



Entering Animal Exhibits in Fairentry.com



At this point, you should be logged in and ready to create entries. If you do not know how to log in, please refer to the "Getting Started" document.

1. Click **Create an Entry** found next to the correct exhibitors name
 - a. Select the *Department & Section*, then click **Choose**
 - i. You will need to enter a Showmanship class for every species exhibited. Not entering showmanship will prevent your entries from being accepted
 - ii. **Cloverbud Exhibitors:** Only enter the Cloverbud Showmanship class for each species exhibited
 - b. Select the *Class* you would like to enter by clicking the green **Select** button
 - c. Click **Continue**
2. Click **Add an Animal**
 - a. Click **Enter a New Animal Record** if this is the first class the animal is being entered in
 - b. Click the box to the right of "Animal Type"
 - c. Select the correct Animal Type from the drop down option(s)
 - d. Add all required information
 - i. **Breeding Animals:** Select a breed from the drop down box
 - ii. **Market Animals:** Type the breed of your animal. If you do not know the breed, type crossbred. Please be sure to spell everything correctly!
 - iii. **Fancy Poultry:** Select a breed from the drop down box. These will be listed alphabetically by the breed type.
 1. If you have a breed that is not listed, you may select **Any Other Breed (Not Listed)** but you must type the breed in the **Description** box
 - iv. If you do not add all of the required information you will not be able to continue
 - v. Click **Create and Add Animal**
 - e. If you are entering an animal in a second class (ex. Bred & Owned, Get of Sire, etc.) click **Choose an Existing Animal Record**
 - i. Select the correct animal for the class
 - ii. Please note that each animal can only be entered in a maximum of 3 classes
 - f. ***NEW*** If you are entering a **Consigned Market Animal Class** you will be required to enter the following for each class:
 - i. **Auction Biography:** this is the same biography you would complete and have read as you entered the auction ring. We will be utilizing them for the online auction.
 1. You will need to complete one biography for each consigned market animal class you enter.
 2. Biographies can be typed or copy/pasted into the field
 - ii. **Approximate Weight:** If you are showing market poultry or you have a livestock scale, please weigh your animal and provide the weight. Market Poultry weight should be a combined weight of BOTH birds. If you do not have a livestock scale, please use a weight tape to provide an approximate weight.
 - iii. **Publicity Photo:** Profile view of the exhibitor and their animal. Market poultry exhibitors can use a front view of their and themselves. This photo will be used for the online auction
 1. Uploads can be JPEG or PNG files
 - g. If you are entering a breed class (large animals only) you will be prompted to upload a Registration Form. This is optional, however if your animal is purebred a copy of the registration paper MUST be uploaded to fairentry.com

- i. A PDF, JPEG, or PNG can be uploaded
- ii. A cell phone picture is acceptable as long as it is readable
- h. Click **Continue** to complete the class entry

What do you want to do next?

- 3. To add more entries for this exhibitor, click **Add Another Entry**
 - a. A **Choose Department and Section** window will pop up. You can:
 - i. Click the green **Choose** button to enter another exhibit/class in the same department/section
 - ii. Click the blue **Change** for *Department* or *Section* if you want to create an entry in a different *Department* or *Section*
- 4. To add another family member, click **Register Another Exhibitor**
 - a. Repeat steps 1-4 for each additional family member

When you have all Exhibits – Animal, Building, Contests, etc. entered for **EACH** family member, go to **How to Submit**