How to Submit an Open Livestock Online Entry

GO TO https://www.floridastatefairAG.com/
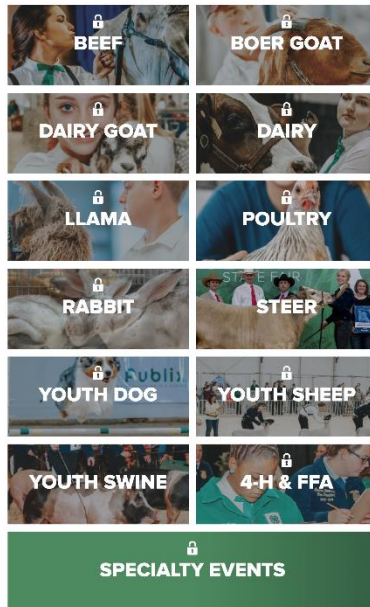
SELECT the "Participants" **TAB**

CHOOSE "Competitions & Shows" **from the dropdown list**
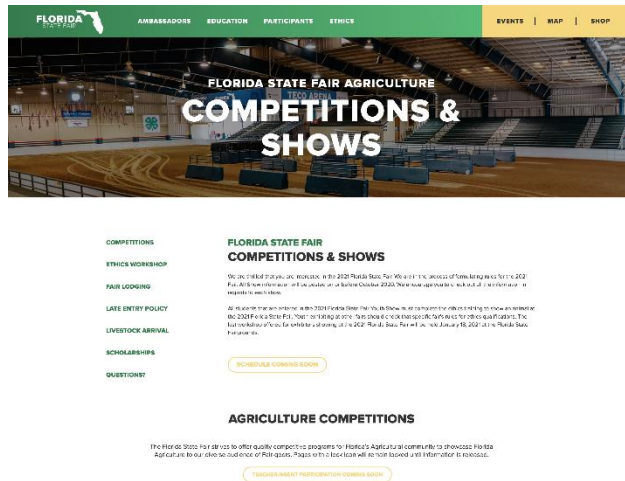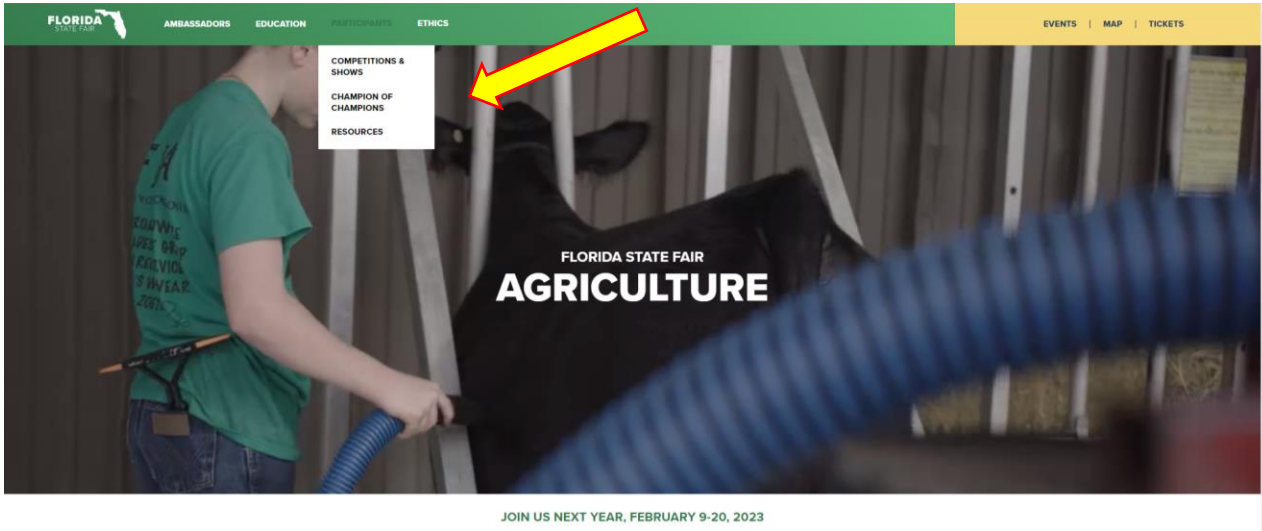
Click on the Show you are interested in

COMPETITIONS & SHOWS

WORKSHOP

SCHOLARSHIPS

LATE ENTRY POLICY

LIVESTOCK ARRIVAL

FAIR LODGING

QUESTIONS?

BEEF SHOW
ALL YOU NEED TO KNOW

We are thrilled that you are interested in the 2023 Florida State Fair.

In this section, we have assembled all the information you will need to enter the Open and Youth Beef Shows. We encourage you to check out all the information in regards to the show(s).

All students that are entered in the 2023 Florida State Fair Youth Show must complete the Youth Livestock Show Ethics and Animal Care Workshop to show an animal at the Florida State Fair. Youth exhibiting at other fairs should check that specific fair's rules for ethics qualifications. The last workshop offered for exhibitors showing at the Florida State Fair will be held on January 16, 2023.

CLICK on "Show Rules"

SELECT the "Open Rules" for information pertaining to your entry.

SHOW INFORMATION

SHOW RULES

REGISTRATION

DOWNLOADS

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

SHOW RULES

Open Beef Show
OPEN BEEF SHOW RULES
OPEN ANGUS SHOW
OPEN GREY & RED BRAHMAN SHOW
OPEN BRANGUS SHOW
OPEN RED BRANGUS SHOW
OPEN ULTRA BRANGUS SHOW
OPEN CHAROLAIS SHOW
OPEN DEXTER SHOW
OPEN LIMOUSIN SHOW
OPEN SANTA GERTRUDIS SHOW
OPEN PUREBRED SIMMENTAL SHOW
OPEN PERCENTAGE SIMMENTAL SHOW
OPEN ZEBU SHOW

Youth Beef Show
YOUTH BEEF SHOW RULES
YOUTH ANGUS SHOW
YOUTH GREY & RED BRAHMAN SHOW
YOUTH BRANGUS SHOW
YOUTH RED BRANGUS SHOW
YOUTH ULTRA BRANGUS SHOW
YOUTH PERCENTAGE SIMMENTAL SHOW
YOUTH PUREBRED SIMMENTAL SHOW
Youth Limousin, Santa Gertrudis, Zebu, Charolais and All Other Beef Cattle Show Information is located on page 7 of the Youth Beef Show Rules

SOUTHEASTERN MINIATURE ZEBU CLASSIC RULES
SOUTHEASTERN MINIATURE ZEBU CLASSIC ENTRY FORM

FOR CLASS LIST

CLICK on "Show Rules"

SELECT one of the Shows

FOR EXAMPLE:
Department: Open Beef 1
Division: Open Brangus Show
Class: 05 – Late Junior Heifer born Feb. 1 – Feb. 28

- **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.

SHOW RULES

REGISTRATION

The registration deadline is **December 2, 2022**

OPEN BEEF ENTRY FORM

YOUTH BEEF ENTRY FORM

On-Line Registration

Need help registering On-Line? Check out these two tutorials.

How to Submit an Open Livestock Online Entry

How to Submit a YOUTH Livestock Online Entry

DOWNLOADS

CLICK on "Registration"

SELECT the Online Entry Form

CLICK on "Downloads"

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

Open Livestock Competitions | Online Entry Form Instructions

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
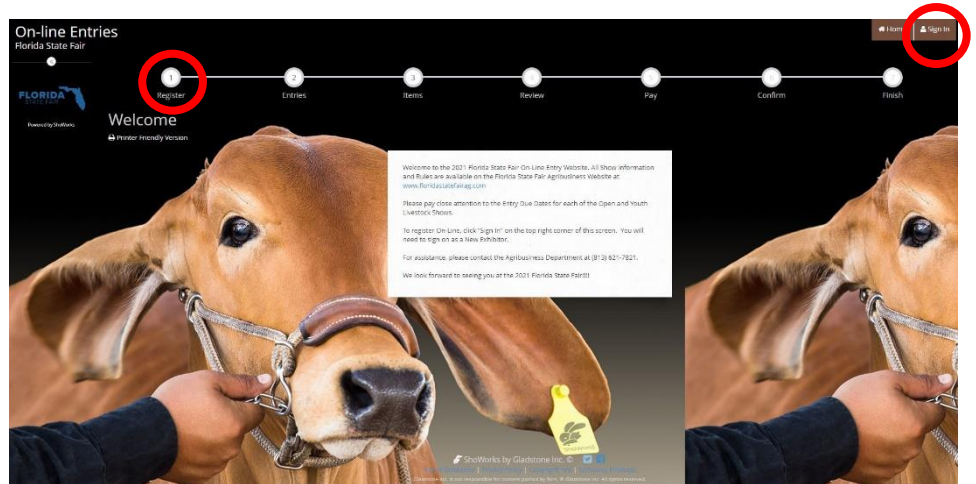
STEP 3 – Register

- 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.

Open Livestock Competitions | Online Entry Form Instructions… continued

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. (Open Dairy, Open 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

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

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 blue "Continue" button if you are finished
  adding entries
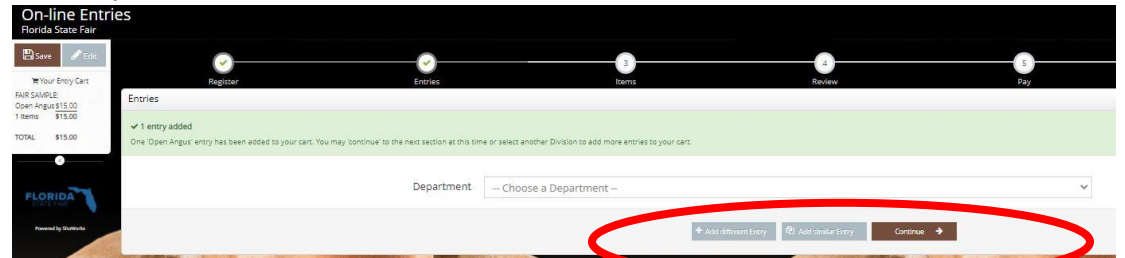
STEP 8 – Additional Items

On this screen you will be able to add items for
your specific show
(Open Beef and Open Pygmy Goat Show)

- **Select** the quantity to add it to the cart.

- **CLICK** the brown "Continue" button
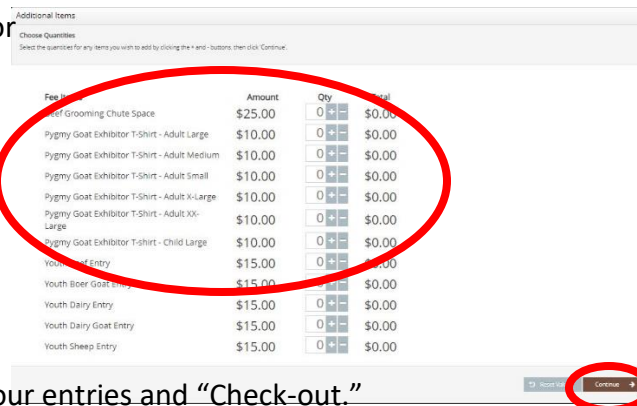
STEP 9 – Review of Cart

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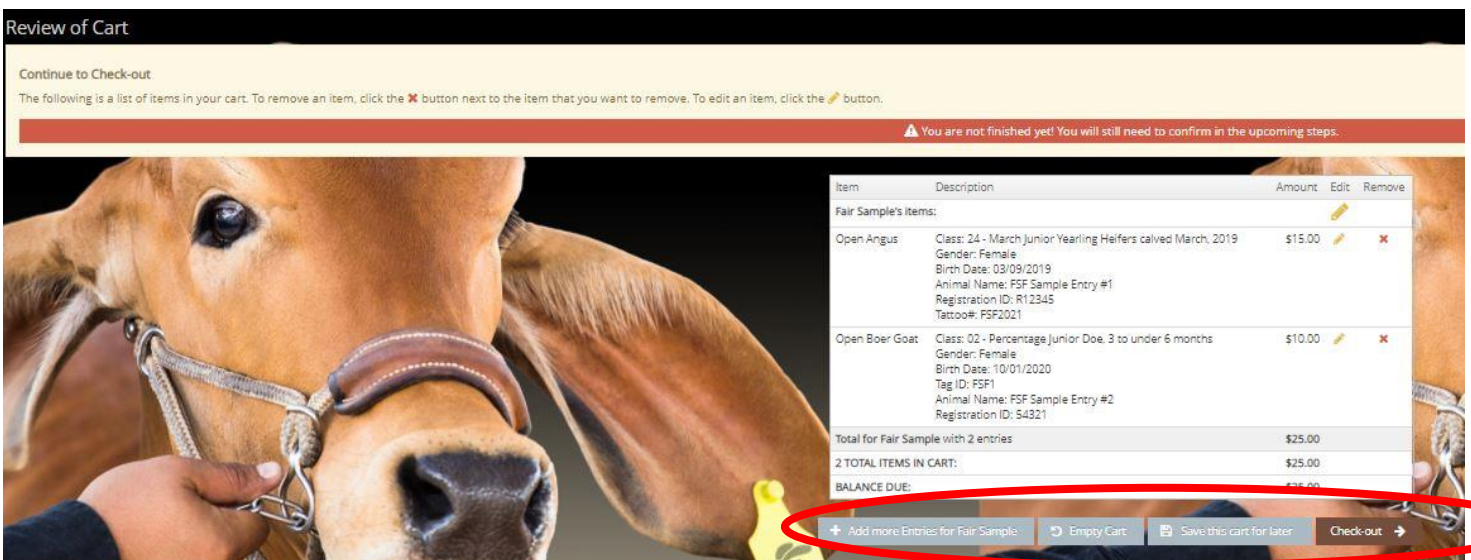
Open Livestock Competitions | Online Entry Form Instructions... continued

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.

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

Completed: Submission Successful

Note: To receive a copy of the receipt to your email, **CHECK** the box.

Be sure to print detailed receipt

Florida State Fair
On-line Entries Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
Open Angus	Class: 24 Class Description: March Junior Yearling Heifers calved March, 2019 Gender: Female Birth Date: 3/9/2019 Animal Name: FSF Sample Entry #1 Registration ID: R12345 Tattoo#: FSF2021	C8209B	$15.00
Open Boer Goat	Class: 02 Class Description: Percentage Junior Doe, 3 to under 6 months Gender: Female Birth Date: 10/1/2020 Tag ID: FSF1 Animal Name: FSF Sample Entry #2 Registration ID: 54321	22A7BB	$10.00

Total for Fair Sample with 2 entries
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
SSN/EIN (protected): xxx-xx-xxxx

TOTAL:	$25.00
PAYMENTS:	$0.00
BALANCE DUE:	$25.00
EXHIBITOR NAME:	Fair Sample
CONFIRMATION ID:	fsf-0290154205585
TRANSACTION TIME:	10/16/2020 3:42:05 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:	$25.00
PAYMENTS:	-$0.00
BALANCE DUE:	$25.00
CONFIRMATION ID:	fsf-0290154205585

Transaction Time: 10/16/2020 3:42:05 PM

Open 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 12 – 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.

Open Livestock Competitions | Online Entry Form Instructions… continued

STEP 13 – Upload Livestock Entry Documents
(Signature Page, Animal Registration Papers, YQCA Certificate, etc)

Please Note: Open Exhibitors are able to upload Animal Registration Papers 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 Online Entry Form

- **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