

## **How to submit an entry**

Be sure to complete your entry, including the final “Submit” step, prior to the cut-off date.

Go to <http://bcfair.fairentry.com>

**(First time)** Click on the link to create a FairEntry Account. **(Returning exhibitors)** If you are logging back in, enter the e-mail & password that you created and click the Sign In link, then skip to step 4. **PLEASE**

**NOTE:** *If you have a 4-HOnline account, you may use that to login to the Brown County Fair’s FairEntry.*

**(First time)** Follow the steps to Create Account. **IMPORTANT:** *This must be a valid e-mail address, so that you can receive the necessary confirmation messages. Follow the steps to complete account creation, including entering a mailing address as the Brown County Fair will mail premiums after the Fair.*

***Each exhibitor can have multiple entries. One entry must be made for each item. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in a family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).***

Click Add an Entry beside the correct exhibitor (if more than one has been created).

Click Select beside the first department you wish to enter. After you select a department, you will see a list of divisions to select from, and then a list of available classes. Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, division, or class. After you have selected the class, click the green Continue button.

Fill in all of the fields with information about the project you intend to exhibit. Click Create and Add when finished.

If the entry information was entered incorrectly, you have the option to either Remove From Entry (creating a new entry) or Edit Details. When it’s correct, click Continue.

Complete any additional entry questions and click Continue. The review screen allows you to double check your entry. If correct, click Continue.

When each entry is complete, you have 3 choices for your next step: You can register another exhibitor, add another entry, or continue to payment. Choose the option best for you, and follow the steps to completion.

When all entries are registered, continue to the payment screen. Read the instructions carefully.

**NOTE:** Even if you owe no money (no fees are charged) you must click Continue to the last “Confirm” step to submit your entries.

Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. After you click Submit, **no changes are possible to these entries!**