

How to Submit Your Entries

1. Once entries are **complete for all exhibitors** in your family:
 - a. Click **Continue to Payment**
 - i. There will still be no cost to enter unless you are receiving a late fee
 - ii. If you need to pay the late fee, you will need to do one of the following
 1. Pay with a credit card when prompted
 2. Select **Pay by Check**
 - a. *If you choose to pay by check (or cash), we must receive payment before your entries will be accepted. Payment will need to be received by the final entry deadline.*
2. Review your entries
 - a. If you need to make changes, click the green entries button at the top
3. Submit your entries/invoice for approval
 - a. Once we receive your entries, we will review them. If everything is complete and correct we will approve them, (you will receive email confirmation). If something needs to be adjusted, you will receive an email notification that your entries have not been approved. You will need to log back into your Fair Entry account and make the necessary changes.
4. Once your entries are fully approved, please **print your entry list**
 - a. You will not be able to access the system after the final entry deadline

If you have problems submitting your entries please contact us!

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