

CKFF OPEN CLASS FAIR ENTRY INSTRUCTIONS

Web site: ckff.fairentry.com

2016 Central Kansas Free Fair

Registration is currently **Open**

Registration dates: 5/22/2016 - 8/10/2016

Exceptions may apply [View Details](#)

Exhibitor and Staff sign-in



Sign in with 4HOnline

If you don't have a 4HOnline account, sign-in with your FairEntry account:

Sign in

[Forgot your password?](#)

[Not in 4-H and need to create a FairEntry account?](#)

1. Select Not a 4-Her and need to create a new account:

The screenshot shows a mobile application interface for creating a FairEntry account. At the top left, there is a green back arrow icon followed by the text "Back". The main heading is "2016 Central Kansas Free Fair" in a large, bold, dark grey font. Below this is the sub-heading "Create a FairEntry Account" in a slightly smaller, bold, dark grey font. A line of text states: "With this account, you will be able to register Exhibitors and Entries for this fair." Below this is a light blue rectangular box containing the text: "Important! If you are a 4-H member, there is no need to create a FairEntry account. Please sign in via 4HOnline instead." There are two email input fields. The first field has a yellow background and contains a grey envelope icon, a white blurred area, and the text "@gmail.com". The second field has a white background and contains a grey envelope icon and the text ".@gmail.com". At the bottom of the form is a large blue button with the text "Create Account" in white.

2. Fill in information.

[Back](#)

2016 Central Kansas Free Fair

Account Creation

To continue with registration for this fair, please provide the following details.

Email
[change](#)

Account Name
Example: Your last name

Phone Number
Format: ###-###-#### or #####


Password

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

Confirm Password

[Create Account](#)

3. Begin Registration.

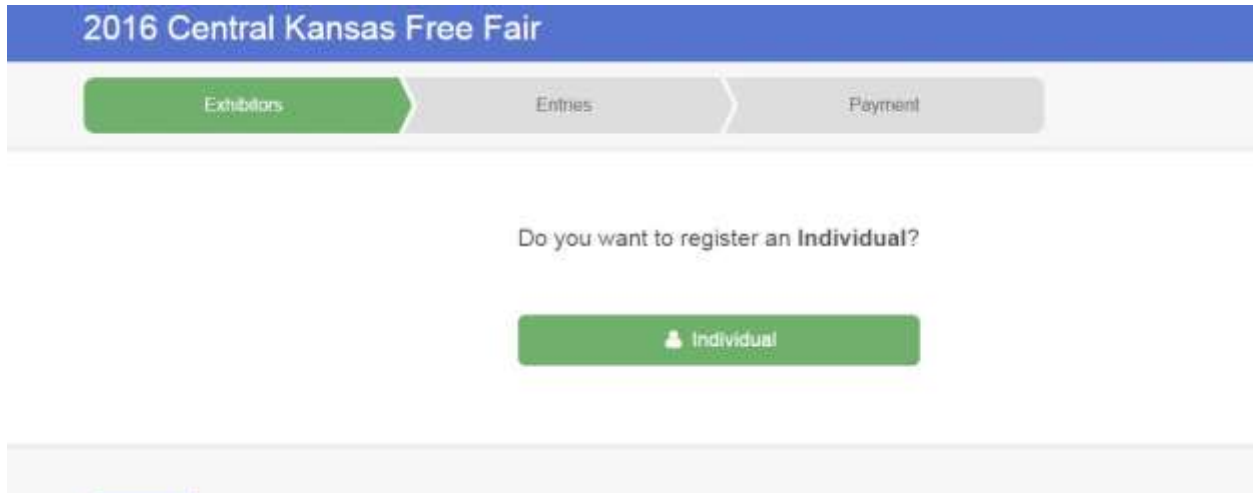


Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#)

4. Select Individual



2016 Central Kansas Free Fair

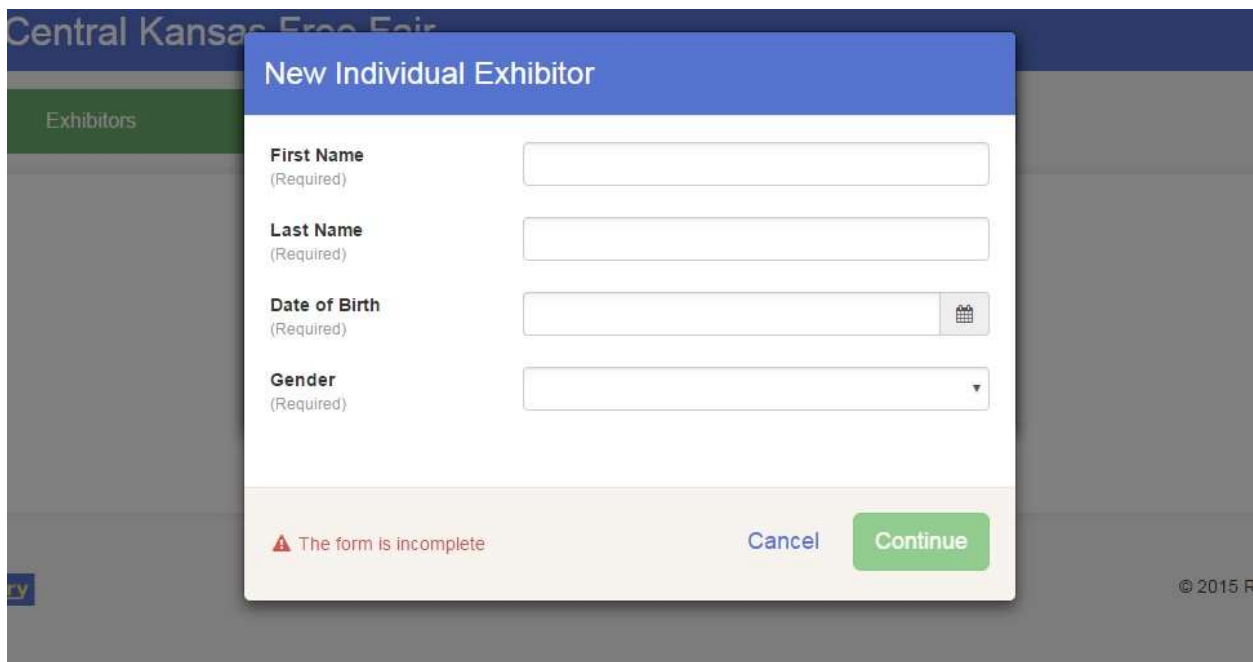
Exhibitors Entrées Payment

Do you want to register an Individual?

Individual

The image shows a registration flow for the 2016 Central Kansas Free Fair. At the top, there is a blue header with the event name. Below it is a navigation bar with three steps: 'Exhibitors' (highlighted in green), 'Entrées', and 'Payment'. The main content area asks 'Do you want to register an Individual?' and features a green button with a person icon and the text 'Individual'.

5. Fill in the information.



Central Kansas Free Fair


Exhibitors

New Individual Exhibitor


First Name
(Required)

Last Name
(Required)

Date of Birth
(Required)

Gender
(Required)

 The form is incomplete

Cancel Continue


© 2015 R

The image shows a 'New Individual Exhibitor' registration form. The form has a blue header and a white body. It contains four required fields: 'First Name', 'Last Name', 'Date of Birth', and 'Gender'. The 'Date of Birth' field includes a calendar icon. At the bottom, there is a warning message 'The form is incomplete' with a red triangle icon, and two buttons: 'Cancel' and 'Continue'. The background shows a blurred view of the registration flow with 'Exhibitors' selected.

6. Fill in additional information.

Exhibitors Entries Payment \$0.00

Personal Details **Contact Info** Address Questions Review

 [Delete this Exhibitor](#)


Contact info

Home Phone Number
(Required) Contact Info
Format: xxx-xxx-xxxx or xxxxxxxx

Email Address
(Optional)
Format: name@website.com

Cell Phone Number
(Optional)
Format: xxx-xxx-xxxx or xxxxxxxx
Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

Cell Phone Carrier
(Optional)

 The form is incomplete. Please complete the form.

[Continue](#)

7. Fill in Address.

Personal Details Contact Info **3** 4 5
Address Questions Review

Address

ⓘ The exhibitor's address is very important!
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

Address (Required)	<input type="text"/>
Address continued (Optional)	<input type="text"/>
City (Required)	<input type="text"/>
State (Required)	<input type="text"/>
Zip Code (Required)	<input type="text"/>

[Continue](#)

8. Answer any questions listed.

Entries Payment **\$0.00**

Personal Details Contact Info Address **4** 5
Questions Review

Questions

There are no questions to answer.

[Continue](#)

2015 Exhibitor

9. Review supplied information and select Continue to Entries

Personal Details Contact Info Address Questions **Review**

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name		Email	
Last Name		Home Phone	
Date of Birth		Cell Phone	
Gender		Cell Phone Carrier	

Address

Additional Questions

There are no questions or answers.

10. Select Add an Entry

Exhibitors **Entries** Payment **\$0.00**

There are 0 entries belonging to 1 exhibitor in this invoice.



0 Entries [Add an Entry](#)

[Fair Entry](#) © 2015 RegistrationMax










11. Choose your department

4-H/FFA Sheep	Select →
4-H/FFA Small Animal (Dogs, Poultry, Rabbits)	Select →
4-H/FFA Swine	Select →
Open Class Armory	Select →
Open Class Beef	Select →
Open Class Dairy	Select →
Open Class Dairy Goat	Select →
Open Class Equine	Select →
Open Class Meat Goat	Select →
Open Class Poultry	Select →
Open Class Rabbit	Select →
Open Class Sheep	Select →
Open Class Swine	Select →
Open Class, EEU, Special Baking	Select →
Volunteers	Select →

12. Choose your Division

Starting an Entry	
Department	Open Class Beef Change
<i>i</i> Select a Division to continue	
Old Timer Beef Showmanship	Select 
Open Class Beef	Select 

13. Choose your Class

Starting an Entry	
Department	Open Class Beef Change
Division	Open Class Beef Change
<i>i</i> Select a Class to continue	
1002: Junior heifer calf, born after Jan 1 of current year	Select 
1003: Late senior heifer calf, born Nov 1 to Dec 31 of previous year	Select 
1004: Early senior heifer calf, born Sept 1 to Oct 31 of previous year	Select 
1005: Late summer yearling heifer, born July 1 to Aug 31 of previous year	Select 
1006: Early summer yearling heifer, born May 1 to June 30 of previous year	Select 
1007: Late junior yearling heifer, born March 1 to April 30 of previous year	Select 
1008: Early junior yearling heifer, born Jan 1 to Feb 28 of previous year	Select 
1009: Late senior yearling heifer, born Sept 1 to Dec 31 of two years prior	Select 
1010: Early senior yearling heifer, born May 1 to Aug 31 of two years prior	Select 

14. Select Continue

Exhibitors Entries Payment

Starting an Entry		
Department	Open Class Beef	Change
Division	Open Class Beef	Change
Class	1002: Junior heifer calf, born after Jan 1 of current year	Change

Continue →

If you are entering a class with animals, please continue with Step 13. If it is not an animal entry, please go to Step 22.

15. Select Add an animal

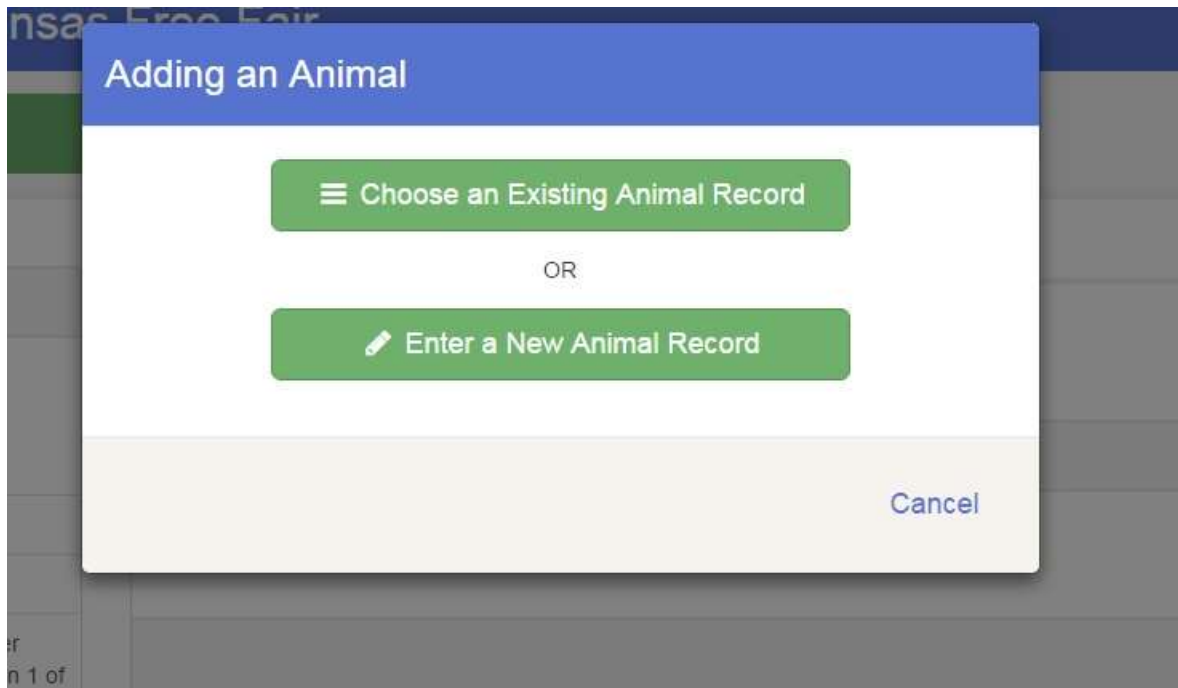
1 Animals 2 Questions 3 Review

Entry Animals

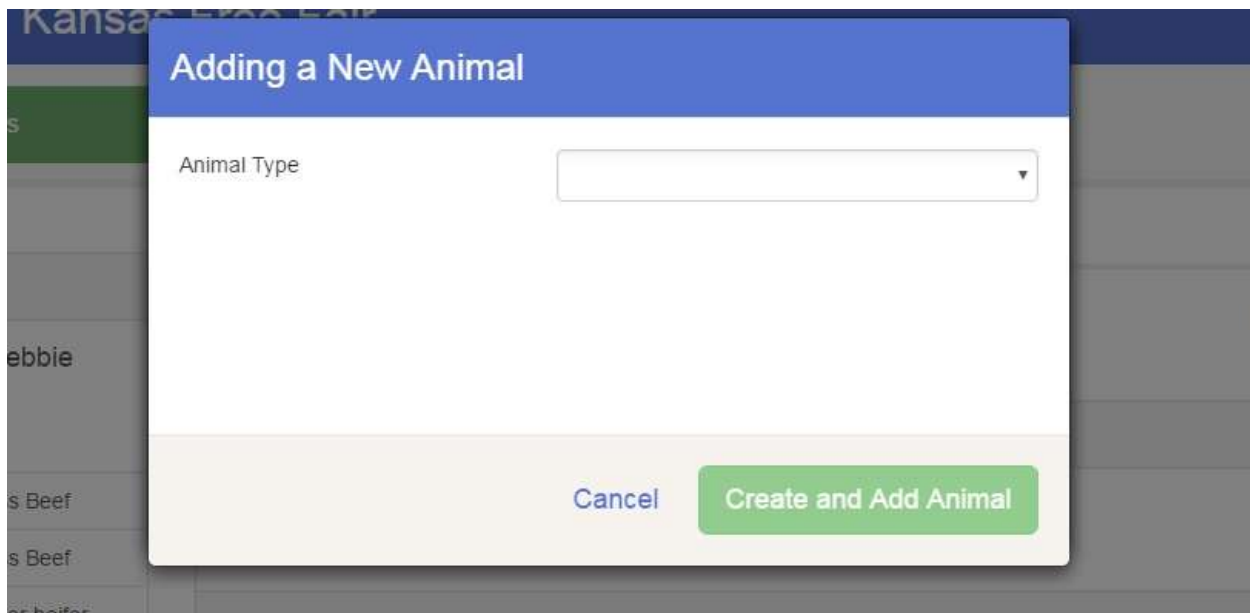
There is no animal in this slot

Continue →

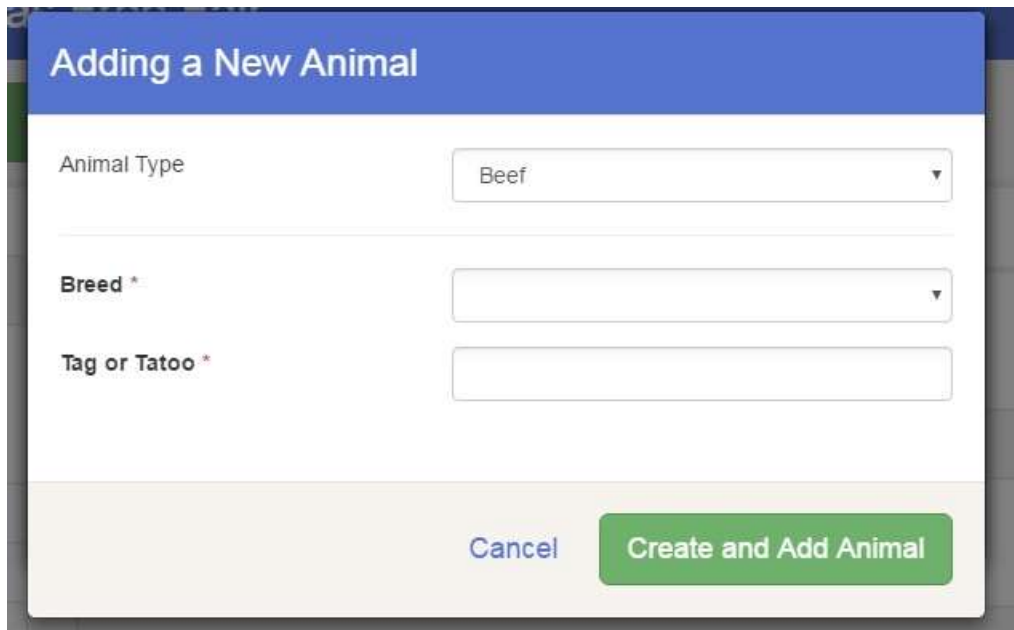
16. Enter a New Animal Record



17. Select animal type, and then answer other questions as required based on animal type. Select Create and Add Animal.



18. Fill in the animal information and select Continue.



Adding a New Animal

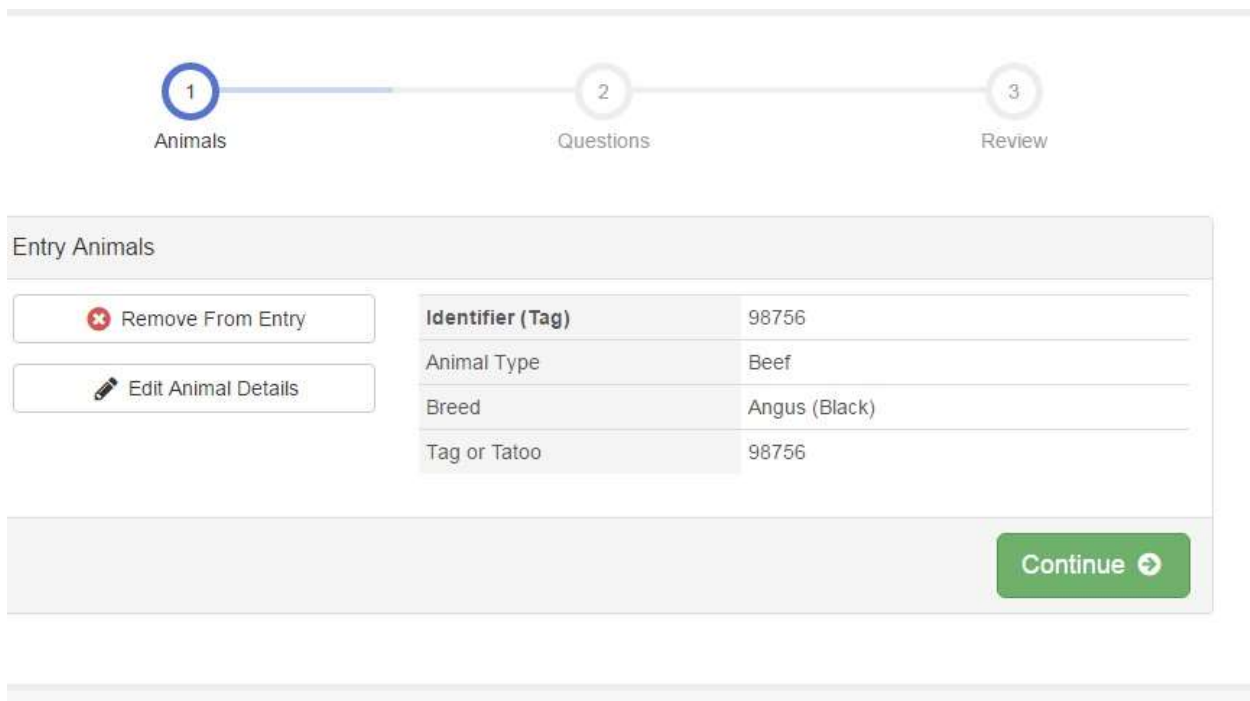
Animal Type

Breed *

Tag or Tatoo *

[Cancel](#) [Create and Add Animal](#)

19. Review the information and select Continue.



1 Animals 2 Questions 3 Review


Entry Animals

[Remove From Entry](#) [Edit Animal Details](#)

Identifier (Tag)	98756
Animal Type	Beef
Breed	Angus (Black)
Tag or Tatoo	98756

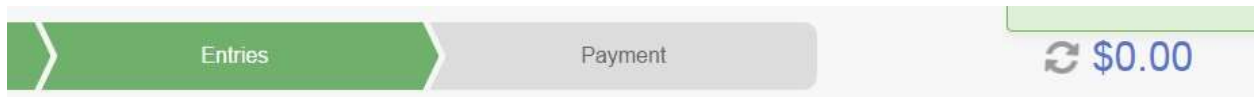
[Continue](#)

20. Answer any questions related to your animals and select Continue.



A progress bar with three steps: 'Animals' (checked), 'Questions' (active, circled with '2'), and 'Review' (3). Below the bar is a 'Questions' section with the text 'There are no questions to answer.' and a green 'Continue' button with a right arrow. A 'Questions' tooltip is visible near the button.

21. Review the information.



A progress bar with three steps: 'Entries' (active, green arrow), 'Payment' (grey), and '\$0.00' (refresh icon). Below the bar is a progress bar with three steps: 'Animals' (checked), 'Questions' (checked), and 'Review' (active, circled with '3').

i Please review the information entered for this entry.


Animals		Edit
Identifier (Tag)	98756	
Animal Type	Beef	
Breed	Angus (Black)	
Tag or Tatoo	98756	

Additional Questions

There are no questions or answers.

22. 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.

What do you want to do next?

For 

[+ Add another Entry](#)

[+ Add another Entry in this Division](#)

[+ Register another Exhibitor](#)

[↩ Continue to Payment](#)

23. Your Invoice will total Zero, we don't charge fees for our fair. Select continue.



Invoice		Summary	Detail
Individual Exhibitor			\$0.00
			Total: \$0.00

[Continue ↩](#)

24. No payment required, so select Continue

The screenshot shows a progress bar at the top with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted in green. To the right of the progress bar, the total amount is displayed as '\$0.00'. Below the progress bar, a horizontal timeline shows three steps: 'Review' (with a checkmark), 'Payment Method' (with a '2' in a circle), and 'Confirm' (with a '3' in a circle). A message box in the center states: 'A payment method is not necessary because your invoice total is \$0.00.' At the bottom right of this message box is a green 'Continue' button with a right-pointing arrow.

25. Select Submit.

The screenshot shows the same progress bar as in step 24, but now the 'Payment' step is also highlighted in green. The 'Payment Method' step in the timeline now has a checkmark. Below the timeline, a light blue box contains the text 'One last step!' and 'Agree to the terms below and press submit.'. Below this, there are two side-by-side boxes. The left box is titled 'After you Submit' and contains a bulleted list: 'Records will be locked to editing awaiting manager approval', 'Your credit card will not be charged until a manager approves the records', and 'If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.'. The right box is titled 'Payment Total' and contains the text 'No payment is necessary'. At the bottom right of the 'Payment Total' box is a green 'Submit' button with a right-pointing arrow.

26. This will take you back to where you can view your Dashboard or Sign Out.

The screenshot shows a confirmation page. On the left is a logo for 'Central Kansas FREE FAIR' featuring a cowboy on a horse, a red car, and a Ferris wheel. To the right of the logo, the text reads: 'Thanks!', 'Thank you for participating in 2016 Central Kansas Free Fair.', 'An email confirmation of your submission has been sent.', and 'If the fair management finds any issues with your registration, you will receive another email.'. At the bottom, there are two buttons: a white 'Visit Dashboard' button and a red 'Sign out' button.