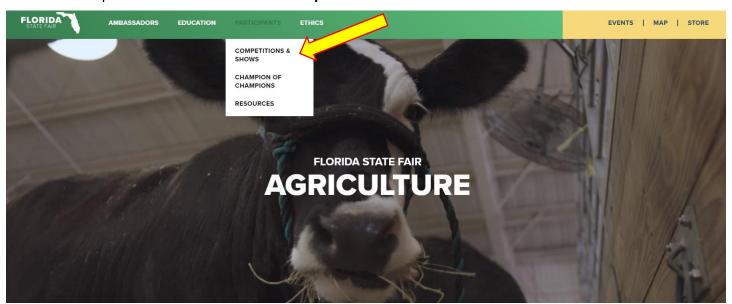
How to Submit a Youth Swine Online Entry

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

SELECT the "Participants" **TAB**

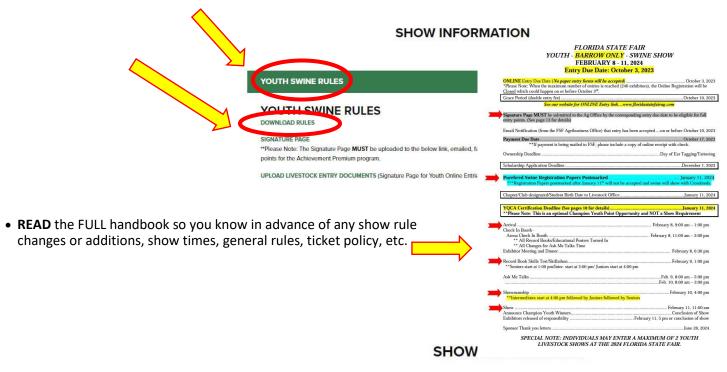
CHOOSE "Competitions & Shows" from the dropdown list

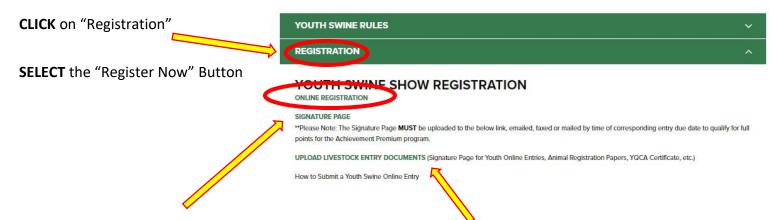












**Please Note: The Signature Page MUST be uploaded to the below link, emailed, faxed or mailed by time of corresponding entry due date to qualify for full points for the Achievement Premium program.

CLICK on "Downloads" for additional show information (Skilathon Manual, Record Books, Etc.)

Youth 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

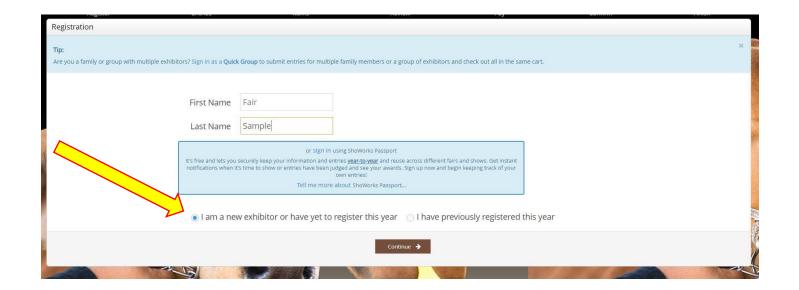
- You will be brought to the online application Welcome Page, with a message from us.
- NOTE: When completing the application be sure to enter your personal information accurately as all communication will use that information.
- NOTE: Please look at the specific show rules for Entry Due Dates!!
- CLICK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



STEP 3 – Register

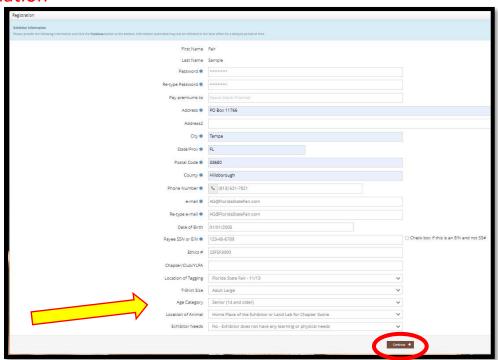
- Select "Exhibitor" from the drop down list
- ENTER your full First and Last Name (case sensitive)
- CHOOSE the button for "I am a new exhibitor"
- CLICK the blue "Continue" button.

Note: ALL past fair exhibitors will be **REQUIRED** to register as a new exhibitor each year to create a new account.



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 "Information is Correct, Continue" button.

STEP 5 – Confirm Registration Information

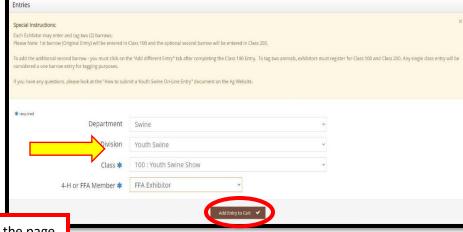
- The Registration Page you will **Confirm Registration Information** you entered is correct.
- NOTE: If you see any mistakes,
 SELECT the "Back" button in your browser to go to the previous page.
- CLICK the brown "Continue" button.



STEP 6 - Add Swine Entry to Cart

On this screen you will be able to create your entry.

- CHOOSE a Department SWINE
- CHOOSE a Division YOUTH SWINE
- CHOOSE a Class.
 1st Barrow (Original Entry) will be entered in Class 100
- COMPLETE any additional fields that are either mandatory or optional.
- CLICK "Add Entry to Cart" button.



STEP 7 – Add Optional Second Swine Entries

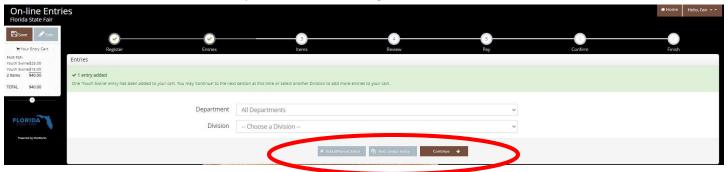
On this screen you will be able to create additional second swine entry or **SELECT** Continue.

• **CHOOSE** one of three buttons

Add Different Entry: Allows you to add a second swine entry OR Add Similar Entry: Allows you to add an entry same Department & Division.

If you would like to tag a second pig - simply repeat STEP 6 and select Class 200

- **Exhibitors wanting to tag two pigs will need to be entered in Class 100 and Class 200.
- CLICK the brown "Continue" button if you are finished adding entries

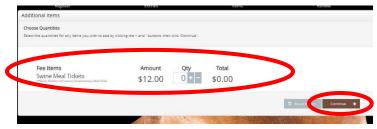


STEP 8 - Additional Items

On this screen you can purchase tickets to the Swine Exhibitor Dinner.

Exhibitors will receive a Complimentary Ticket

- 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.

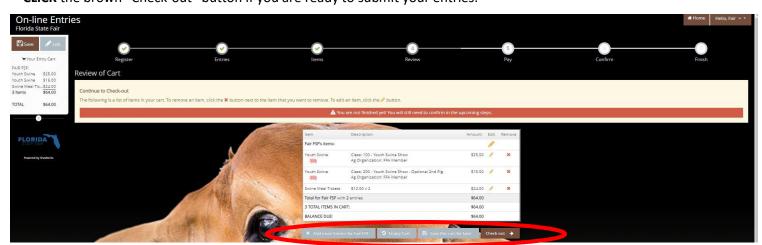
Add More Entries: Allows you to add more entries.

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"

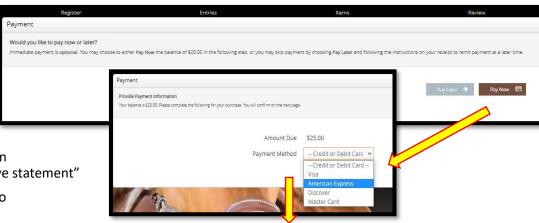
CHOOSE the blue "Submit" button to complete transaction

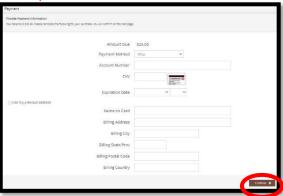
Pay Later: Allows you to pay for your entry by mailing us a check. Will automatically take you to the Confirm Page

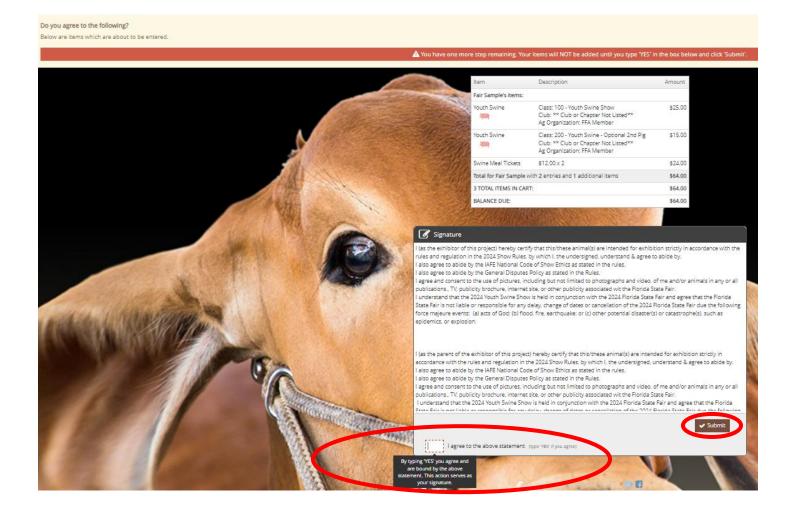
- TYPE "YES" in "I agree to above statement"
- **CHOOSE** the blue "Submit" button to complete transaction.
- You will be emailed a receipt with instructions for mailing your check.

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.

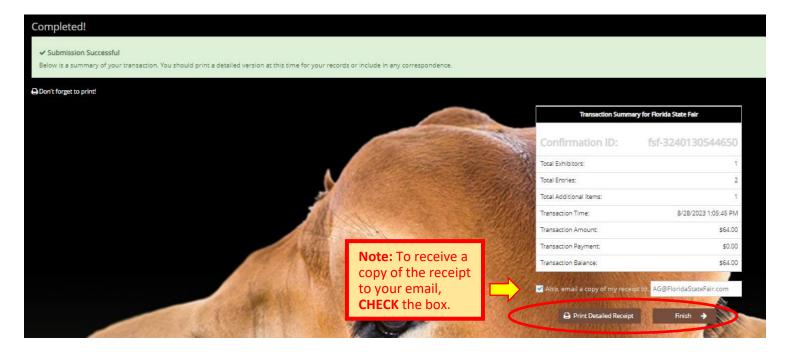






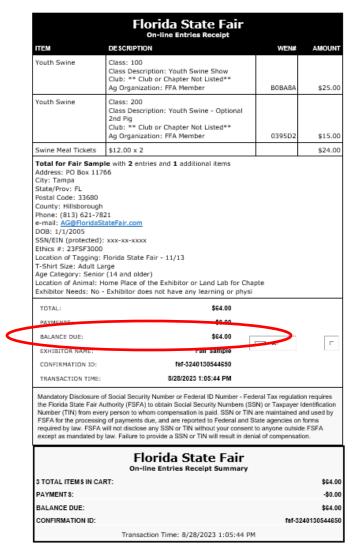
Completed: Submission Successful

• Exhibitors will receive an email at this point with the below information



Be sure to print detailed receipt

• If you wanted to pay later or have a balance due please see instructions for mailing your check to the Florida State Fair.



STEP 11 - Finish

- You will land on the "Thank you! Page"
- Feel free to provide feedback and rate your experience



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.



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

- 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

