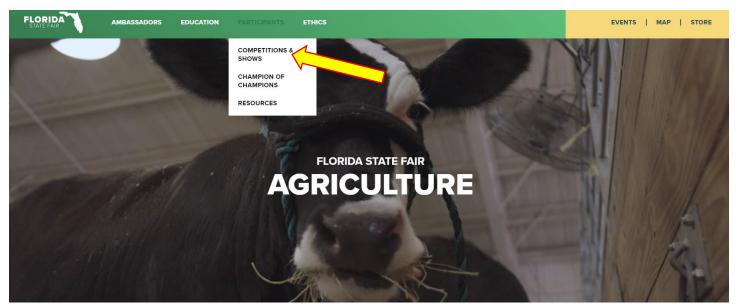
# **How to Submit an Open Livestock Online Entry**

GO TO <a href="https://www.floridastatefairAG.com/">https://www.floridastatefairAG.com/</a>

**SELECT** the "Participants" **TAB** 

**CHOOSE** "Competitions & Shows" from the dropdown list



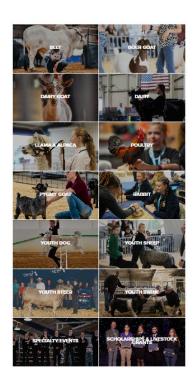


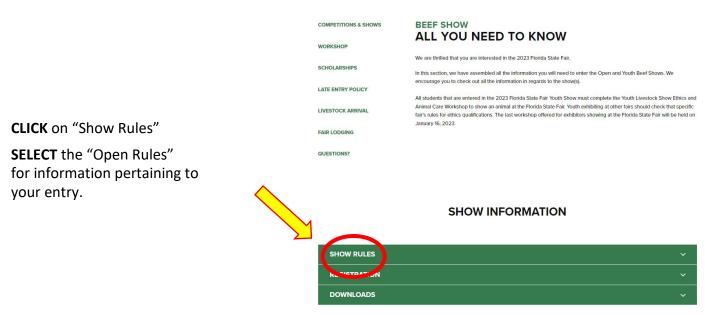
Click on the Show you are interested in



# **NEW FOR 2026 FAIR -**

ALL OPEN AND YOUTH SHOW ENTRIES MUST BE SUBMITTED AND PAID ON-LINE. Hand-delivered or mailed entries WILL NOT be accepted for the 2026 Florida State Fair.

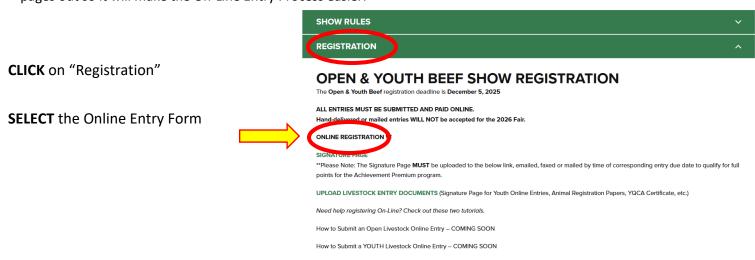




• READ the FULL handbook so you know in advance of any show rule changes or additions, show times, general rules,



• 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.



### **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.

# 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



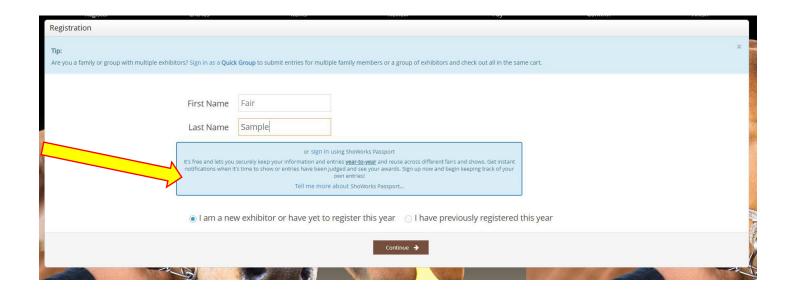
# **STEP 3** – Register

- 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.

NEW for 2026 FAIR -

PAYMENTS ARE DUE AT TIME
OF ONLINE ENTRY
SUBMISSION

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



Check box if this is an EIN and not SS#

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

Last Name Sample

Pay premiums to Lynann Hudson

Address \* PO Box 11766

City \* Tampa

Postal Code \* 33680

County # Hillsborough

ne Number 🛊 📞 (813) 621-7821

T-Shirt Size — Choose an Item

Exhibitor Needs - Choose an Item

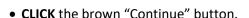
State/Prov \* FL

Password \* .

Address2

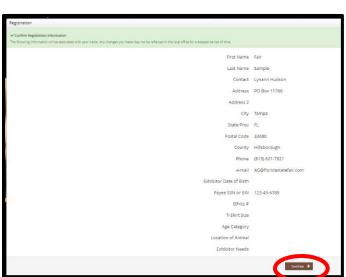
# **STEP 4** – Exhibitor Information

- 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.





- 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.

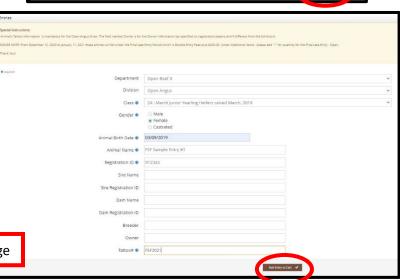


# **STEP 6** – Add Entry to Cart

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



# **STEP 7** – Add More Entries

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

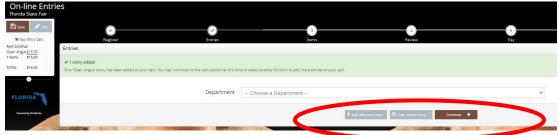
• CHOOSE one of three buttons

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

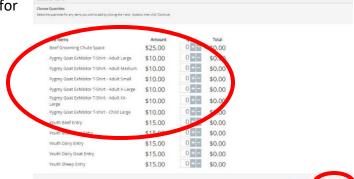


## STEP 8 - Additional Items

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.

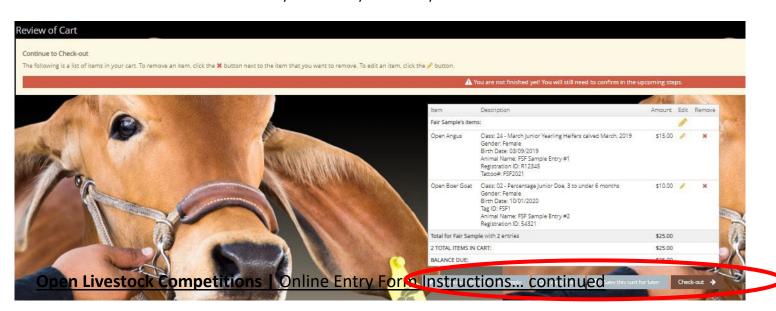
**Empty Cart:** Allows you to start over.

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.



# STEP 10 - Payment

# **NEW for the 2026 FAIR**

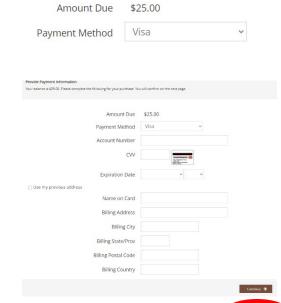
# Payments are due at time of entry

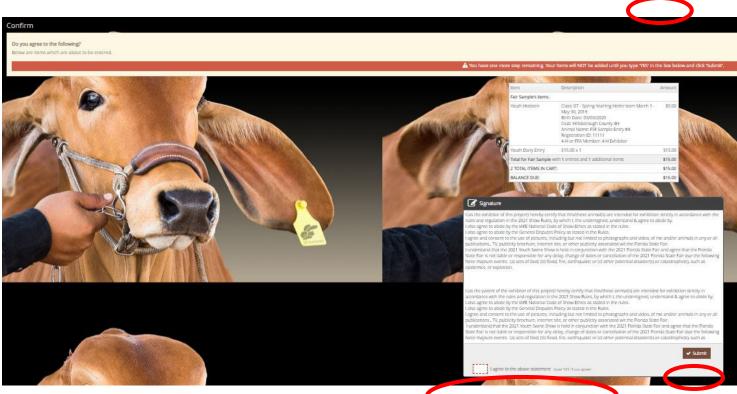
# Provide Payment Information Your balance is \$25.00. Please complete the following for your purchase. You will confirm on the next page.

# Pay Now:

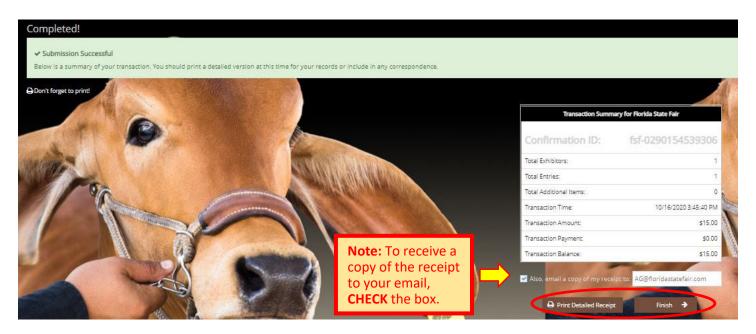
- **SELECT** the Payment Method
- PROVIDE Payment Information
- TYPE "YES" in "I agree to above statement"

**CHOOSE** the blue "Submit" button to complete transaction





**Completed:** Submission Successful



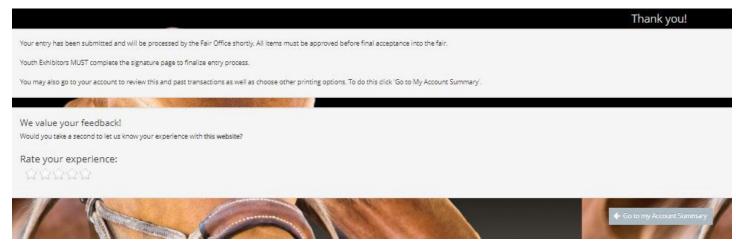
# Be sure to print detailed receipt

		Florida State			
ПЕМ	DESCRIPTION	On-line Entries Recei	ipt	MICHA	AMOUNT
Open Angus	Class: 24 Class Descriptio Gender: Female Birth Date: 3/9/2	on: March Junior Yearling Heifer 2019 SF Sample Entry #1 R12345	s calved March, 2019		\$15.00
Open Boer Goat	Class Description Gender: Female Birth Date: 10/1. Tag ID: FSF1	/2020 SF Sample Entry #2	under 6 months	22A7BB	\$10.00
Total for Fair Sai Contact: Lynanni Address: PO Box City: Tampa State/Prov: FL Postal Code: 338 Pone: (813) 621 e-mail: AG@florid SSN/EIN (protect	Hudson 11788 80 ugh -7821 lastatefair.com	T-3			
TOTAL:		\$25.00			nyerow.
PAYMENTS:		\$0.00		見湖	
BALANCE DUE: EXHIBITOR NAME:		\$25.00	FLORIDA	200	737
		Fair Sample			1
CONFIRMAT	ION ID:	fsf-0290154205585		<b>™%</b> %	<b>. 19</b> 7
TRANSACTIO	ON TIME:	10/16/2020 3:42:05 PM			
Florida State Fai Number (TIN) fro FSFA for the pro required by law.	ir Authority (FSFA om every person cessing of payme FSFA will not dis	ecurity Number or Federal ID N 4) to obtain Social Security Num to whom compensation is paid. ents due, and are reported to Fe close any SSN or TIN without you owide a SSN or TIN will result in	bers (SSN) or Taxpa SSN or TIN are main ederal and State ager our consent to anyon	yer Identification tained and usincies on forms e outside FSF	on ed by
-		Florida State F	A STATE OF THE STA		
			Constant Constant		\$25.00
2 TOTAL ITEMS	IN CART:				\$25.00
2 TOTAL ITEMS PAYMENTS:	IN CART:				-\$0.00
					- 100

# 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



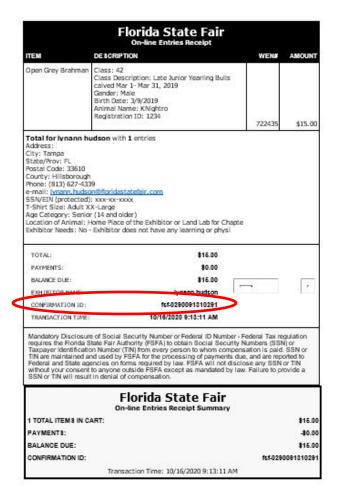
# STEP 12 - Email receipt

• You will be emailed a receipt

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

If you are mailing your Open or Youth Livestock payment to the Florida State Fair, you must include a copy of this receipt in the envelope. Youth Exhibitors MUST complete the Signature Page to finalize entry process.

If you have any questions, please contact the Agribusiness Office at (813) 621-7821.



# **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.

CLICK on "Registration"

REGISTRATION

The registration deadlines December 2, 2022

OPEN A CONTROLLINE FORM

YOUTH BEEF ENTRY FORM

On-Line Registration

UPLOAD LIVESTOCK ENTRY DOCUMENTS (Signature Page, Animal Registration Papers, YOCA Certificate, etc.)

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

- 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

