



# Tulsa State Fair

4-H & FFA Online Entry Instructions

All junior livestock entries must be entered online by **August 30**.

**EXHIBITOR'S PASSWORD:** Exhibitors who nominated an animal this year will already be registered and have a password. If you are unable to retrieve your password email [apirtle@tulsastatefair.com](mailto:apirtle@tulsastatefair.com).

**Step 1:** On the online entries webpage, <https://tulsa.fairmanager.com/>, click "**1-Register**" located at the top of the screen.

*\*Extension Agents and Ag Teachers can choose "**Sign In**" at the top right to login as your club.*

**Step 2:** Type the exhibitor's first and last name.  
Choice 1: "**I am a new exhibitor**" if you did not nominate an animal or enter online last year.  
Choice 2: "**I have previously registered**" for exhibitors who nominated an animal or if you entered online last year.

*\***Important:** If the exhibitor nominated an animal, the exhibitor's name **must** be spelled exactly the way it's listed on the website under the TSF Nominations link.*

**Step 3:** Enter or edit exhibitor information.  
We will assign stalls by towns within each county. In the "**school**" field please select the 4H or FFA town you want to stall with. Example: Owasso FFA & Owasso 4H will be assigned a certain number of stalls within the Tulsa County stall block. Under the "**club**" field 4H members will select the County 4H they show in. So Owasso 4H members will select Tulsa County 4H club. All information fields must be complete in order to "**Continue.**"

**Step 4:** Create Entries:  
Choose your department and division, in the drop down window. Animals that nominated must enter the **EXACT** way they were nominated. Check the nomination page on our website for a list of how the animals were nominated. (Validation number = Tulsa Tag Number)

Breeding Stock, Poultry, Rabbits and other non-nominated animals may need to enter a class number. You can find all classes in the Livestock/Horse Handbook on our webpage.

**Step 5:** After the information is entered correctly, click "**Add Entry to Cart**" to continue. Continue adding entries until you have entered all of your animals. Once you have completed all entries for the exhibitor, click "**Continue.**"

**Step 6:** Additional Items:  
Choose any fee or pass that applies to the exhibitor. **\*4H & FFA Horse Show exhibitors must choose the \$30.00 stall fee.** All passes are optional. Each exhibitor will receive two free 5 day gate admission passes. Then, click "**Continue.**"

**Step 7:** Review the entries created. You may continue to "**Add More Entries**" for the current exhibitor or choose "**Save this cart for later**" to return at a different time to complete the entry process or proceed to check out.

**Step 8:** 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 9:** Confirm Entries:  
Review your entries then type the word **YES** in the agreement box. Then click "**Submit**"

**Step 10:** 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 11:** After all receipts have been printed, click “**Finish.**” Your entries have been submitted once you hit finish.

**Step 12:** 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:

Aspen Pirtle

Competitive Exhibits Coordinator

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



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