

# ONLINE INSTRUCTIONS FOR OPEN CLASS EXHIBITORS

Note: 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.

## Log On:

- New Users - click on "New User" to establish an exhibitor profile.
  - Exhibitor ID - If you know your exhibitor number, enter it here. This field is not required.
  - Fill in Farm/Company and/or your First Name and Last Name. (Note: If you use the Farm/Company field, your entries will be listed under that name.)
  - Fill in all other required fields.
  - Choose a Secret Question and type your answer.
  - Create a User Name.
    - Your e-mail address can be your User Name if you are the only exhibitor using that e-mail address.
    - Multiple exhibitors using the same e-mail address must each have a unique User Name.
  - Create a 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.
- Multiple exhibitors can use the same e-mail address by creating a unique User Name and profile for each exhibitor.
  - Entries will be processed separately, so credit card information will need to be provided for each exhibitor.

## Create Entries:

- Go to "Add New Entry" and choose an entry form from the drop down box.
  - Livestock & Horse Exhibitors - Once you are in the entry form screen, choose Division and Class from the drop down boxes (not all species have these fields). Fill in as much animal information as possible (some fields are required). When finished, click "Next" to go to the Fees page.
    - Be sure to complete all stalling information.
  - Iowa Commercial Wine, Pigeon, Poultry, Rabbit, Sheep Shearing and Wool Exhibitors - Fill in the required information and continue to the Fees section.
  - Iowa Family Living Exhibitors - These exhibitors will only have a Fees page. If entering limited classes, indicate the class(es) entered.

## Fees:

- Fill in quantities (number of entries, animals, stalls, tickets, vehicle permits, etc.). The fees will calculate automatically.
- If purchasing vehicle permits, indicate dates and quantity.
- Click "Recalculate" to see total. You must click "Recalculate" before entering credit card information.
- Fill out credit card information as it appears on your credit card statement.
- Make sure ALL information is correct and click "Finish Now".
- Read User Consent then check "Agree" to proceed.
- If all of your information is correct and you have no changes, click "Yes". Once "Yes" is clicked you have submitted your entry. **YOU WILL NOT BE ABLE TO CHANGE ANY INFORMATION.** If you need to make corrections, click "No". If you click "No" your entry will not be sent. After making your corrections, you will need to reenter your credit card information, click "Finish Now" and check "Agree" to proceed.
- **A confirmation e-mail will be sent to the e-mail address on record for the exhibitor profile. This confirms your entry has been submitted and your credit card will be charged. If you do not receive a confirmation e-mail, your entry may not be valid. Contact the Entry Department at 515/262-3111 ext. 242 or [competitiveevents@iowastatefair.org](mailto:competitiveevents@iowastatefair.org) if you do not receive the confirmation e-mail within 24 hours of submitting your entry.**
- To enter more than one department, choose another entry form from the "Add New Entry" drop down box and repeat steps.

## Mail In Forms:

- The departments listed below require the exhibitor to mail in copies of registration papers. These departments will have a "Mail In Form" appear on the screen after the entry has been submitted. Print this form and mail it with the required papers to the address listed on the form. The required papers may also be e-mailed or faxed (515/280-4841) to the Entry Department.
  - Miniature Horse - current copy of AMHR registration papers for each animal entered & current copy of membership card.
  - Quarter Horse - current copy of registration papers for each animal entered & current copy of membership card.
  - Draft Horse (if entered in Halter or Purebred class) - current copy of registration papers for each animal entered.

## Review Entries:

- Once you have created entries, their status will be listed on the My Entries screen.
  - Incomplete - The entry has not been submitted. You can click on the entry form to make changes and finalize your entry as long as the entry deadline has not passed.
  - Finished - Your entry has been submitted. You can click on the entry form to review your information. You will not be able to make any changes.
  - Accepted - Your entry has been accepted by the Entry Department. You can click on the entry form to review your information. You will not be able to make any changes.

## Confirmation:

- Click here to have the confirmation e-mail resent. This will not cause your entry to be submitted multiple times or additional charges on your credit card.

## HELPFUL TIPS

- Each exhibitor will need his/her own User Name. Your e-mail address can be your User Name if you are the only exhibitor using that e-mail address. Multiple exhibitors using the same e-mail address must each have a unique User Name.
- Only one exhibitor can submit entries under a profile. Other exhibitors (family members, etc.) must each establish his/her own exhibitor profile.
- If you use the Farm/Company field, your entries will be listed under that name for show catalogs, entry tags, etc. Do not use the Farm/Company field if you want your entries to be listed under your first and last name.
- 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.
- If you forget your password, click on "Forgot Password" and answer your Secret Question. A new password will be e-mailed to you. After using your new password to Log On, you may reset your password by going to Edit Profile. You can also contact the Entry Department to have your password reset.
- 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 an entry or need to wait in order to have all information. This will allow you to come back to finish entering at a later time. (Clicking "Finish Later" will take you to the My Entries screen.)
- Click "Recalculate" after changing entry quantities to update the total remittance.
- Please do not use the "Back" button on your browser. To move between pages, use the "Prev" and "Next" buttons provided on the entry form pages. Using the "Back" button may cause errors on the entry screen and with submitting your 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 remove an entire entry, clear the Division selection by clicking 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 complete an entry until all required fields are entered.
- After you have submitted your entry, a confirmation e-mail will be sent to the e-mail address on record for the exhibitor profile. This confirms your entry has been submitted and your credit card will be charged. If you do not receive a confirmation e-mail, your entry may not be valid. Contact the Entry Department at 515/262-3111 ext. 242 or [competitiveevents@iowastatefair.org](mailto:competitiveevents@iowastatefair.org). You should receive the confirmation e-mail within 24 hours of submitting your entry.
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  - Finished - Your entry has been submitted. You can click on the entry form to review your information. You will not be able to make any changes.
  - Accepted - Your entry has been accepted by the Entry Department. You can click on the entry form to review your information. You will not be able to make any changes.
- If you need to make changes to your entry after it is submitted, please contact the Entry Department.

If you have any questions or difficulties using the Online Entry System, please contact the Entry Department at 515/262-3111 (extension numbers and e-mail addresses are listed below). If you are not calling during business hours, please leave a message and someone will return your call as soon as possible.

Beef Cattle - ext 247 or [beef@iowastatefair.org](mailto:beef@iowastatefair.org)

Dairy Cattle - ext 269 or [dairy@iowastatefair.org](mailto:dairy@iowastatefair.org)

Goats - ext 269 or [goats@iowastatefair.org](mailto:goats@iowastatefair.org)

Horse - ext 240 or [horse@iowastatefair.org](mailto:horse@iowastatefair.org)

Iowa Family Living - ext 243 or [ifl@iowastatefair.org](mailto:ifl@iowastatefair.org)

Pet Stock (Dog, Pigeon, Poultry & Rabbit) - ext 239 or [petstock@iowastatefair.org](mailto:petstock@iowastatefair.org)

Sheep, Swine and Llama - ext 241 or [sheepswine@iowastatefair.org](mailto:sheepswine@iowastatefair.org)