

UPDATED - NEW Exhibitor Instructions for 2021 Fair Entry

Visit: www.branchfair.com

Choose the **Fair Entry Tab** at the top

Entries from June 14, 2021 - July 7, 2021

Make changes until July 14, 2021. Program closes at 11: 59 PM ON JULY 14TH.

Use the WORDS for Classes as some numbers had to be changed!!

NON-4-H: Sign in under FairEntry log in.

4-H Entry: Sign-In with 4-HOnline family email and password, so prepare. This will connect you to your club and will have your name, address, dob, club, etc. Cancel already provided. Watch the very top bars to follow your progress of making entries.

1. Click on Register exhibitor via Invoice (We don't have a fee, used as a term only)
2. Will you exhibit **In Person** OR **Virtual**? Choose **ONE**.
3. Continue to **Entries**.
4. **Add an Entry**
5. **Livestock Exhibitors: Department 1: Animal Welfare, YQCA, Ownership Documents etc. DO FIRST! All are uploads.** Have items saved on the computer you are entering from.
6. **Enter your classes in Department Order**
7. If you are on a cell phone or tablet, make sure to include the left side of the screen:
Club name,
Add an Animal! Animal Tag/Name (MAKE UP SOMETHING for now.)
This will be corrected/ updated on Entry Day!
DO NOT use a PEN of animals. We show all animals as individuals!
8. A Blue Box may appear. "INCOMPLETE", choose to edit and complete what is missing, **Sometimes** it is a message you need to read.
9. Continue adding projects.
10. On the last page (Invoice), you can view the details. **You MUST Submit your \$0 balance invoice!!**
When you submit correctly, a copy goes to the FairEntry.com and one returns to your email. That will confirm your completion of your entries. No email... log in and complete Invoice/ submit step.
11. We will review each exhibitor as they are submitted. We will email you directly with missing items, questions, etc. You can then log back in and make the corrections and submit.
If an entry is rejected, it will be sent back to you with a message stating what is needed. You can log in and make your corrections, then **you must re-submit!**
12. Changes can be made until 7/14/21

PLEASE EMAIL A COPY OF EACH EXHIBITOR'S ENTERIES TO YOUR CLUB LEADER ASAP!
Our fair is FREE for exhibits, so no payment is required.