

CKFF 4-H FAIR ENTRY INSTRUCTIONS

Link to more detailed instructions:

<http://www.dickinson.k-state.edu/central-kansas-free-fair/index.html>

Web site: ckff.fairentry.com

1. Select the Sign in with 4H Online
 2. Select Register an Exhibitor
 3. Select Individual
 4. Select a family member to continue
 5. Answer any questions presented.
 6. Review supplied information and select Continue to Entries
 7. Select Add an Entry
 8. Choose your department. *(If your entry is exhibited in Sterl Hall or the Armory (i.e. Foods, Photography, Crops, Horticulture, etc.), select 4-H Sterl Hall/Armory.)*
 9. Choose your Division
 10. Choose your Class
 11. Select Continue
 12. Select your club or FFA chapter
- If you are entering a class with animals, please continue with Step 13. If it is not an animal entry, please go to Step 19.***
13. Select Add an animal
 14. Enter a New Animal Record
 15. Select animal type, and then answer other questions as required based on animal type. Select Create and Add Animal.
 16. Select Continue
 17. Answer any questions related to your animals and select Continue.
 18. Review the information and select Continue.
 19. Now you can add another entry, add another entry in this division, or register another exhibitor. If you are done, you can select Continue to Payment. *(Note – be sure to have ALL the entries you can do now for ALL exhibitors before you continue. You won't be able to enter more entries until this Invoice is accepted by KSRE, and this could be up to 48 hours – with deadlines looming, we don't want you to get stuck)*
 20. Your Invoice will total Zero, we don't charge fees for our fair. Select continue.
 21. No payment required, so select Continue
 22. Select Submit.
 23. This will take you back to where you can view your Dashboard or Sign Out.
 24. If you choose to see your dashboard, you will see what entries you have, as well as your exhibitors. None will be listed until they are approved by the office staff.