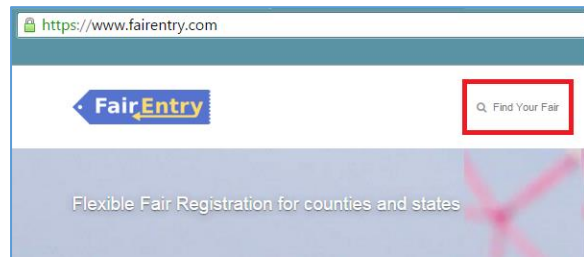


Exhibitor Fair Entry

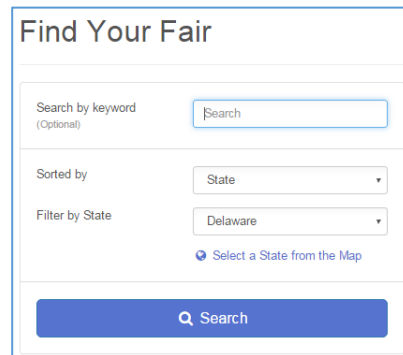
Important Reminders

- 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 family 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.

- You may access your Fair or Show from their direct link or go to <http://www.fairentry.com> and click “Find Your Fair”.



- Filter by your state, click Search, and then click on the correct fair.



Step One – Entering Exhibitor Information

1.



Creating Entries Using the Single Entry Process

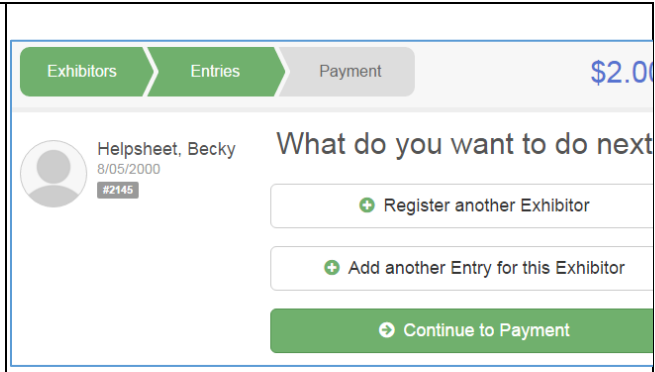
1. Select the appropriate class.
2. Click Continue

3. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
4. 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.

5. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class;
6. You will have two choices. Select “Choose an Existing Animal Record” or choose “Enter a New Animal Record” to enter new animal information. Existing animals will only be available if you have already entered them in a class for 2024. i.e. Molly is already entered in Agility and also need to go in Rally-O.
7. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. 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.
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



9. 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 are almost done.
 - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.



Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. **You must submit your entries even if there are no fees, so no payment is required.**

1. 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.
2. Once all entries have been entered for exhibitors in your family, **submit the invoice.**
3. You will receive an email confirmation message .
4. If you forget an entry, you can log in any time before the deadline and add entries.

