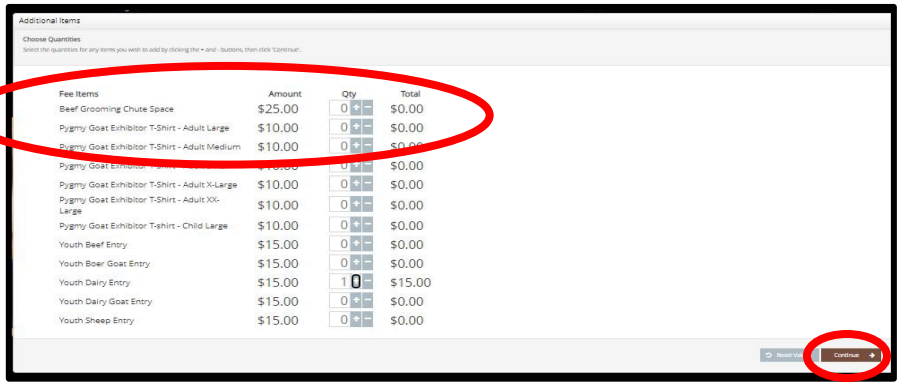


STEP 8 – Additional Items

On this screen you will need to ADD your specific show entry fees.

Select the quantity to add it to the cart.

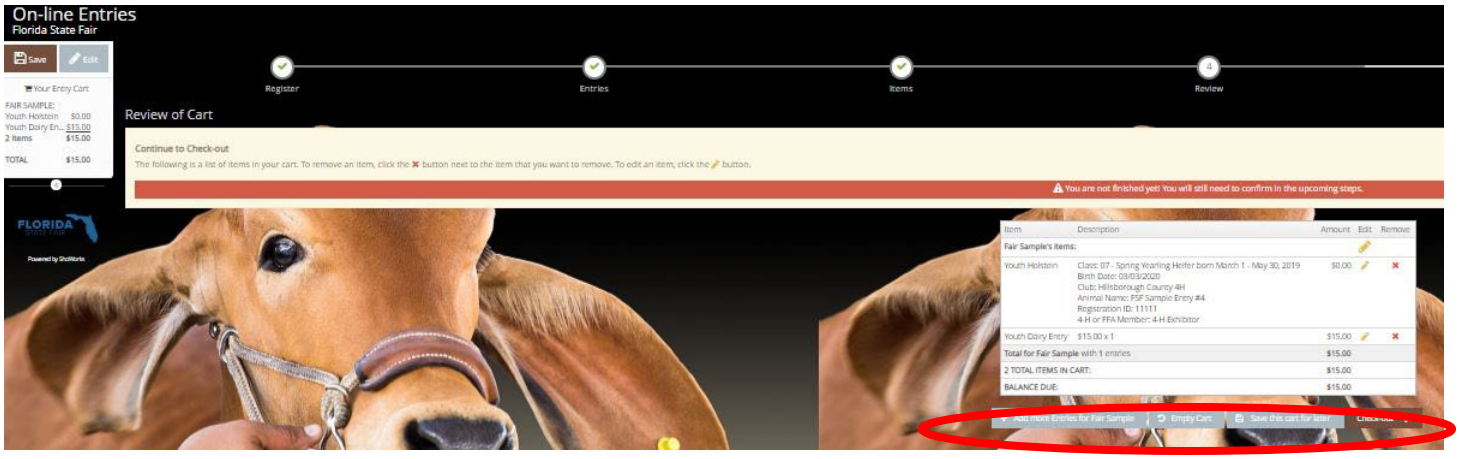
- **CLICK** the brown "Continue" button



STEP 9 – Review of Cart

On this screen you will be able to review all your entries and "Check-out."

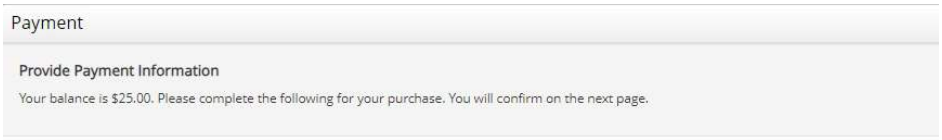
- **CHOOSE** one of four buttons.
  Add More Entries: Allows you to add more entries.
  Empty Cart: Allows you to start over.
  Save the cart for later: Allows you to save your cart so you can return at a later time and continue the check-out process.
  NOTE: Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry.
- **CLICK** the brown "Check-out" button if you are ready to submit your entries.



STEP 10 – Payment

NEW for the 2027 FAIR

Payments are due at time of entry

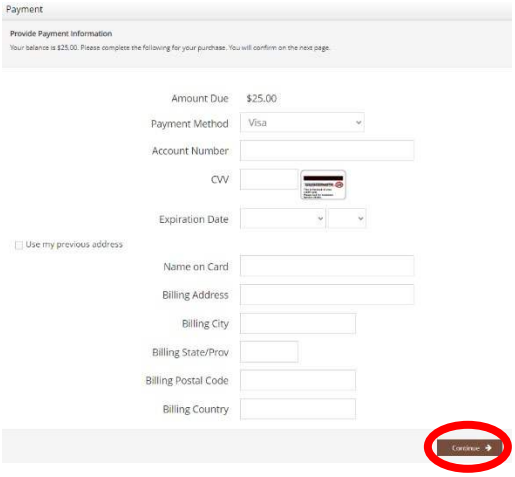


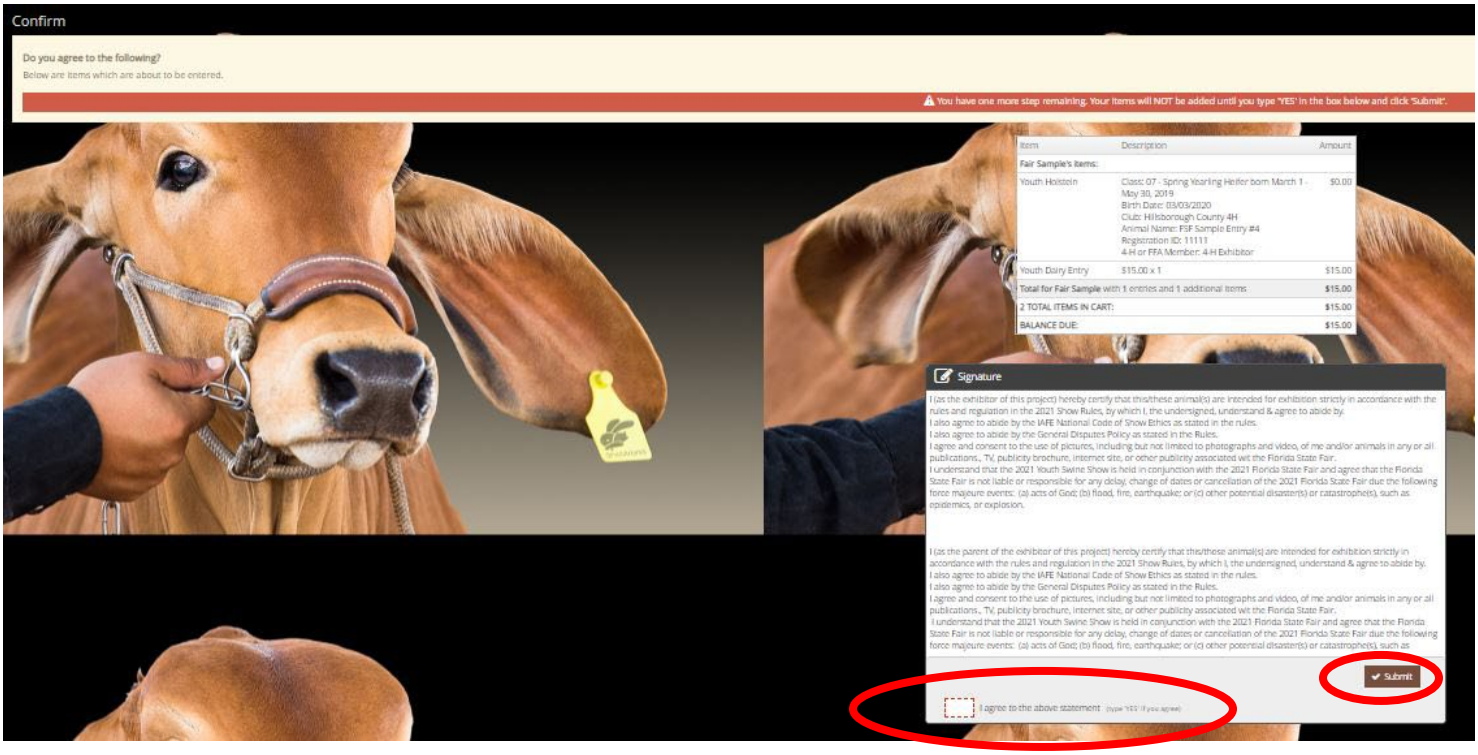


Pay Now:

- **SELECT** the Payment Method
- **PROVIDE** Payment Information
- **TYPE "YES"** in "I agree to above statement"

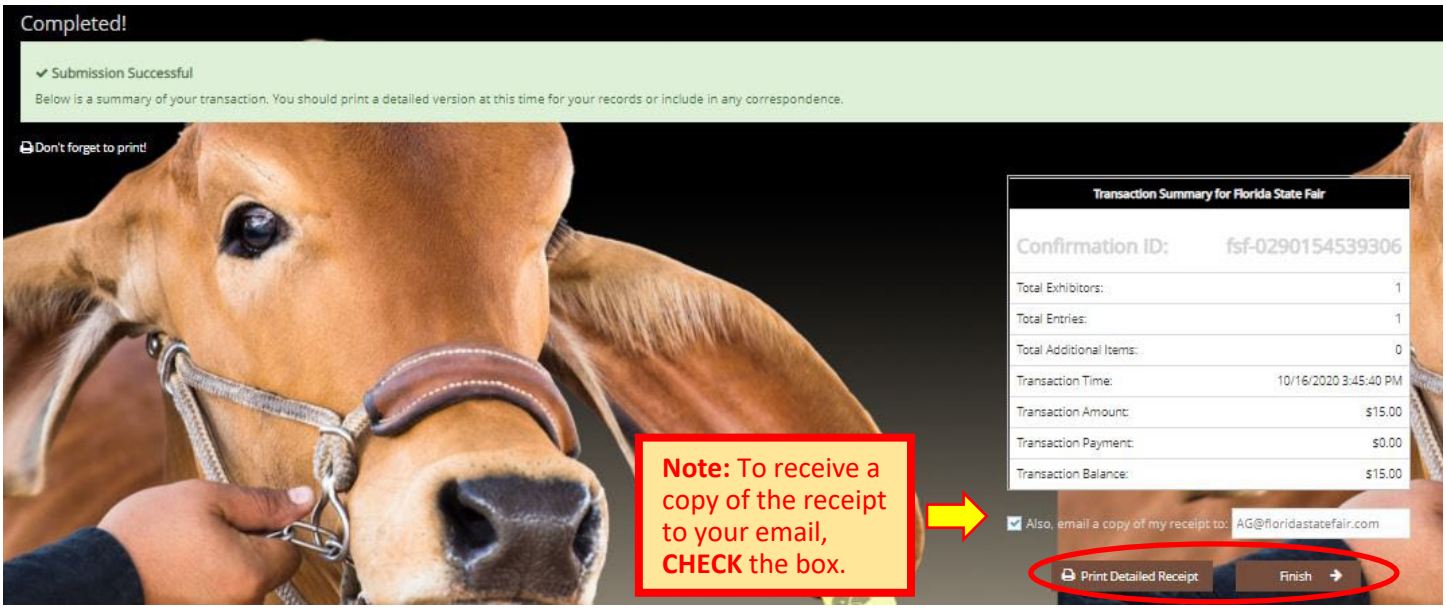
CHOOSE the blue "Submit" button to complete transaction





Open Livestock Competitions | Online Entry Form Instructions… continued

Completed: Submission Successful



Be sure to print detailed receipt



Florida State Fair
On-line Entries Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
Youth Holstein	Class: 07 Class Description: Spring Yearling Heifer born March 1 - May 30, 2019 Birth Date: 3/9/2020 Animal Name: FSF Sample Entry #4 Registration ID: 11111 Club: Hillsborough County 4H 4-H or FFA Member: 4-H Exhibitor	SASAC6	$0.00
Youth Dairy Entry	$15.00 x 1		$15.00

Total for Fair Sample with 1 entries and 1 additional items
Contact: Lynann Hudson
Address: PO Box 11766
City: Tampa
State/Prov: FL
Postal Code: 33680
County: Hillsborough
Phone: (813) 621-7821
e-mail: AG@floridastatefair.com
DOB: 12/18/2005
SSN/EIN (protected): xxx-xx-xxxx
Ethics #: 19FSF1234
T-Shirt Size: Adult Large
Age Category: Senior (14 and older)
Location of Animal: Home Place of the Exhibitor or Land Lab for Chapte
Exhibitor Needs: No - Exhibitor does not have any learning or physi

TOTAL:	$15.00
PAYMENTS:	$0.00
BALANCE DUE:	$15.00
EXHIBITOR NAME:	Fair Sample
CONFIRMATION ID:	fsf-0290165116865
TRANSACTION TIME:	10/16/2020 4:51:16 PM

Mandatory Disclosure of Social Security Number or Federal ID Number - Federal Tax regulation requires the Florida State Fair Authority (FSFA) to obtain Social Security Numbers (SSN) or Taxpayer Identification Number (TIN) from every person to whom compensation is paid. SSN or TIN are maintained and used by FSFA for the processing of payments due, and are reported to Federal and State agencies on forms required by law. FSFA will not disclose any SSN or TIN without your consent to anyone outside FSFA except as mandated by law. Failure to provide a SSN or TIN will result in denial of compensation.

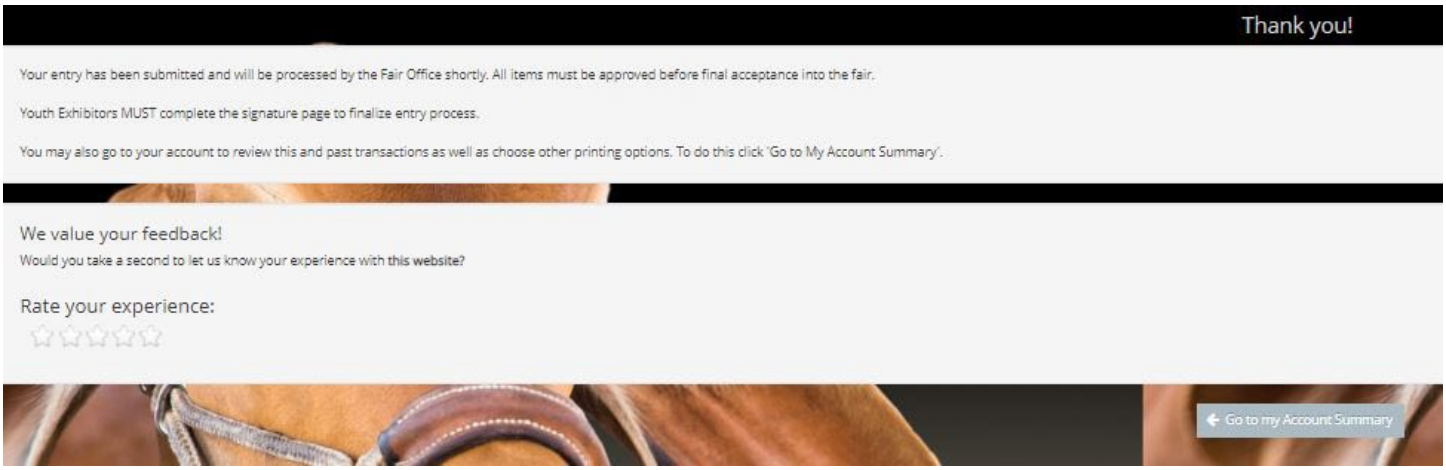
Florida State Fair
On-line Entries Receipt Summary

2 TOTAL ITEMS IN CART:	$15.00
PAYMENTS:	-$0.00
BALANCE DUE:	$15.00
CONFIRMATION ID:	fsf-0290165116865

Transaction Time: 10/16/2020 4:51:16 PM

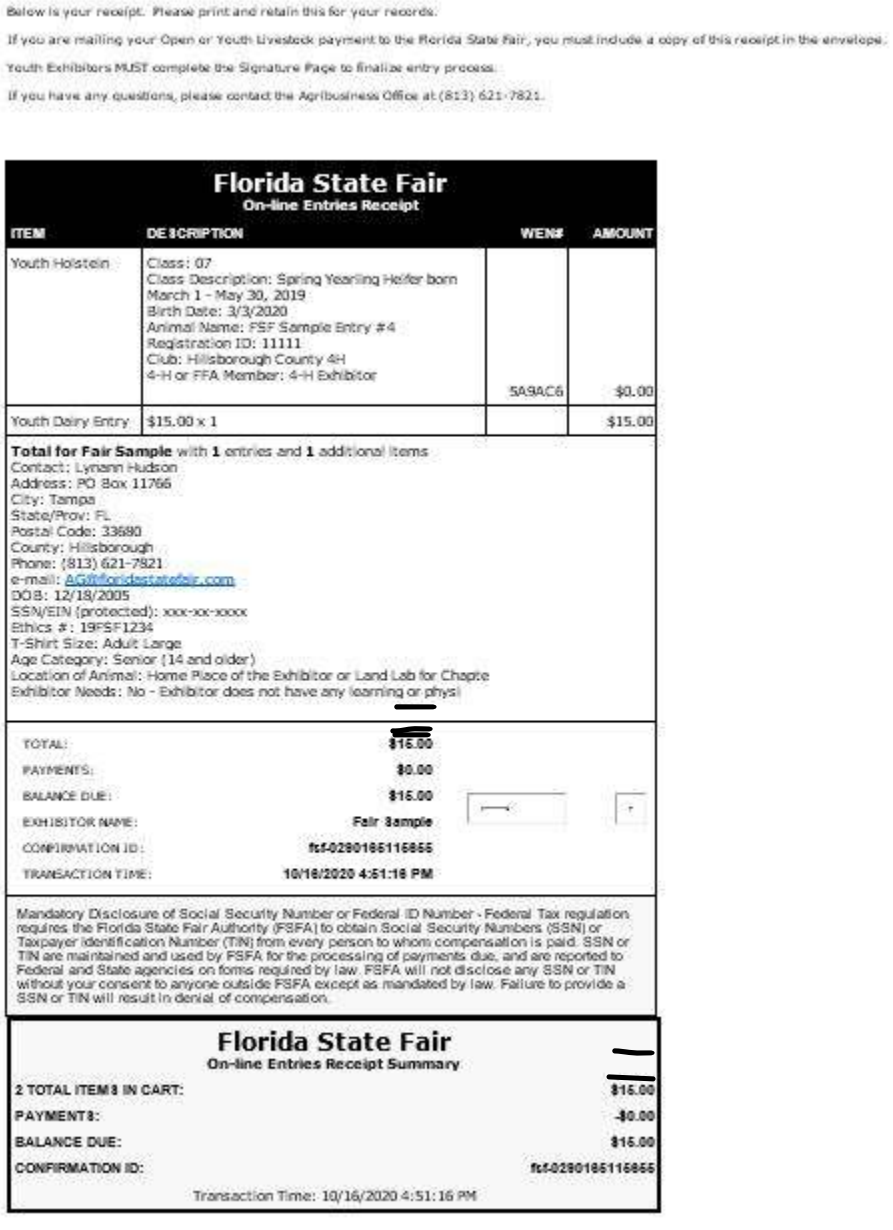
STEP 11 – Finish

- **CHOOSE** the brown "Finish" button on the Completed Page
- You will land on the "Thank you! Page"
- Feel free to provide feedback and rate your experience



STEP 11 – Email receipt

- You will be emailed a receipt



Below is your receipt. Please print and retain this for your records.

If you are mailing your Open or Youth Livestock payment to the Florida State Fair, you must include a copy of this receipt in the envelope.

Youth Exhibitors MUST complete the Signature Page to finalize entry process.

If you have any questions, please contact the Agribusiness Office at (813) 621-7821.

Florida State Fair
On-line Entries Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
Youth Holstein	Class: 07 Class Description: Spring Yearling Heifer born March 1 - May 30, 2019 Birth Date: 3/3/2020 Animal Name: FSF Sample Entry #4 Registration ID: 11111 Club: Hillsborough County 4H 4-H or FFA Member: 4-H Exhibitor	5A9AC6	$0.00
Youth Dairy Entry	$15.00 x 1		$15.00

Total for Fair Sample with **1** entries and **1** additional items
Contact: Lynann Hudson
Address: PO Box 11766
City: Tampa
State/Prov: FL
Postal Code: 33680
County: Hillsborough
Phone: (813) 621-7821
e-mail: AG@floridastatefair.com
DOB: 12/18/2005
SSN/EIN (protected): xxx-xx-xxxx
Ethics #: 19FSF1234
T-Shirt Size: Adult Large
Age Category: Senior (14 and older)
Location of Animal: Home Place of the Exhibitor or Land Lab for Chapte
Exhibitor Needs: No - Exhibitor does not have any learning or physi

TOTAL:	$15.00
PAYMENTS:	$0.00
BALANCE DUE:	$15.00
EXHIBITOR NAME:	Fair Sample
CONFIRMATION ID:	fcf-0290166116866
TRANSACTION TIME:	10/16/2020 4:51:16 PM

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Florida State Fair
On-line Entries Receipt Summary

2 TOTAL ITEMS IN CART:	$15.00
PAYMENTS:	-$0.00
BALANCE DUE:	$15.00
CONFIRMATION ID:	fcf-0290166116866

Transaction Time: 10/16/2020 4:51:16 PM

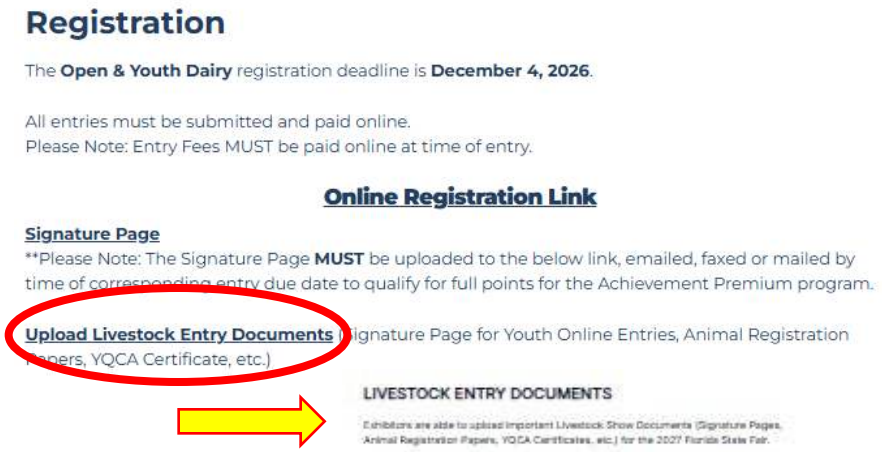
STEP 12 – Upload Livestock Entry Documents (Signature Page, Animal Registration Papers, YQCA Certificate, etc)

Please Note: Open Exhibitors are able to upload the document by selecting "Upload Livestock Entry Documents" under the Registration Tab. These can also be emailed, faxed or mailed to expedite the check in process.

ON WEBSITE

CLICK on "Registration"

SELECT the Upload Livestock Entry Documents





- **Fill out** all required information
- **Upload** Livestock Entry Document

**** Please upload High Resolution Documents (or files that are large). Do not minimize the documents.**

These documents can also be:

Emailed to – AG@FloridaStateFair.com

Faxed to – 813-740-3520

Please contact the Ag Office if you have any problems or need assistance