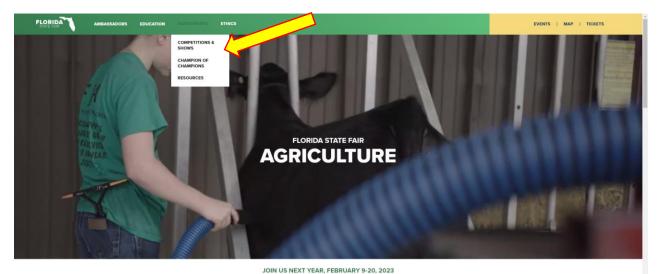
How to Submit a **Youth** Livestock Online Entry

GO TO https://www.floridastatefairAG.com/

SELECT the "Participants" **TAB**

CHOOSE "Competitions & Shows" from the dropdown list





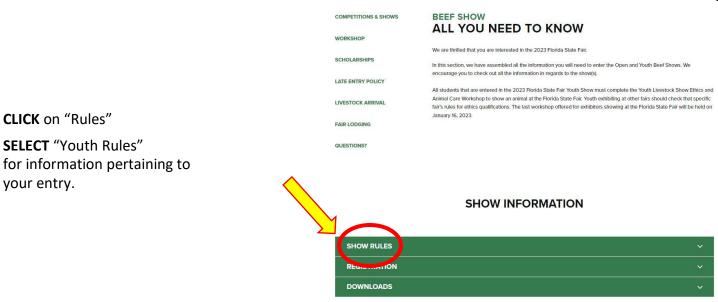


AGRICULTURE COMPETITIONS

Click on the Show you are interested in



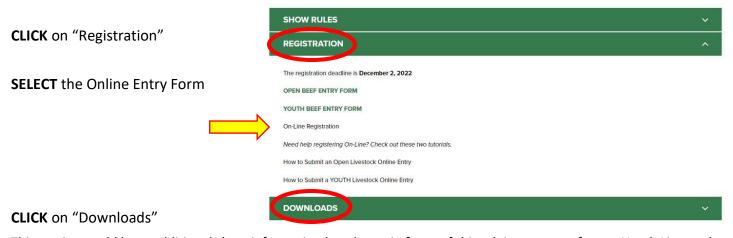




READ the FULL handbook so you know in advance of any show rule changes or
 additions of any times are an area without as lines at the second and the



- 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.
- Please Note: The classes for the Youth All Other Beef Cattle Show, Youth Limousin, Youth Charolais, Youth Santa Gertrudis and Youth Zebu are located in the Youth Beef Rules.



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

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

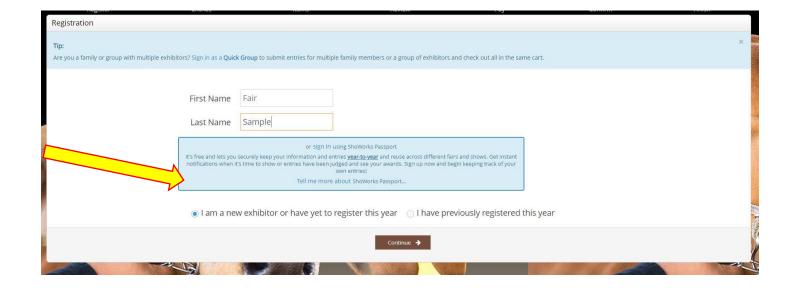
- You will be brought to the online application Welcome Page, with a message from us.
- NOTE: When completing the application be sure to enter your personal information accurately as all communication will use that information.
- NOTE: Please look at the specific show rules for Entry Due Dates!!
- CLICK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



STEP 3 – Register

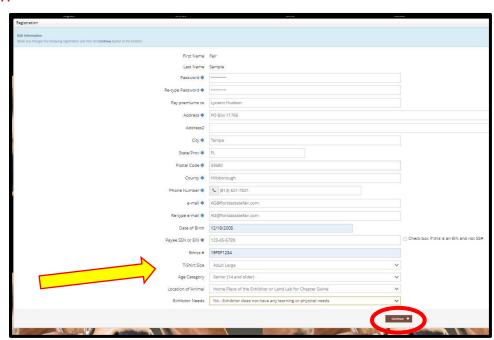
- Select "Exhibitor" from the drop down list
- ENTER your full First and Last Name (case sensitive)
- CHOOSE the button for "I am a new exhibitor"
- CLICK the blue "Continue" button.

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.
- All required fields are denoted by the blue asterisk. *
- 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

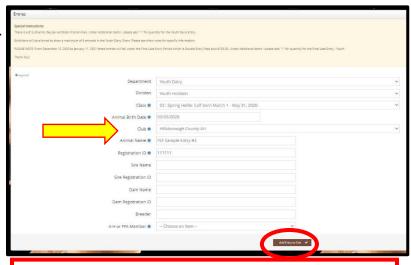
- The Registration Page you will **Confirm Registration Information** you entered is correct.
- NOTE: If you see any mistakes,
 SELECT the "Back" button in your browser to go to the previous page.
- CLICK the brown "Continue" button.



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

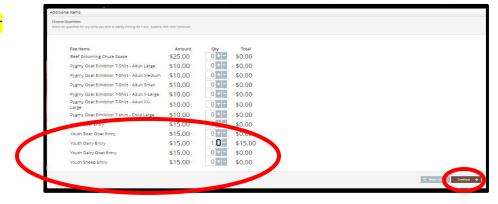


STEP 8 - Additional Items

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

Youth Shows entry Fees are \$25.00 per exhibitor

- 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.

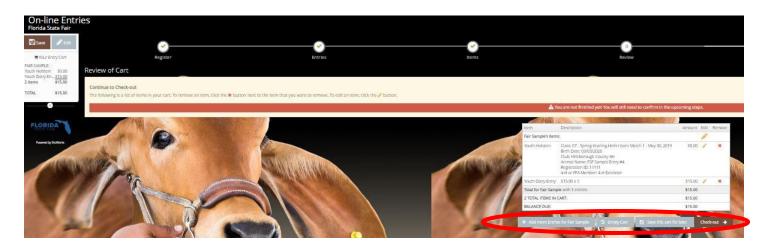
Empty Cart: Allows you to start over.

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.



Youth Livestock Competitions | Online Entry Form Instructions... continued

STEP 10 – Payment

On this screen you will be able to choose when you want to pay for your entries.

CHOOSE one of two payment options

Pay Now:

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

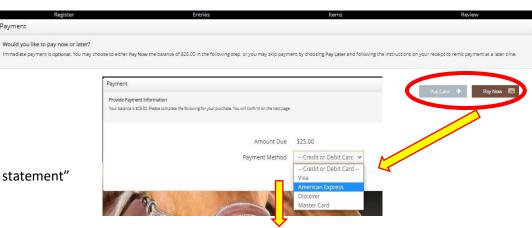
CHOOSE the blue "Submit" button to complete transaction

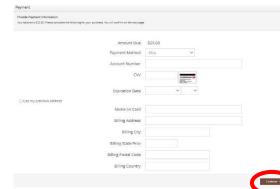
Pay Later: Allows you to pay for your entry by mailing us a check. Will automatically take you to the Confirm Page

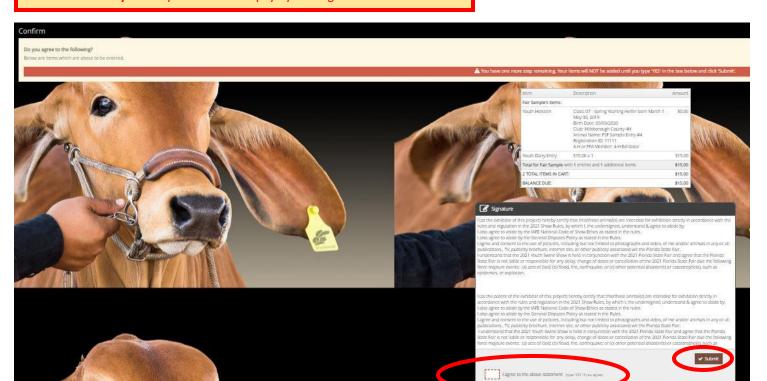
- TYPE "YES" in "I agree to above statement"
- **CHOOSE** the blue "Submit" button to complete transaction.
- You will be emailed a receipt with instructions for mailing your check.

Note:

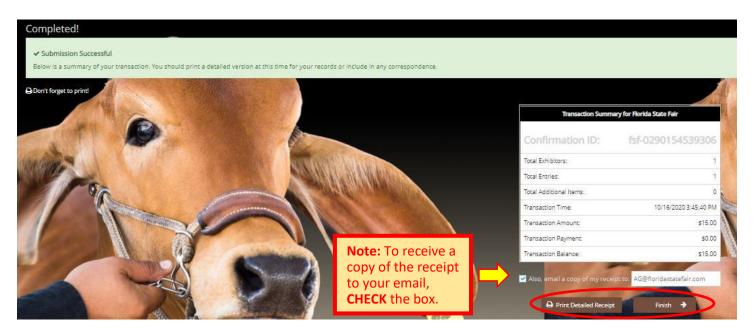
If you **SELECT "Pay Later"** you **WILL NOT** be able to sign back in and pay online. If **SELECTING "Pay Later"** you will need to pay by mailing a check.



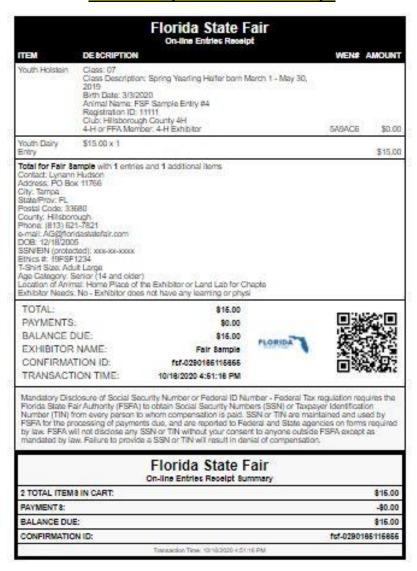




Completed: Submission Successful



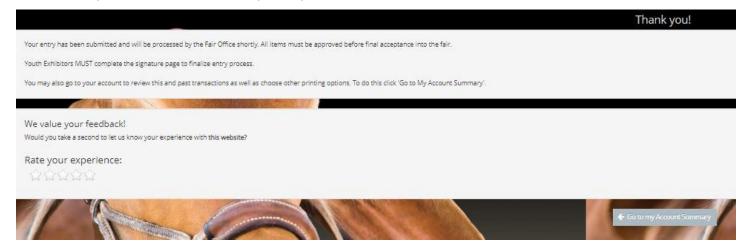
Be sure to print detailed receipt



Youth Livestock Competitions | Online Entry Form Instructions... continued

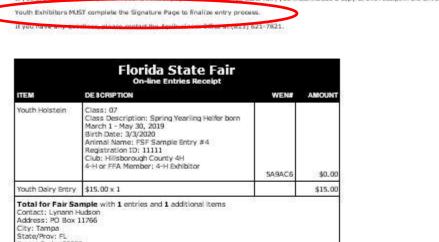
STEP 11 - Finish

- 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
- If you wanted to pay later or have a balance due please see instructions for mailing your check to the Florida State Fair.
- Youth Exhibitors MUST complete the Signature Page to finalize entry process.



City: Tampa
State/Prov: FL
Rostal Code: 33680
County: Hillsborough
Phone: (813) 621-7821
e-mail: AGMinidostalefair.com
DOB: 12/18/2005
SSN/EIN (protected): xxxx-xxxxxx
Ethics #: 1975-1124
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

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

TOTAL: \$15.00

PAYMENTS: \$0.00

BALANCE DUE: \$16.00

EXHIBITOR RAPE: Fair Sample

CONFIRMATION ID: \$15.0200165116855

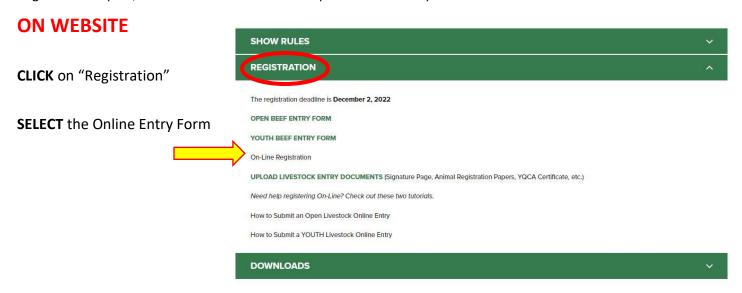
TRUMSACTION TIME: 10/16/2020 4:51:18 PM

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 St On-line Entries Re	
2 TOTAL ITEMS IN CART:	\$15.00
PAYMENTS:	40.00
BALANCE DUE:	\$16.00
CONFIRMATION ID:	fcf-0290186116866
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: Exhibitors registering On-Line MUST collect all the Mandatory signatures required on the Signature Page (Ag Teacher, YLPA Representative, or County Extension Agent <u>and</u> 4-H Leader, Parent and Exhibitor). The Signature Page is located in Show Rules and on the website. The Signature Page must submitted to the Ag Office by the corresponding entry due date to be eligible for full entry points. Exhibitors are able to upload the document by selecting "Upload Livestock Entry Documents" under the Registration Tab. It can also be emailed, faxed or mailed to finalize entry process. Animal Registration Papers, YQCA Certificate can also be uploaded with this process.



- 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:

Mailed to – PO Box 11766, Tampa, FL 33680

Emailed to - AG@FloridaStateFair.com

Faxed to - 813-740-3520

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

