

Directions for Entering Inside Exhibits at the Tulsa State Fair

1. Go to the Tulsa State Fair Website www.tulsastatefair.com
2. Hover the mouse over Competitions, a dropdown will appear
3. Hover the mouse over Livestock & Horse Shows, you will get another dropdown menu that appears to the right, move over and click on "Show Entries"
4. Scroll down to the bottom of the page and you will see a heading that reads: 4-H and FFA EXHIBITS ENTRY INFORMATION with a button underneath that reads SUBMIT ENTRY ONLINE
5. Click the SUBMIT ENTRY ONLINE button, once there you will start the entry process
 - a. First you must sign in as a county. Click on the "Sign in" button at the top right-hand corner of the page.
 - b. Once there click on the drop-down menu that says "I am a"; select "Club" and hit enter, it will bring up another space for a password, this will be the password given to you by Tulsa State Fair. For Example is will be OKCE with 4 numbers which is your county number. (This will be the same number that was given to you to enter livestock). If you don't know you number please let Nancy Johnson or Cathleen Taylor know and we can get that to you.
 - c. Hit enter, it should take you to the next page, click on begin adding exhibitors and entries.
 - d. The next page is the entry page, The first step will be to add the 1st 4-H member, make sure to click "This is a new exhibitor" and click continue.
 - e. The next page you will be asked to add a password, I suggest you use the number "1" or the password for your county, you will need to re-enter the password and put in the county name, then click continue; on the next page you will see the First Name, Last Name and County Name, click continue on this page.
 - f. You will then choose the department (4-H) and the division (sections) for each item. Once that is entered you will get two more sections for Class and Club; class will be a drop-down menu and club will already be filled in for you. Once the entry is completed, click "Add Entry to Cart" at the bottom of the page.
 - g. If the child has more than one entry, click "+ Add similar Entry" and click continue. Select the division and class and add the entry to the cart. Once all entries for a child has been entered click on the "continue" button. This will take you to a review page for that exhibitor. Make sure to review because duplication of entries can occur, you can delete any duplications on this page. If everything is correct, click the "+Add Entries for a different Exhibitor" at the bottom of the page and repeat the process (e-g) for each 4-H member.
 - h. The next step is to review and make sure everything is correct.
 - i. Once it has been reviewed you will be click on the "Check-Out" button at the bottom of the page. Entry fees should be listed as \$0.00; on this page you will type "Yes" in the "agree" box and hit submit. This concludes the entry process.

Tags will be handled by Tulsa State Fair Staff, we are still working with them on a way to get those to you to print. More details will be coming soon.