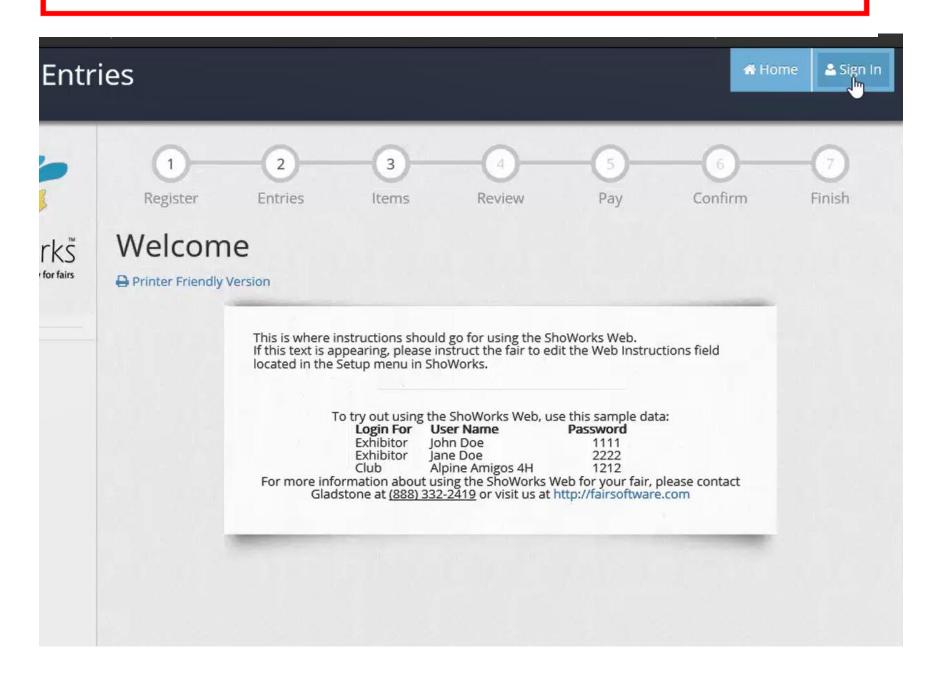


WELCOME to the Kansas State Fair "Step by Step" Tutorial for online registrations. If at anytime you are having difficulties and need additional assistance, please phone our office. Staff will gladly answer any questions you may have or walk you through your registration process. Good Luck with your entries!

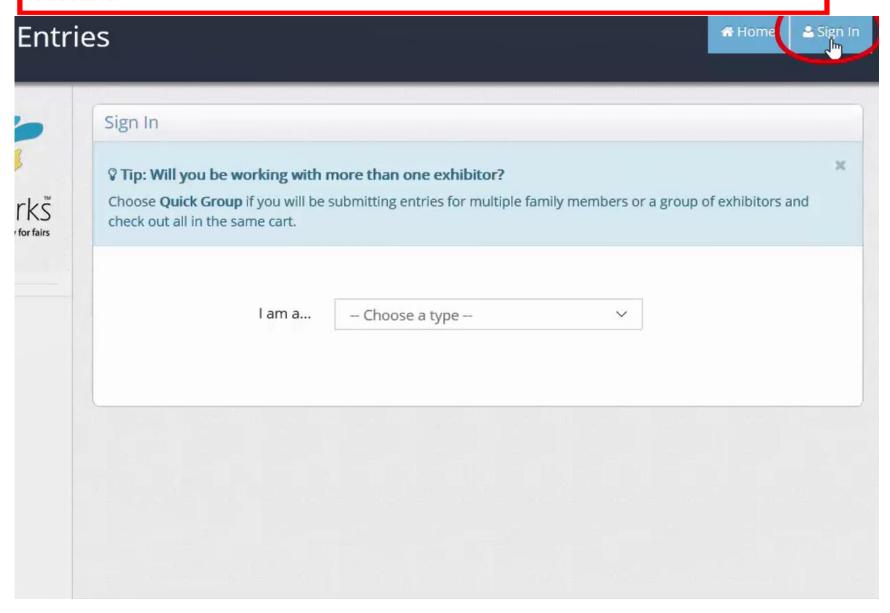
620-669-3881 - 620-669-3621 - 620-669-3600

- ALL EXHIBITORS WILL BE REQUIRED TO SET UP A NEW ACCOUNT FOR 2020 ENTRIES.
- EACH EXHIBITOR WILL NEED AN ACCOUNT WITH THEIR PERSONAL INFORMATION. MULTIPLE EXHIBITORS CANNOT BE INCLUDED ON ONE ACCOUNT NOR CAN PARENTS SOCIAL SECURITY NUMBER BE PROVIDED ON A MINOR'S ACCOUNT. ALL INFORMATION MUST BE THAT OF THE EXHIBITOR *EXCLUDING AN EMAIL ADDRESS
- IF YOU ELECT TO SET UP A NEW OFFERED FEATURE, AN EXHIBITOR PASSPORT, YOU WILL BE ABLE TO UPLOAD YOUR INFORMATION FROM YEAR TO YEAR

STEP #1 - "Sign In" using the blue box in the top righthand corner.



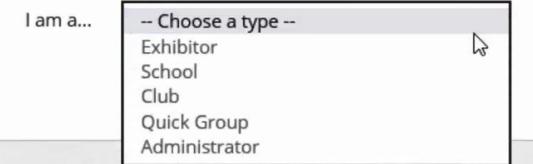
STEP #2 - Select from the options given. You are an "Exhibitor". We do not allow "Quick Groups". Each exhibitor must have their own account, providing their own personal information. Multiple exhibitors cannot be on the same account.



you be working with more than one exhibitor?

ick Group if you will be submitting entries for multiple family members or a group of exhibitors and II in the same cart.

×



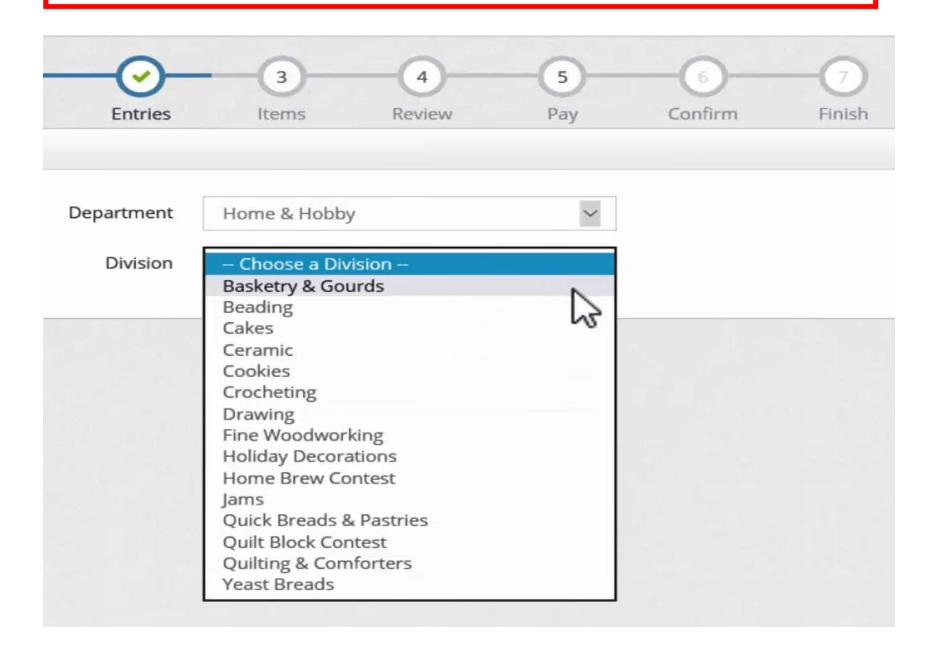
You will select that you are a new exhibitor if you have not created an account this year. "Previously registered" is if you have registered and saved items in your cart but not checked out yet; or you completed entries previously but would like to add more.

2	3	4	-(5)-	6	7
Entries	Items	Review	Pay	Confirm	Finish
ion					
					×
n as an Exhibitor or cre	ate a new account.				
NO I am not a Tea	m or Company				
Tall floca rea	in or company				
First Name	Mike				
Last Name	Nat	8			
Password					
	Forgot your pass	word? Click here to	have it emailed t	to you.	
₩ O1	am a new exhibi	tor or have yet to	register this y	ear	
		registered this ye			

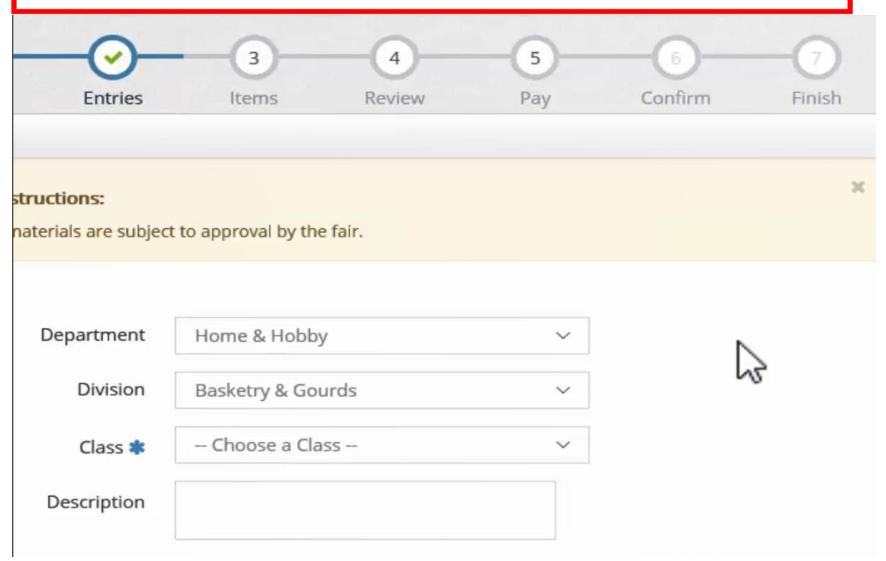
STEP #3 – Provide all personal information for the exhibitor. Areas with * must be provided. If the exhibitors' social security number is not provided at time of entry, we will not be able to issue a premium check. Exhibitor will be required to provide this information on a W-9 before any payment can be issued.

0—	2	3	-4		-6	7
Register	Entries	Items	Review	Pay	Confirm	Finish
First Name	Mike					
Last Name	Nat					×
Password *						
e Password *						
Address 🏶						
Address2						
City *						
State/Prov *						
Postal Code *						
hone Number	•					
e-mail 🌞						
-type e-mail *						

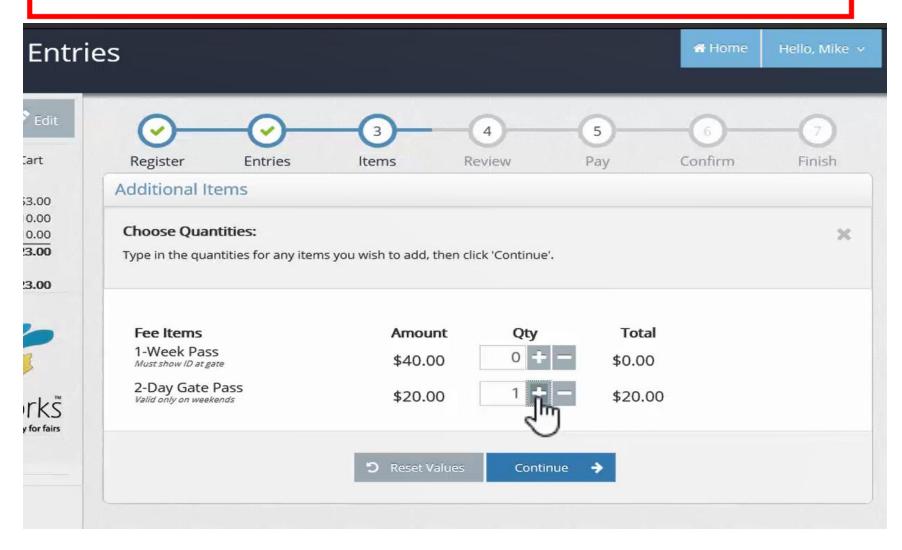
STEP #4 - Select a department from the drop-down options. Next, select your division and then your class.



STEP #5 - If your class requires you to list a variety, name, etc., do so in the description box below the class selection. You may also enter a "brief" description of your item here or list the name of your group if this is a class that allows group participation.



STEP #6 - At this step you will purchase the discounted exhibitor tickets. You can purchase up to (6) but will need to pay for them at Check-Out with a credit card. Remember...you must bring at least (1) of the items you have entered, otherwise you forfeit your purchased tickets. If you have selected to print tickets at home, they will be "VOIDED" and will not scan at the gate. Please do not overlook this important information. **You should have selected to pick up your tickets or have them emailed for printing at home when setting up your account (Step #3)



STEP #7 - Review your account and make any changes before finalizing your payment. Use the "edit" tool or "remove" to change your entries. If you forgot something, use the "add more entries" from the tab at the bottom left hand corner.

33.00 10.00 10.00 20.00 43.00

43.00



MENIEW OF CALL

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the * button next to the item that you want to remove. To edit an item, click the button.

A You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
Mike Nat's items:				
Basketry & Gourds	Class: 03 - Basket, rib construction Description: something that I made today	\$3.00	-	×
Photo Journalism	Class: 02 - Sports Description: football goal	\$10.00	GET.	×
Photo Journalism	Class: 04 - Famous People Description: football goal	\$10.00	· Control of the cont	×
2-Day Gate Pass	\$20.00 x 1	\$20.00	GER	×
Total for Mike Nat wit	h 3 entries and 1 additional items	\$43.00		
4 TOTAL ITEMS IN CAR	₹Τ:	\$43.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$43.00		

Add more Entries for Mike Nat



Save this cart for later

Check-out ->



STEP #8 - Don't forget to type the word "YES" in the box before you finalize your entries. This validates that you have read and agree to following all Kansas State Fair exhibitor rules.





Item	Description	Amount
Mike Nat's items:		
Basketry & Gourds	Class: 03 - Basket, rib construction	\$3.00
	Description: something that I made today	
Photo Journalism	Class: 02 - Sports	\$10.00
	Description: football goal	
Photo Journalism	Class: 04 - Famous People	\$10.00
	Description: football goal	
2-Day Gate Pass	\$20.00 x 1	\$20.00
Total for Mike Nat wit	th 3 entries and 1 additional items	\$43.00
4 TOTAL ITEMS IN CA	RT:	\$43.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$43.00



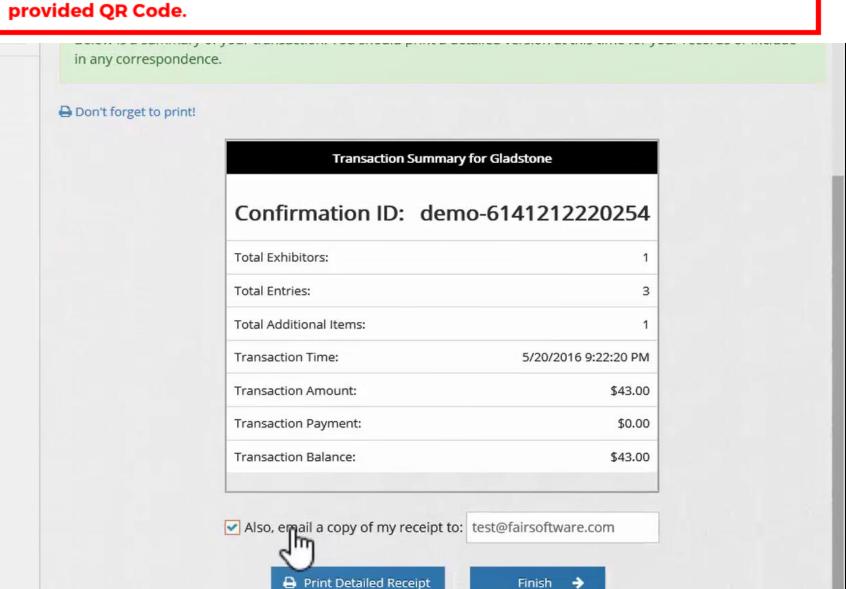
Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please contact the fair office.

yes I agree to the above statement (type 'YES' if you agree)



STEP #9 - It is important to include your email address. This will be used for entry verification along with the option to use a faster Check-In process with the provided QR Code.



_	Description: something that I made today	572F05	\$3.00
Photo Journalism	Class: 02		
	Class Description: Sports		
	Description: football goal	EBB2C9	\$10.00
Photo Journalism	Class: 04		
	Class Description: Famous People		
E CATALON M	Description: football goal	43BB3F	\$10.00
2-Day Gate Pass	\$20.00 x 1		\$20.00

Total for Mike Nat with 3 entries and 1 additional items

Address: 123 Main City: Calvert State/Prov: TX Postal Code: 77845 Phone: (888) 332-2419 e-mail: test@fairsoftware.com

TOTAL: \$43.00

PAYMENTS: \$0.00

BALANCE DUE: \$43.00

EXHIBITOR NAME: Mike Nat

CONFIRMATION ID: demo-6141212220254

TRANSACTION TIME: 5/20/2016 9:22:20 PM





This is sample text that the fair can change as needed. Possible text may include instructions or disclosure statements.

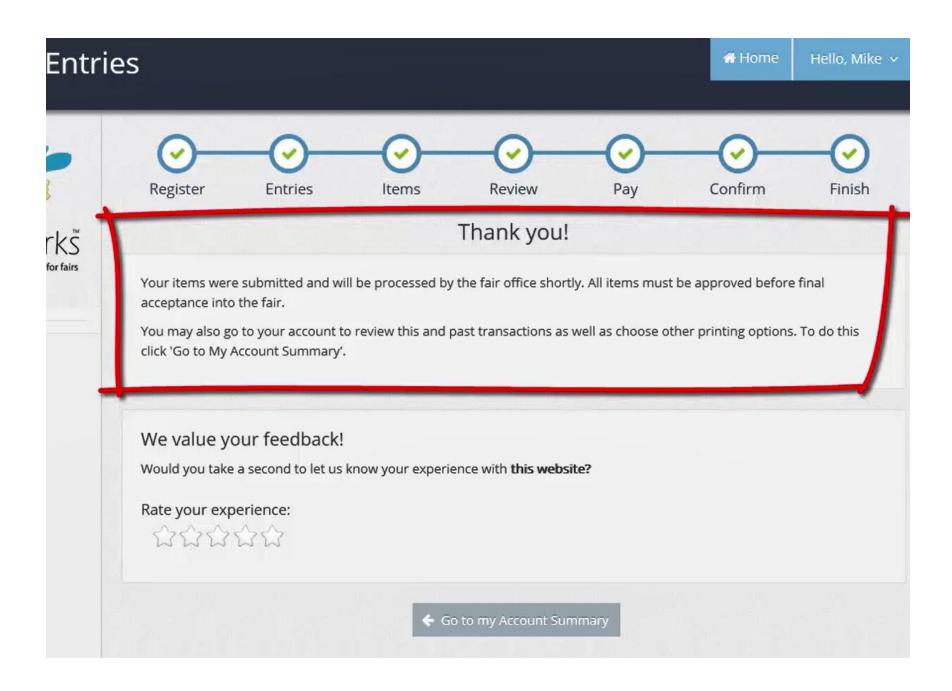
If this text is appearing, please instruct the fair to edit the Web Receipt field located in the Setup menu in ShoWorks.

Gladstone

On-line Entries Receipt Summary

4 TOTAL ITEMS IN CART: \$43.00

DAVMENTS: \$0.00



STEP #10 - Print your packing slip if you are mailing in your entries. This lets us know what should be in your package when it arrives. DON'T forget to sign out of your account. This is especially important if you are registering for another individual. By not "signing out" your entries will be combined on the same account and will not be valid. Should this occur, phone our office immediately.





Transactions

Thank you for providing feedback!

The following transactions were made by the Exhibitor 'Mike Nat'. You may choose to print receipts for any transaction or print a packing list or entry tags for all entries.

Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amour
🖨 Receipt	demo-6141212220254	5/20/2016 9:22:20 PM		3	1	\$43.0
			1	3	1	\$43.0
	■ Review All	acking List SentryTags				
	Filter Reports by:	S AII ∨				