

# Online Fair Entry Checklist

Use the following checklist to help you with the entry process

- Launch the Online Entries website by clicking the link for exhibit registration and register using your First & Last Name. *Please note that even if you have previously entered exhibits in the fair, you need to register as a new exhibitor.*
  
- Password: \_\_\_\_\_  
*Make sure your password is something you will easily remember for future use. The Fair Office has no way of sending forgotten passwords. We suggest using the year as a password.*
  
- Fill out your Address and Email Address. Phone Number, Age and Grade are optional. *Enter the Phone Number as ten digits without parenthesis or dashes. For example: 3602214677. The program will add them automatically.*
  
- Create entries by selecting the appropriate Department, Division and Class. *Photograph and Fine Art titles can be entered in the Description box. Animal Breed and information can be entered in the appropriate boxes. 4-Hers will be required to select their 4-H club for all 4-H Divisions. All animal exhibits (Departments 106 & 207) require an animal name.*
  
- Follow the instructions to check out and send entries to the fair for processing. Ignore the payment screen. You do not have to pay to enter still life exhibits in the fair. *Make sure you have typed 'yes' and clicked 'submit'.*

You can log in any time in the future with your password to add entries, view your account and print an Online Entries Receipt of your exhibits.

- Fill out and securely attach a Temporary Tag to each exhibit you intend to enter. *You can download and print a sheet of blank temporary tags from the Whidbey Island Fair website.*
  
- Check the Premium Book to see if any of your exhibits require extra information. *For example, Open Class Baking requires a recipe card for all entries. 4-H exhibitors need to visit the Island County 4-H website to view and download required forms for 4-H entries.*

## On Entry Day:

- Bring a printout of your Online Entries Receipt for verification of pre-entry.
  
- Make sure you have attached a Temporary Tag to all your exhibits.
  
- Make sure you have all the required paperwork and information for your exhibits *(recipe cards, labels, etc.).*