



ONLINE ENTRY INSTRUCTIONS

Step 1

- A. Click "sign-in" on the upper right hand side of your screen.
- B. "I am a...". Choose "Club".
- C. Club Login: Choose your FFA Chapter or 4-H County.
- D. Password: The passwords are pre-set by NWDJLS.
If you did not receive yours in an email, please text Jennifer at 580/541-0917.

Step 2 - Account Information

- A. Choose "Begin Adding Exhibitors and Their Entries".
- B. ALL exhibitors will be "New Exhibitors" in 2018
- C. Create a password for the exhibitor. All exhibitors may use the same password.

Step 3 - Entries

- A. Choose a Department.
- B. Choose a Division. *A secondary menu will pop up. You will need to choose the Breed of animal as well as provide any necessary identification information for each entry.*
- C. Click Continue. Enter the required information for the entry.

*Exhibitors showing more than one animal: continue by choosing a department and repeating the process.
Exhibitors with only one entry: click continue.*

Once you have entered all animals for an exhibitor, click continue until you reach the check-out process.

Step 4 - Check Out

- A. If you are finished with all exhibitors, click check out and proceed with the on screen instructions.
- B. If you need to add more entries, click the appropriate tab. Either add entries for a different exhibitor or add more entries for the previous exhibitor.
- C. You may also save this cart for later. We recommend that you use this feature as often as possible. This allows you to leave the entry process and return at your own pace without losing any data.

Other Notes

YOU MUST PRINT AND MAKE A COPY OF ALL RECEIPTS.

A COPY OF THE RECEIPT AND PAYMENT MUST BE RECEIVED BY 4:45pm on FEBRUARY 7, 2018.
You may hand-deliver your check at 210 Kenwood Blvd or mail to PO Box 907 / Enid, OK / 73702.

MAKE ALL SCHOOL CHECKS PAYABLE TO NWDJLS (ABSOLUTELY NO PERSONAL CHECKS).