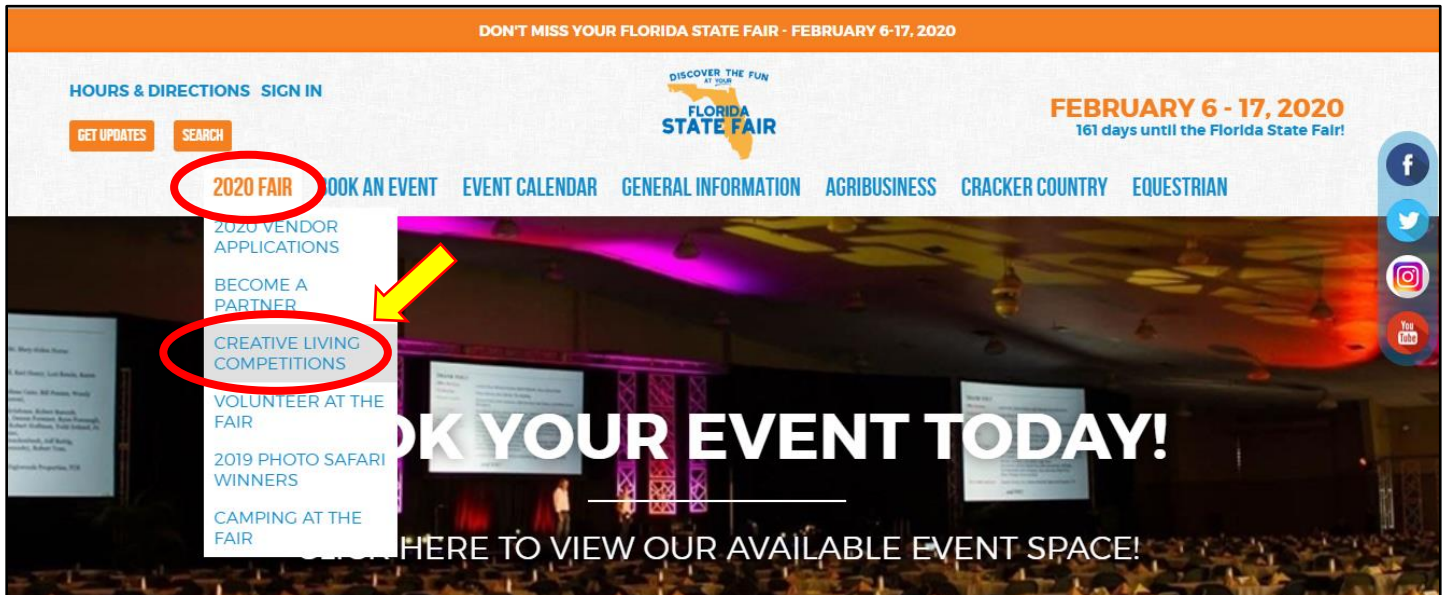


# How to Submit an Online Entry

GO TO <https://www.floridastatefair.com/>

SELECT the "2020 FAIR" TAB

CHOOSE "CREATIVE LIVING COMPETITIONS" from the dropdown list



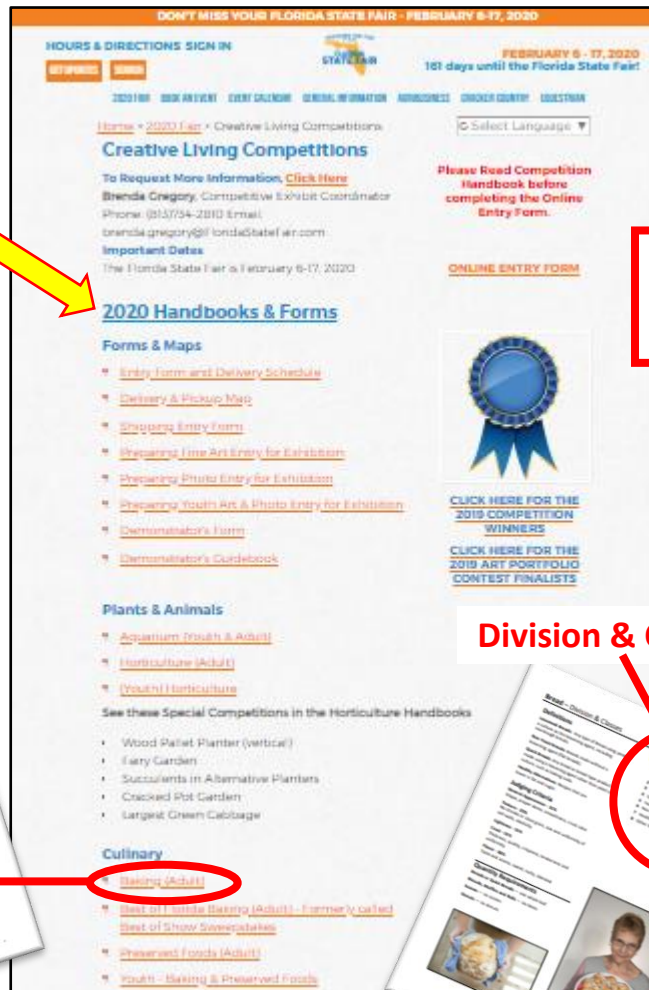
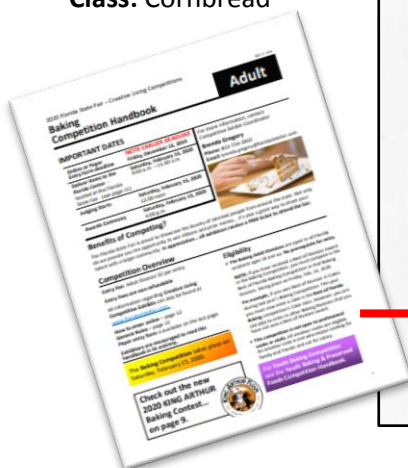
## Creative Living Competitions Webpage

SELECT the Competition Handbook for the rules pertaining to your entry.

- READ the handbook so you know in advance the Division & Class for each entry.

FOR EXAMPLE:

**Department:** Baking  
**Division:** Bread – Adult  
**Class:** Cornbread



## The entire Creative Living Competitions Webpage



## Creative Living Competitions | Online Entry Form Instructions

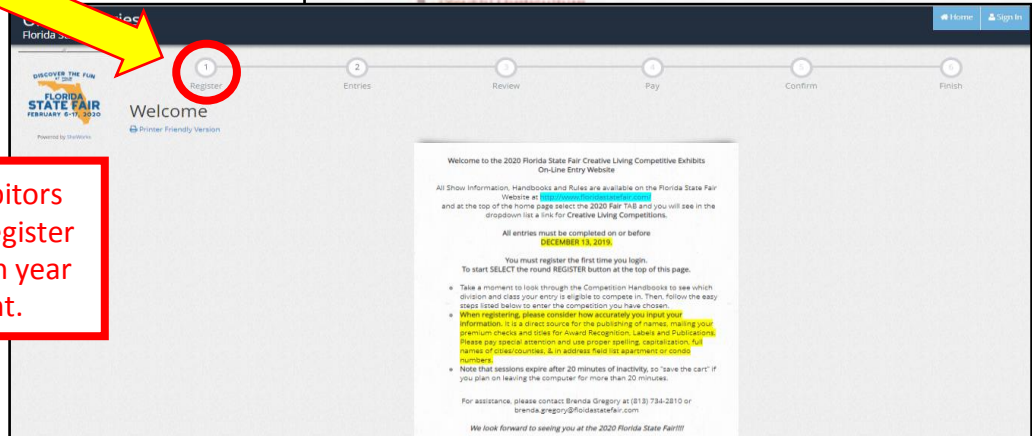
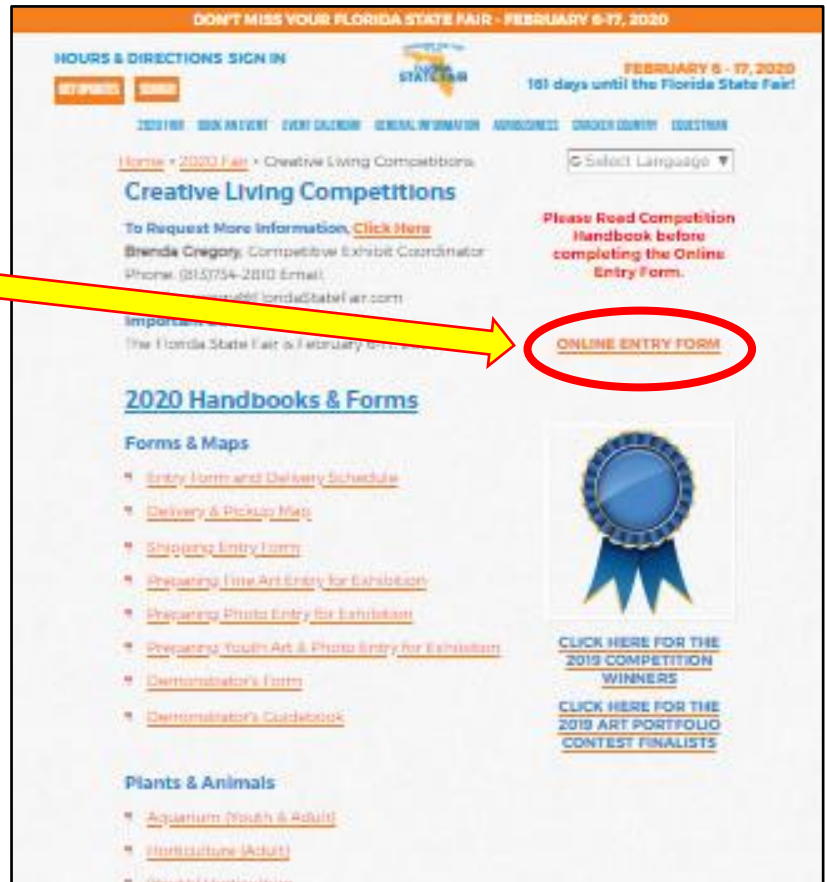
### STEP 1 – Launch Online Entry Form

Once you have read the handbook and know the department, division & class for your entry; you are ready to complete the **Online Entry Form**.

**SELECT “ONLINE ENTRY FORM”** to submit your entry.

### STEP 2 – Read Welcome Page

- You will be brought to the online application **Welcome Page**, with a message from us.
- NOTE:** When completing the application be sure to enter your personal information accurately as all labels and communications use that information.
- NOTE:** All entries must be completed on or before **DECEMBER 13, 2019**.
- Near the top of the screen you will see a row of numbers.
- CLICK** on the number (1) Register button.



### STEP 3 – Register

- ENTER** your full First and Last Name (case sensitive)
- CHOOSE** the button for “I am a new exhibitor”
- CLICK** the blue “Continue” button.

- Error Message:** After you have **CLICKED** “Continue,” and you receive an error that says “This exhibitor name is already registered”, **ENTER** a middle initial (no period) after the first name or if you name has a suffix such as Sr., Jr., III, etc., please place you suffix after your last name, then **RE-SELECT** “I am a new exhibitor” and **CLICK** the blue “Continue” button.

## STEP 4 – Exhibitor Information

- On **Registration Page** you will fill in all your **Exhibitor Information**.
- You will also have to create a password that you want for your account. You will need to remember your password for the future if you need to log back in.
- All required fields are denoted by the blue asterisk. \*
- **NOTE:** Please use xx/xx/xxxx format for the "Date of Birth" field.
- The exhibitor Social Security number is optional but will be required if premiums are over \$600.00.
- **CLICK** the blue "Continue" button.

On-line Entries  
Florida State Fair

Registration

Exhibitor Information

Please provide the following information and click the Continue button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time.

First Name Brenda  
Last Name Robinson  
Password \*  
Re-type Password \*  
Address \* 123 Poinsettia Drive  
Address2  
City \* Tampa  
State/Prov \* FL  
Postal Code \* 33678  
County \* Hillsborough  
Phone Number \* (813) 555-5555  
e-mail \* Brenda.Robinson@gmail.com  
Re-type e-mail \* Brenda.Robinson@gmail.com  
Age  
Date of Birth 12-20-1986

Continue

## STEP 5 – Confirm Registration Information

- The Registration Page you will **Confirm Registration Information** you entered is correct.
- **NOTE:** If you see any mistakes, **SELECT** the "Back" button in your browser to go to the previous page.
- **CLICK** the blue "Continue" button.

On-line Entries  
Florida State Fair

Registration

Confirm Registration Information

This following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name Brenda  
Last Name Robinson  
Address 123 Poinsettia Drive  
Address 2  
City Tampa  
State/Prov FL  
Postal Code 33678  
County Hillsborough  
Phone (813) 555-5555  
e-mail Brenda.Robinson@gmail.com  
Age  
Exhibitor Date of Birth 12-20-1986

Continue

## STEP 6 – Add Entry to Cart

On this screen you will be able to create your entry.

- **CHOOSE** a Department.  
*A Department is the main category that you are competing. Also, the name of the Handbook. Once you select the Department you want to enter the Division drop down will appear.*
- **CHOOSE** a Division.
- **CHOOSE** a Class.
- **COMPLETE** any additional fields that are either mandatory or optional.
- **CLICK** "Add Entry to Cart" button.

On-line Entries  
Florida State Fair

Home Cart Hello, Brenda

Register Entries Review Pay Confirm Finish

Entries

\* required

Department Baking  
Division Bread - Adult  
Class \* 02 : Corn Bread  
Name of Recipe \* Mama's Favorite Corn Bread

Add Entry to Cart



## Creative Living Competitions | Online Entry Form Instructions... continued

### STEP 7 – Add More Entries

On this screen you will be able to create additional entry or **SELECT** Continue.

- **CHOOSE** one of three buttons

**Add Different Entry:** Allows you to add an entry from a new Department & Division, **OR**

**Add Similar Entry:** Allows you to add an entry same Department & Division.

**If you have more entries simply repeat STEP 6.**

- **CLICK** the blue “Continue” button if you are finished adding entries

### STEP 8 – Review of Cart

On this screen you will be able to review all your entries and “Check-out.”

- **CHOOSE** one of four buttons.

**Add More Entries:** Allows you to add more entries.

**Empty Cart:** Allows you to start over.

**Save the cart for later:** Allows you to save your cart so you can return at a later time and continue the check-out process.

**NOTE:** Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry.

- **CLICK** the blue “Check-out” button if you are ready to submit your entries.

Item	Description	Amount	Edit	Remove
<b>Brenda Robinson's items:</b>				
Bread - Adult	Class: 02 - Corn Bread Name of Recipe: Mama's Favorite Corn Bread	\$3.00		
Decorative Arts - Beginner	Class: 01 - People/Portraits (any media) Title: Sarah Description: Acrylic & Inks on paper	\$3.00		
Decorative Arts - Beginner	Class: 03 - Still Life, Florals or Things (any media) Title: Spring Flowers	\$3.00		
<b>Total for Brenda Robinson with 3 entries</b>		<b>\$9.00</b>		
<b>3 TOTAL ITEMS IN CART:</b>		<b>\$9.00</b>		
<b>BALANCE DUE:</b>		<b>\$9.00</b>		

### TIP - View Cart anytime

You can review your cart at any time.

- **CHOOSE** the blue “View Cart” button in upper-right corner.
- A small version of your Shopping Cart appears.
- **To close Shopping Cart:** **CHOOSE** the blue “View Cart” button in upper-right corner.

# Creative Living Competitions | Online Entry Form Instructions... continued

## STEP 9 – Payment

On this screen you will be able to choose when you want to pay for your entries.

- **CHOOSE** one of two payment options

**Pay Later:** Allows you to pay for your entry by mailing us a check.

- **TYPE “YES”** in “I agree to above statement”
- **CHOOSE** the blue “Submit” button to complete transaction.
- You will be emailed a receipt with instructions for mailing your check.

**Pay Now:**

- **SELECT** the Payment Method
- **PROVIDE** Payment Information
- **TYPE “YES”** in “I agree to above statement”
- **CHOOSE** the blue “Submit” button to complete transaction.

**Note:**  
If you **SELECT “Pay Later”** you **WILL NOT** be able to sign back in and pay online. If **SELECTING “Pay Later”** you will need to pay by mailing a check.

**Completed: Submission Successful**

- Be sure to print detailed receipt

## Creative Living Competitions | Online Entry Form Instructions... continued

### STEP 10 – Finish

- **CHOOSE** the blue “Finish” button
- You will land on the “Thank you! Page”
- Feel free to provide feedback and rate your experience

**On-line Entries**  
Florida State Fair

Save Edit

YOUR Entry Cart  
BRENDA ROBINSON  
0 Items

Register Entries Review Pay Confirm Finish

**Thank you!**

Your items were submitted and will be processed by the fair office shortly. All items must be approved before final acceptance into the fair. You may also go to your account to review this and past transactions as well as choosing other printing options. To do this click 'Go to My Account Summary'.

We value your feedback!  
Would you take a second to let us know your experience with this website?

Rate your experience:  
☆☆☆☆☆

Go to my Account Summary

**On-line Entries**  
Florida State Fair

Register Entries Review Pay Confirm Finish

Completed!

Submission Successful

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print

**Transaction Summary for Florida State Fair**

Confirmation ID: fsff-9263091550563

Total Exhibitors:	1
Total Entries:	3
Total Additional Items:	0
Transaction Time:	9/20/2019 9:15:50 AM
Transaction Amount:	\$9.00
Transaction Payment:	\$0.00
Transaction Balance:	\$9.00

Also, email a copy of my receipt to: Brenda.Robinson@gmail.com

Print Detailed Receipt **Finish**

**Note:** To receive a copy of the receipt to your email, **CHECK** the box.

### STEP 11 – Email receipt

- You will be emailed a receipt
- If you wanted to pay later or have a balance due please see instructions for mailing your check to the Florida State Fair.

Below is your receipt. Please print and retain this for your records. If you are mailing your payment to the Florida State Fair, you must include a copy of this receipt in the envelope.

**Mail Entry Form to:**  
Creative Living Competitions  
Florida State Fair  
P.O. Box 11766  
Tampa, FL 33680

**Make checks payable to:** Florida State Fair Authority

If you have any questions, please contact Brenda Gregory at 813-734-2810 or [brenda.gregory@floridastatefair.com](mailto:brenda.gregory@floridastatefair.com)

Florida State Fair On-line Entries Receipt			
ITEM	DESCRIPTION	WEN#	AMOUNT
Bread - Adult	Class: 03 Class Description: Muffins Name of Recipe: Mama's Favorite Muffins	8EC581	\$3.00
Decorative Arts - Beginner	Class: 03 Class Description: Still Life, Florals or Things (any media) Title: Spring Flowers	5AD744	\$3.00
Embroidery - Adult	Class: 06 Class Description: Crewel Embroidery Description: family crest	B71455	\$3.00
<b>Total for Brenda Robinson with 3 entries</b> Address: 123 Poinsettia Drive City: Tampa State/Prov: FL Postal Code: 33678 County: FL Phone: (813) 215-8906 e-mail: <a href="mailto:brenda.gregory@earthlink.net">brenda.gregory@earthlink.net</a> DOB: 12/20/1986			
TOTAL:		\$9.00	
PAYMENTS:		\$0.00	
<b>BALANCE DUE:</b>		<b>\$9.00</b>	
EXHIBITOR NAME:		Brenda Robinson	
CONFIRMATION ID:		fsff-9263093138876	
TRANSACTION TIME:		9/20/2019 9:31:38 AM	

This is sample text that the fair can change as needed. Possible text may include instructions or disclosure statements. If this text is appearing, please instruct the fair to edit the Web Receipt field located in the Setup menu in ShoWorks.

Florida State Fair On-line Entries Receipt Summary	
3 TOTAL ITEMS IN CART:	\$9.00
PAYMENTS:	-\$0.00
BALANCE DUE:	\$9.00
CONFIRMATION ID:	fsff-9263093138876

## Creative Living Competitions | Signing In after you have already registered

### Signing In after you have already registered

- Return to the **Welcome Page** by repeating **STEPS 1 & 2.**
- **CLICK** the blue “Sign In” button on **Welcome Page.**

- On **Sign-In Page**, **CHOOSE** that you are an exhibitor.

- **ENTER** your full First and Last Name (case sensitive)
- **CHOOSE** the button for “I have previously registered this year”
- **CLICK** the blue “Continue” button.



## Creative Living Competitions | Signing In after you have already registered... continued

### Signing back in after you have already registered

- You are now signed in. See that your first name is in the upper-right corner.
- Either **SELECT** "Edit information" button **OR** **SELECT** that "Information is Correct, Continue" button.

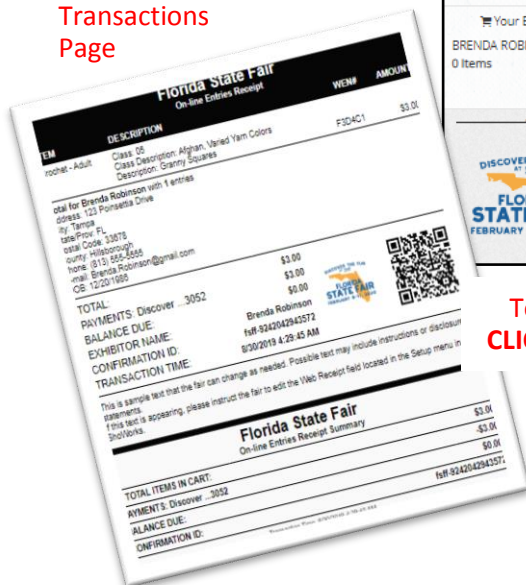
You are signed in if you see your name

**Edit Information:** Allows you to change Registration Information.

**Information is Correct, Continue:** Allows you to proceed to either View or print prior transactions OR Create Entries.

- SELECT** "View/Print transactions made by this exhibitor"

Receipt from Transactions Page



Another way to see your past transactions **SELECT** "Your Past Transactions" from drop down list.

To **VIEW** each transaction, **CLICK** on the receipt button.

Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
ftf-9242943872	8/30/2019 4:29:45 AM	1	1	0	\$3.00
ftf-924204262327	8/30/2019 4:26:23 AM	1	0	0	\$0.00
ftf-924204263426	8/30/2019 4:26:34 AM	1	1	0	\$3.00
		3	2	0	\$6.00