## 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
- 2. Review your entries
  - a. If you need to make changes, click the green Entries button at the top
- 3. When you are ready, click **Submit** 
  - 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 BEFORE the registration deadline
  - 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!

- 585-991-5420 or 585-335-1752
- Mark <u>mjw16@cornell.edu</u>
- Jenn <u>jls669@cornell.edu</u>