

4-H & FFA STATE FAIR ONLINE ENTRY INSTRUCTIONS

THESE INSTRUCTIONS ARE VERY IMPORTANT! PLEASE FOLLOW VERY CAREFULLY TO SUCCESSFULLY COMPLETE ONLINE ENTRIES. READ EACH STEP CAREFULLY BEFORE BEGINNING THE ONLINE ENTRY PROCESS!

ALL LIVESTOCK ENTRIES MUST BE ENTERED ONLINE BY JANUARY 29, 2010.

Step 1: Go to oces.okstate.edu/creek. Click on to the Agriculture tab; Click on 2010 Livestock Show. Then, click on **“Online Entry Instructions”**. Then click on **“ONLINE ENTRIES.”**

Step 2: Click **“Login/Logoff.”** Choose **“Club”**

Step 3: A box will appear, use the drop down box to choose your club or chapter name.

Step 4: **Password.** At this point you will enter your specific password. These passwords will be sent to each 4-H office and FFA Chapter via mail.

Step 5: Click **“Begin Adding Exhibitors and their Entries”**

Step 6: Specify an exhibitor and the exhibitor password. If an exhibitor has nominated an animal, his/her password will be the same as the club leaders.

Step 7: Please choose the following, **“Already Registered.”**

*Already Registered: An exhibitor who nominated a Steer, Goat, Swine or Sheep. Again, the password has already been set for these exhibitors, by an OSU Extension staff member. It is the same password used for “club leader” login. (Ex: OKAE0000 or OK4H000)

Step 8: **Already Registered:** Please type information in all bolded heading fields by clicking on the “Edit” button.

Step 9: A screen will appear called **“Create Entries.”** Choose your desired division, in the drop down window. Animals that have been nominated must enter the **EXACT** way they were nominated. Also, at this point nominated animals will have to choose a specific ear tag number.

Also, at this point all animal information must be completed.

- Step 10:** After all information is entered correctly, click **“Add Entry to Cart”** button to continue. At this point choose from three different options:
- Choice 1: “Add a Different Entry” if you have a change in sex or species in the animal you are entering for the same exhibitor.
 - Choice 2: “Add a Similar Entry” if you want to add entries of the same species and sex for the same exhibitor.
 - Choice 3: “Continue” if you have completed all entries for that particular exhibitor.
- Step 11:** The next screen will appear with all fees available. Please choose any fee that applies to you or the exhibitor. Then, click **“Continue.”**
- Step 12:** At this point you will be able to review all of the exhibitors that you have entered. You may continue to **“Add More Entries”** for the current exhibitor or choose **“Add Entries for a Different Exhibitor.”** Also, you can click **“Save this Cart for Later”** and return at a different time to complete the entry process.
- If you choose to **“Save the Cart,”** upon your next login, choose to either **“Review the Cart,”** and proceed to **“Check Out.”** Or you may continue to add entries for last exhibitor entered or a different exhibitor.
- If you have completed all entries and you are ready to finish the entry process, click **“Check Out.”** At this point you can choose **“Pay Later.”**
- Step 13:** By clicking **“Check Out”** a page will appear with all of your entries. Also, at this time you will need to type the word **“YES”** in the agreement box. Then click **“Submit”**
- Step 14:** Please print a receipt by clicking on **“Print a Detailed Receipt.”** You may also choose to have one emailed. ***IMPORTANT*** Please print 2 copies of this statement. You must send a copy to the OSU Extension office along with payment. We also encourage you to keep a copy for your records. This receipt not only serves as the **ONLY** invoice given, but also contains your confirmation number.
- Step 15:** After all receipts have been printed, click **“Finished.”** A box will appear allowing you to **“Go to My Account Summary.”** You can choose this to view your entries again or you may simply **“Logoff.”**
- Step 16:** Please mail **Payment and Online Entry Receipt** for each exhibitor postmarked no later than January 29, 2010.

CONGRATULATIONS! You have successfully completed the Online Entry Process for the 2010 Livestock Show. Please contact the OSU Extension office for any questions.

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