

# ONLINE INSTRUCTIONS FOR FFA ADVISORS

[www.iowastatefaireentry.org](http://www.iowastatefaireentry.org)

## Log On:

- New Users - contact the Entry Department for a password. (**first time use only**)
  - Click on "FFA Setup" to establish an advisor profile.
  - Select your Chapter from the drop down list and enter your State Fair password. Click "Verify".
  - Select the correct Advisor Name or Other from the drop down list. Click "Select".
  - Verify/enter the advisor profile and enter your chapter's county.
  - Choose a Secret Question and type your answer.
  - Create a User Name.
  - Create a password. (Your password can be the State Fair password used for initial setup or you can create a new password.) Type your password again in the Confirm Box to set it.
  - Click "Save" to return to the Log On page.
- Established Users - type in User Name and Password. Click "Log On" to continue.
  - If you cannot remember your User Name or Password, click "Forgot Your Password" or contact the Entry Department.
  - If you are a new advisor for the chapter, contact the Entry Department for assistance in resetting the user name and password.

## Advisor Menu:

- Select an exhibitor from the drop down list. Click "Add". **NOTE: Students must be listed on the chapter roster with the Iowa FFA Association BEFORE they will be included in the chapter's online roster for State Fair nominations. Members will be available in the State Fair online system about one week after they have been approved by Scott Johnson.**
  - Review the exhibitor's profile (**including address**) and enter the exhibitor's **phone number, e-mail address** and county. Note: Changes made to the exhibitor's profile will only be in effect for State Fair purposes.
  - Select a t-shirt size for the exhibitor. Click "Save".

## Manage Nominations/Entries - Submit Nominations:

- Select the nomination type from the drop down list.
- Provide animal data for each animal nominated.
- Click "Submit Nom" to complete the nomination process.
  - Note: Nominations must be submitted before the entry can be submitted.
- Animal information **cannot** be edited once the nomination is submitted.
- A confirmation e-mail will be sent to the advisor for each exhibitor's nomination type(s).\* Please keep this e-mail for your records. **The confirmation e-mail will list the animal(s) nominated. Please review and verify each animal listed for nomination. If an animal is not listed, it is not nominated. No additional animals may be submitted after the nomination deadline. Corrections to existing nominations (submitted on or before the nomination deadline) must be made in writing to the FFA Entry Department on or before July 1.**
- **REMINDER: NOSE PRINT CARDS (PERFORMANCE BEEF), DNA AND PAYMENT MUST BE SENT TO THE STATE FAIR OFFICE ON OR BEFORE THE NOMINATION DEADLINE.**

## Manage Nominations/Entries - Submit Entries:

- Select the entry type from the drop down list.
- Fill in quantities for number of entries bringing to Fair and pens requested (goats, sheep, swine). Click "Recalculate" for an updated fee total.
  - Horse: Also select division and class number(s) from the drop down list.
- Click "Submit Entry" to complete the entry process.
- A confirmation e-mail will be sent to the advisor for each exhibitor's entry type(s).\* Please keep this e-mail for your records.

## Chapter Summary Report:

- After all entries are complete for all exhibitors, click the "Chap Entry Smmy".
  - This report will list the total entries and fees for each exhibitor plus the total entries and fees for the chapter.
  - **Double check the Chapter Summary to verify all information is correct. If there are any discrepancies, contact the FFA Entry Department.**
- Print and sign the Chapter Summary and send it with payment to the FFA Entry Department. **Chapter Summary and payment must be postmarked on or before July 1.**

## Code of Ethics:

- Every exhibitor must sign a Code of Ethics form. The advisor signature is also required.
- Send the completed Code of Ethics forms to the FFA Entry Department on or before July 1.
  - All swine exhibitors must also provide a copy of their FSQA or PQA Plus certificate on or before July 1.

## Status:

- Nomination Complete - The nomination has been submitted. You can click on Manage Entries to review the information. You will not be able to make any changes to nominated animals. The entry has not been submitted.
- Incomplete - The nomination process is not complete. Nomination is not valid.
- Entry Complete - The entry has been submitted. You can click on Manage Entries to review the information. You will not be able to make any changes.

- Accepted - The entry has been accepted by the Entry Department. You can click on Manage Entries to review information. You will not be able to make any changes.

Confirmation:

- [Click here](#) to have the confirmation e-mail resent. \*

\* Confirmation e-mails will also be sent to the exhibitor IF an e-mail address is provided in the exhibitor profile.

## HELPFUL TIPS

- First time use advisors will need to contact the Entry Department for a password to log into the system for the initial setup.
- Information typed on these forms will transfer character for character into the system used to process entries, show catalogs, entry tags, etc. Please type information exactly as it should appear.
- Confirmation e-mails are sent to the e-mail address listed in the online advisor profile. Please make sure e-mail address provided is correct! Click on "Edit Profile" to verify and update your information. Confirmation e-mails will also be sent to the exhibitor IF an e-mail address is provided for the exhibitor.
- Any exhibitor wishing to enter FFA at the Iowa State Fair **must** be an FFA member and be registered with the Iowa FFA Association. Students must be listed on the chapter roster with the Iowa FFA Association BEFORE they will be included in the chapter's online roster for State Fair nominations. Members will be available in the State Fair online system about one week after they have been approved by Scott Johnson.
- Click "Finish Later" about every 10 minutes to prevent losing any data entered. You can also use "Finish Later" if you are not able to finish a nomination/entry or need to wait in order to have all information. This will allow you to come back to finish submitting at a later time. (Clicking "Finish Later" will take you to the Advisor's Home Page.)
- Click "Recalculate" after adding/changing entry quantities to update total fees.
- Please do not use the "Back" button on your browser. Using the "Back" button may cause errors on the nomination/entry screen and with submitting your nomination/entry.
- You can copy and paste values between animal information fields by using the standard Windows cut and paste actions. The quickest method is to press Ctrl-C to copy a selected value and Ctrl-V to paste the value into another field.
- To clear the Division selection, click on the first option (blank space) in the drop down box. If Division is not present, clear the Class selection by clicking on the first option (blank space) in the drop down box.
- You will not be able to submit a nomination/entry until all required fields are complete.
- If you have any questions regarding your chapter nominations or entries, please contact the FFA Entry Department at 515/262-3111 extension 242 or 246; [wiseman@iowastatefair.org](mailto:wiseman@iowastatefair.org) or [ffa@iowastatefair.org](mailto:ffa@iowastatefair.org). **If you are not calling during business hours, please leave a message and someone will return your call as soon as possible.**