



# Tulsa State Fair

4-H & FFA Contest Entry Instructions

All junior livestock contest entries must be entered online by **September 6th**.

## **Must be logged in as a “CLUB” not an “Exhibitor”**

- Step 1:** On the online entries webpage, <https://tulsae.fairwire.com>, click “**1-Register**” located at the top of the screen.  
*\*Extension Agents and Ag Teachers choose “**Sign In**” at the top right to login as your club.*
- Step 2:** Type the Club as the First Name and Last Name.  
Choice 1: “**I am a new exhibitor**”. Provide clubs information before going further.
- Step 3:** Create Entries:  
Choose your department and division in the drop down window, and click on the contest you want to enter.
- Step 4:** After the information is entered correctly, click “**Add Entry to Cart**” to continue. Continue adding entries until you have entered all of your contests/teams.  
Once you have completed all entries for the club, click “**Continue**”.
- Step 5:** Additional Items:  
Choose any fees or passes that applies to your club. All passes are optional. Then, click “**Continue.**”
- Step 6:** Review the entries created. You may continue to “**Add More Entries**” for the current club or choose “**Save this cart for later**” to return at a different time to complete the entry process or proceed to check out.
- Step 7:** Click “**Check Out**” and enter your card information. All entries must be paid for online. You are required to pay the entry fee for all animals entered.
- Step 8:** Confirm Entries:  
Review your entries then type the word **YES** in the agreement box. Then click “**Submit**”
- Step 9:** Print a receipt by clicking on “**Print a Detailed Receipt.**”  
*\*IMPORTANT\* You must send a copy to of the receipt and legal release to the Livestock Office. This receipt is the **ONLY** invoice given, and contains your conformation number. **(We recommend you keep a copy of the detailed receipt and bring with you to the fair.)***
- Step 10:** After all receipts have been printed, click “**Finish.**” Your entries have been submitted once you hit finish.
- Step 11:** Mail **Entry Receipt and Legal Release Form** for each exhibitor, signed by all parties, post marked by September 2. Mail to: TSF Livestock Office, 4145 E. 21<sup>st</sup> Street, Tulsa, OK 74114.

If you have any questions, please contact:  
Livestock Office  
(918) 744-1113, ext. 2012



For a complete list of rules visit, [www.tulsastatefair.com/livestockhandbook](http://www.tulsastatefair.com/livestockhandbook)



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