

(INSTRUCTIONS)

PLEASE PRINT THIS PAGE BEFORE CONTINUING!!!

**WELCOME TO THE 2019 HEART O' TEXAS FAIR & RODEO PRE-SALE
CAMPAIGN**

1. **On-line Entry for Volunteers:** Only Heart O' Texas Fair & Rodeo volunteers **participating in the Pre-Sale Campaign** are allowed to enter online orders.
2. Click on "Sign -In" in the upper right hand Corner
3. Choose "School"
 - a. Select Your Name
 - b. Default Password is 76710
4. Click **Begin adding Exhibitors and Entries**
 - a. **If this is for an Individual:**
 - i. Enter Name and Click "This is a New Exhibitor", then "Continue"
 - ii. Fill in Information
 - iii. "Pay Premiums To" is their contact name
 - iv. Click "Continue"
 - b. **If this is for a Business:**
 - c. Click on the "Team/Company" slider bar
 - d. Enter Name and Click "This is a New Exhibitor", then "Continue"
 - e. Fill in Information
 - f. "Pay Premiums To" is their contact name
 - g. Click "Continue"
5. Click on the "Items" tab at the top with the #3 above it
 - a. Select packages and quantities
 - b. "Continue"
6. If this is your only order click "**Check Out**" If you have more orders click "**Add Entries for different Exhibitor**"
7. When all orders are entered, click "Check Out"
 - a. Review the orders for each person. Please make sure these match the paper order forms.
 - b. Follow on screen prompt, type "**Yes**" and click "**Submit**"
8. If you want a copy of the online order, enter your email address or you can click "Print Detailed Receipt"
9. Click "**Finish**"
10. ***IMPORTANT* - WHITE COPY ORDER FORMS AND PAYMENT MUST BE RECEIVED IN THE FAIR OFFICE WITHIN 5 DAYS OF ONLINE ENTRY!**