Doing 4-H Indoor Exhibit Entries online:

The cut-off for online entries is 2:00 p.m. Tuesday, September 13, 2005. If you have not entered by that time or that have changes, those will be done Wednesday morning at the Fair. Everything will need to be online by 10:00 a.m. Wednesday morning.

Go to the Oklahoma State Fair Web Page (www.oklahomastatefair.com)

Select Horse & Livestock (4-H and FFA sections are reached through that link.)

When you have the page at the right showing, that will allow you to print the sections that you want to enter. You should print those fairbook sections for reference, unless you already have a copy.

Once on the Livestock page then click HERE!

The link will take you to a page with the following information. Click HERE for entry information.

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**ENTRY INFORMATION:**

*Our entry process has begun! Exhibitors will have a choice of the following two options:*

- Enjoy the convenience of entering via our new secure on-line entry system, using your Visa or MasterCard. **OR**
- Download our traditional entry forms and mail with a check, as in previous years.

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Click HERE for entry information

This link will go to a page that will allow you to open a page of instructions for clubs and/or a page of instructions for individuals, or go to ONLINE ENTRIES.
Proceed to Online Entries by clicking on “Click HERE to enter online.”

At this point you will be taken to a secure connection with Showorks Web where you will begin making your entries.

Select Login/Logoff from the left menu to proceed with ONLINE ENTRIES.

The next screen that will show will be to Choose a Type. Choices are an Exhibitor or a Club Leader. (A school staff member does not work at this time.) **Click Club Leader.**

**NOTE:** Club Leader is an old term for Extension Educator.
Choose a Club for which you are going to make entries. (We are working on adding County names to the list. If it becomes available, use County name within Club list instead of individual Clubs.) Find your County name listed and click on it, i.e. Tulsa County instead of Turley 4-H.

You will then need to enter a Password. The passwords are 7 characters long. The information on your password has been provided to you by either the 4-H state office or Agricultural Education. Click Log In. A list is included as an attachment to these directions – County Passwords.doc.

(See password list attached for your respective County’s password and enter it.)

This screen is then shown.
Select Exhibitor Registration from the left menu.

(For all 2005 4-H Indoor Exhibits, use new exhibitor for the first entry for that member. After that, use name and password – last six digits of SS#.)

Mark either new exhibitor or already registered. As new exhibitor enter all requested information and proceed to enter the entries for this exhibitor. If showed the last two years, enter the First Name, Last Name and Password for the individual that you are going to enter. Their password is the last six digits of their social security number. If you cannot get the correct password to work, then, make the First Name the individual’s first name and middle initial and enter as a new exhibitor.
Add any entries for this individual.

OR AT THIS POINT YOU CAN ADD MORE KIDS THEN DO ALL THE ENTRIES LATER. IF ADDING MORE KIDS, CLICK ON SAVE THIS CART FOR LATER, THEN, CREATE ENTRIES FOR A DIFFERENT EXHIBITOR.

This will take you to the next screen (as seen below) AND it will also have the tool bar on the left side...on the tool bar click on EXHIBITOR REGISTRATION. The screen that will come up will have the previous kids name in it. Just highlight the name and put in the next name over it. CLICK I AM A NEW EXHIBITOR, and move one with more kids.

Select a division.
All divisions that are in the fairbook are listed here. Scroll through the list to find all divisions. They are all prefaced with the number from the fairbook. **4-H Sections are 300 through 325. (There may be a 4 in front of each 3 digit section number which is OK.)**

A class will then need to be selected. Only classes related to the above selected division are displayed. They also are prefaced with a number that relates to what is shown in the fairbook.
DO NOT enter in any class called sweepstakes, (i.e., Photography, Postmark, Educational Display, etc.).

A “cart” is built in the left column that shows what you have entered. Another entry can now be made. It can be a similar entry or a different entry. You can continue from this point toward checkout. If you have finished entries for this exhibitor, then select Additional Fees to add any additional fees that must be added.

(This section does not relate to indoor exhibits) Skip to bottom of page.

The screen to the right displays the additional fees that may be applicable. Enter the quantity that is to be purchased.

The lower part of the fees table is shown at the right. When all fees have been selected then click on Continue to Registration.
The screen to the right is displayed that shows the items that you have entered and fees that you are going to pay.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>RALEIGH B JOBES's items:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>001 EDUCATIONAL BOOTH DISPLAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club: 01-EDUCATIONAL</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club: ADAMS COUNTY HORSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club: CLUBL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>OPEN EXHIBITOR TICKET</em></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total for RALEIGH B JOBES with 1 entries and 1 other fees</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 TOTAL ITEMS IN CART:</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAYMENTS:</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BALANCE DUE:</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

If only 4-H Indoor Exhibits are entered and no fees are added, there should be no costs and can proceed to check out after all county entries are finished.

The options shown at the bottom of this screen then lead to completing checkout which can be done by printing the information as directed and mailing in with a check, or entering credit card information to pay for entries. The next option is to enter more entries for this individual, or the add more entries for a different exhibitor, or saving the cart to complete later.

NOTE: Write down the password that you used for each exhibitor and the complete name entered so the system can be reentered for this individual if needed.

You can print your tags in the County, additional information and instructions will be sent to you or posted on-line. You will need to print tags on card stock at least 60# weight (regular typing paper is 20#). Something in 70# to 80# would be better if your printer will take it. You will then cut tags apart (I think there will be six tags to a page), punch a whole in it and attach to the exhibit as in the past.

There will be only one copy for the tag. We will not have white, pink and yellow copies as in the past. If you used the white copy to track your entries in the past, make an extra copy of tags on regular paper to bring with you.
The process for printing tags is targeted to be on line on the August 30… it not then do not panic just be patient. At least it looks like you will be able to print on cardstock and cut the cards apart in your office. AT LEAST you do not have to type up cards this year.