Northwest Kansas District Free Fair
FairEntry Family Enrollment Help Sheet

Important Reminders

- This is a guide. Steps and options may vary based on entry types.
- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair.

Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Go to https://nwksfair.fairentry.com.
2. Log in with username and password.
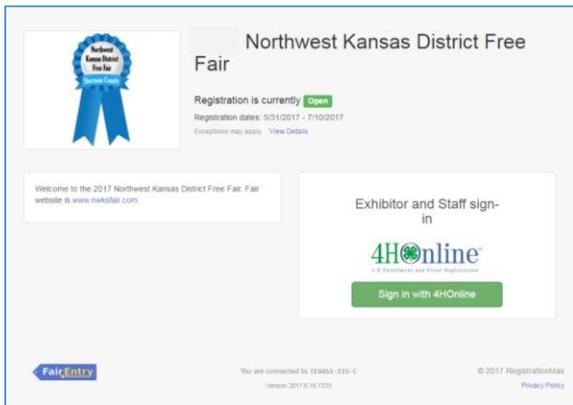
3. Click Add an Entry beside the correct exhibitor (if more than one has been created). Or you may also be able to click on "Continue work on this" to complete an invoice that is already started.
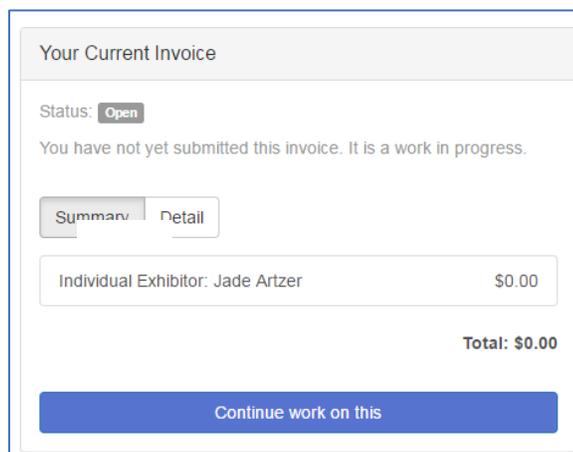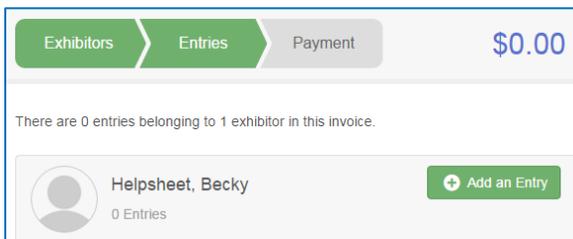
4. Click Select beside the first division you wish to enter. Any divisions that are not available for entry will be noted as "Not Available" with a short explanation.

5. After you select a division, you will see a list of departments to select from. Select a department. Also, notice that there are blue "Change" links in case you mistakenly select an incorrect division or department.
6. After you have selected the division and department, click the green Choose button.

7. Place a check mark next to the class or classes you want to enter in. On some entries, you may be able to select a quantity. This will create "X" amount of entries. (Example: you have 4 photos, so you could set the quantity to 4 and it would create 4 entries.)
8. If this is an animal class entry, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to "Add an animal". Animal may already be listed and can be selected.
9. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
10. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it's correct, click Continue.

11. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.
12. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.
13. When each class entry is complete, you have 3 choices for what to do next:
    a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
    b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
    c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.

14. Review your entries for completeness and accuracy. Notice the Summary and Detail buttons at the top of the list on the right. If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

15. Read the payment instructions and select your method of payment. Some fairs allow credit card payments, and others do not. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.**

16. Read the information in the "After you Submit" section. You may also have to check a box to "Agree to Terms". Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**