Tulsa State Fair

4-H & FFA Online Entry Instructions

All junior livestock entries must be entered online by **September 1.**

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 the exhibitors name to abby@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. 21st Street, Tulsa, OK 74114.

If you have any questions, please contact:
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- For a complete list of rules visit, www.tulsastatefair.com/livestockhandbook
- Livestock Exhibitor Facebook Page, www.facebook.com/tulsastatefair.livestockexhibitors