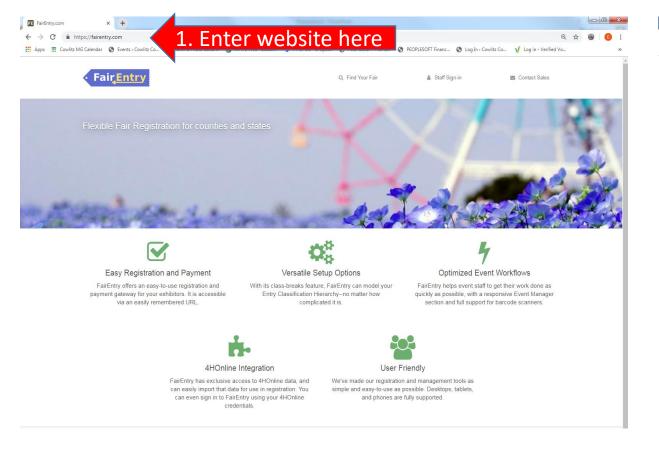
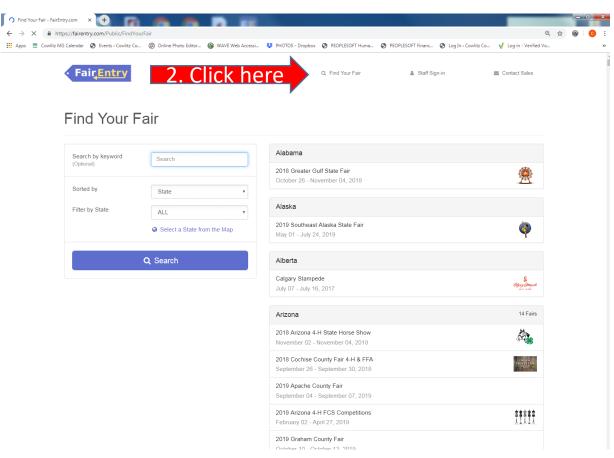
Fair Entry Help Guide for Returning Exhibitors Entering into Cowlitz County Fair

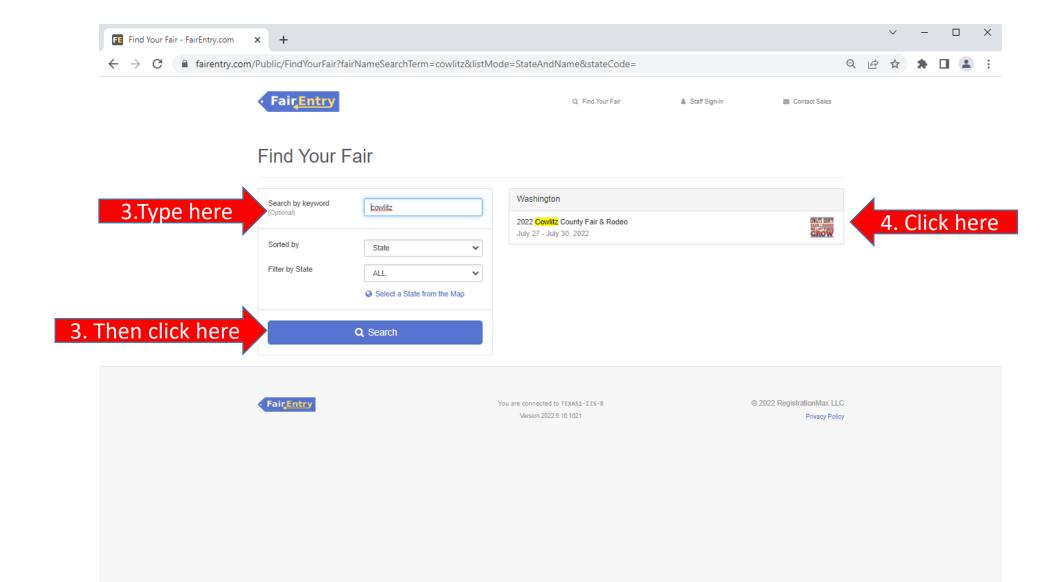
1. Go to www.fairentry.com



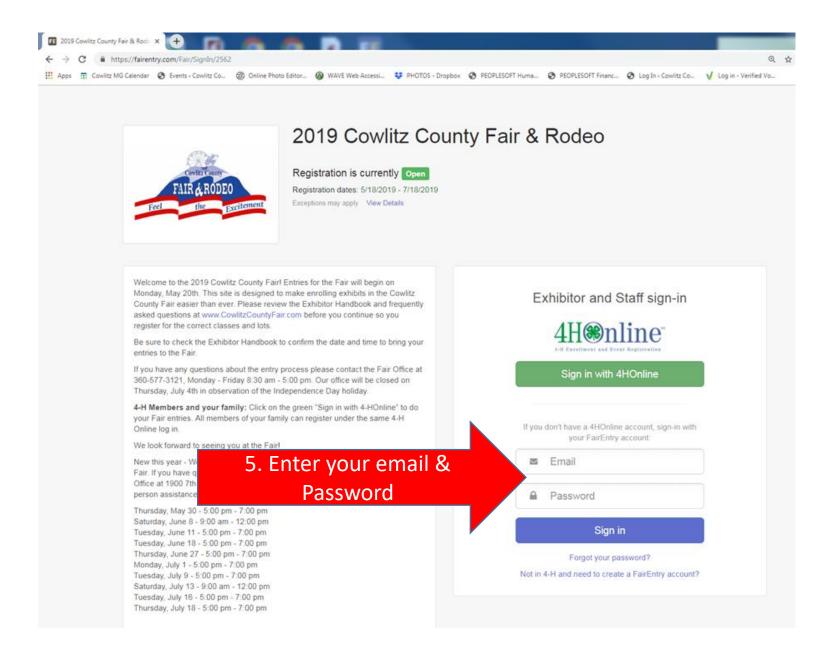
2. Click Find Your Fair



- 3. Search by keyword: Cowlitz County, then click "Search".
- 4. Select Cowlitz County Fair & Rodeo.

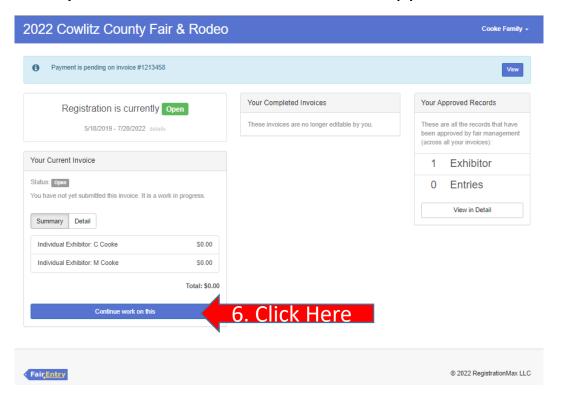


5. Enter your email and password and click "Sign in"

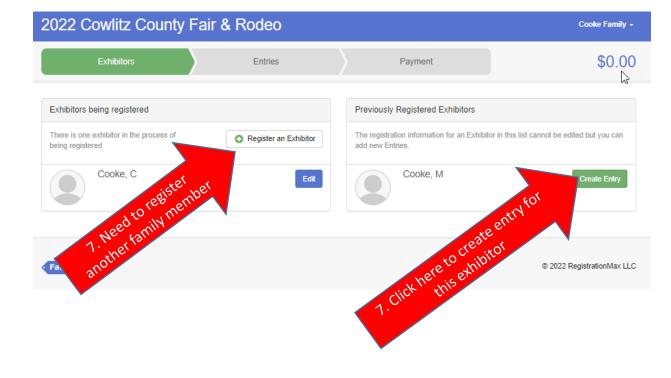


6. Once you are logged in you will see the screen below; this is your dashboard. You will need to click on the "Continue to work on this" button to enter into Fair. Your invoice will have all your entries for your family listed.

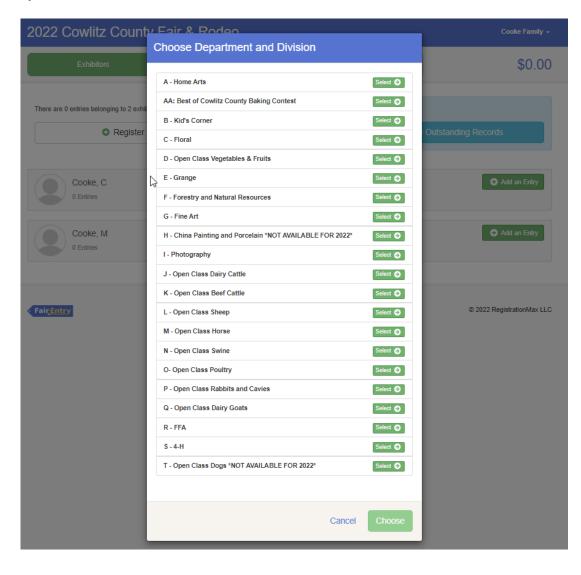
Note: Everything entered for an invoice will have to be approved by the Fair Office before you can start another invoice. Once you have submitted the invoice you will not be allowed to add another entry until the submitted entries are approved.



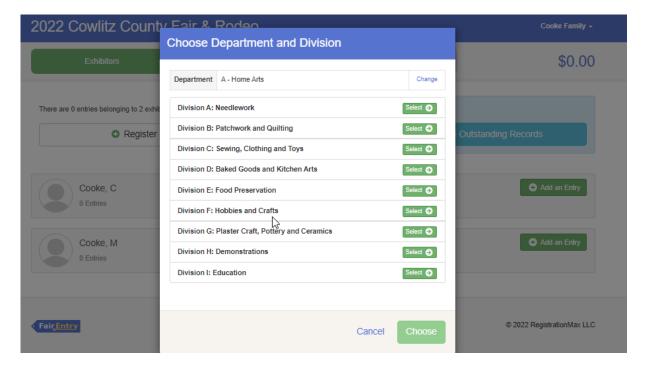
7. Here you will choose which Exhibitor you would like to work on first by clicking the button that says "Create Entry" next to exhibitors name. If you need to register another family member you can click "Register an Exhibitor"



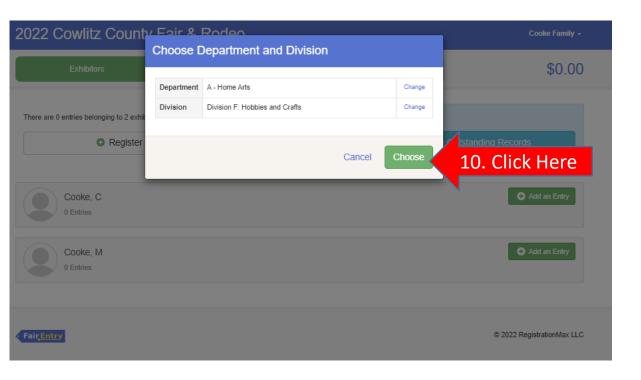
8. Once you have selected to "create an entry" for the Exhibitor you have chosen, the screen below will pop-up. Click "select" next to the department you want to enter into.



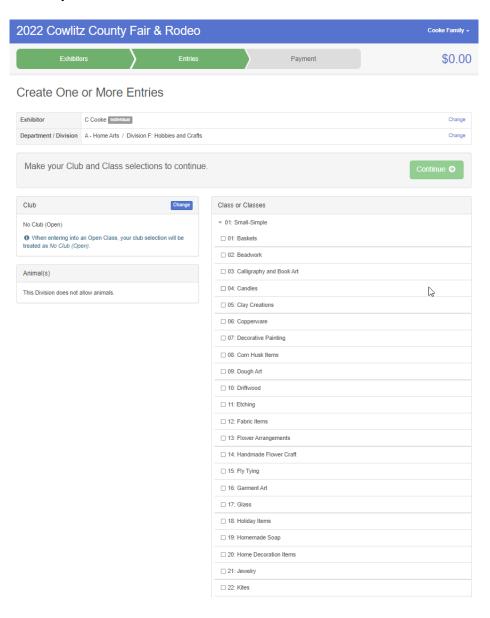
9. Now you will choose a division you would like to add an entry into. Click "Select" next to the division. **NOTE:**Anytime you select the wrong Division, Class or Sub-Class, click the "change" button next to the item to change.



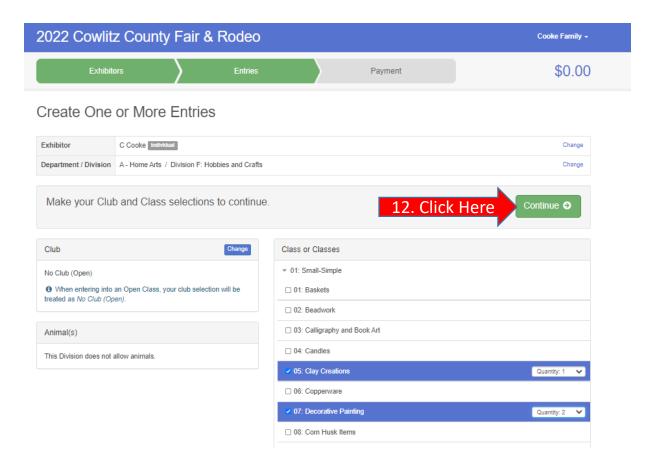
10. Now that you have selected the department and division you need to click "Choose".



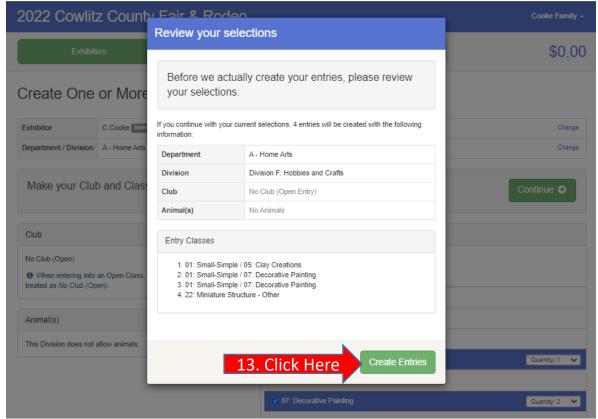
11. For Still Life departments you can enter into multiple classes at once. Click the box next to each class you want to enter exhibits into.



12. Click the box next to each class you want to enter. If you have more than one item to enter in that class, click the drop down box to update the quantity. Please check the Exhibitor Handbook for any quantity restrictions. Once you've entered everything for that department, click "Continue".

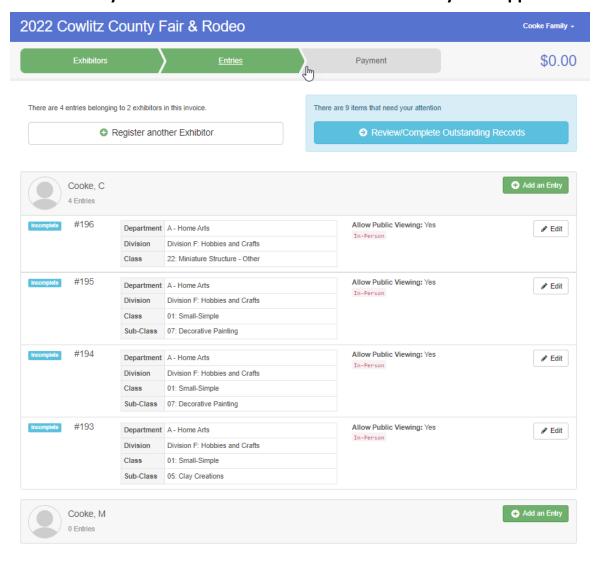


13. Review your selections in the department and click "Create Entries" to save. If you have any updates, click cancel to go back and make changes in the previous screen.

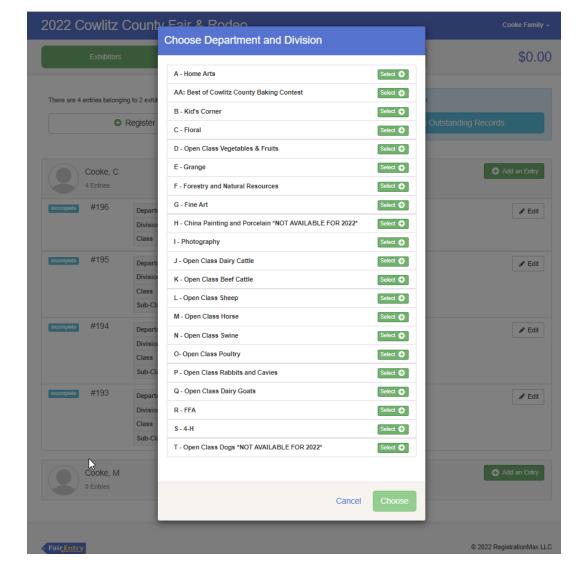


14. At this point you can add more entries for anyone in your family by selecting "Add an Entry" next to name of the exhibitor OR you can click Review/Complete Outstanding Records to complete your registration.

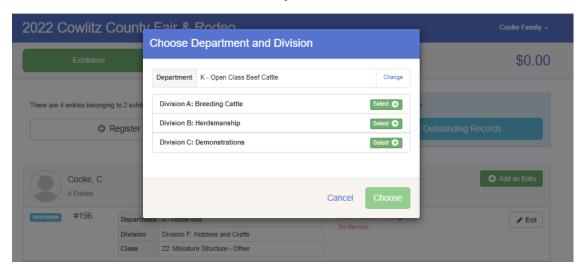
Note: Everything entered for an invoice will have to be approved by the Fair Office before you can start another invoice. Once you have submitted the invoice you will not be allowed to add another Entry until approved.



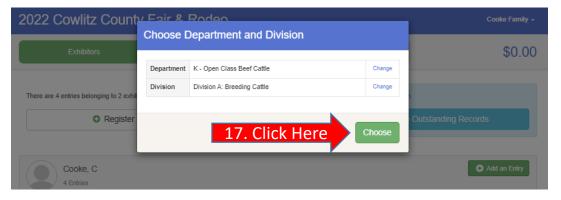
15. To input an animal entry, click "Select" next to the department you want to enter into.



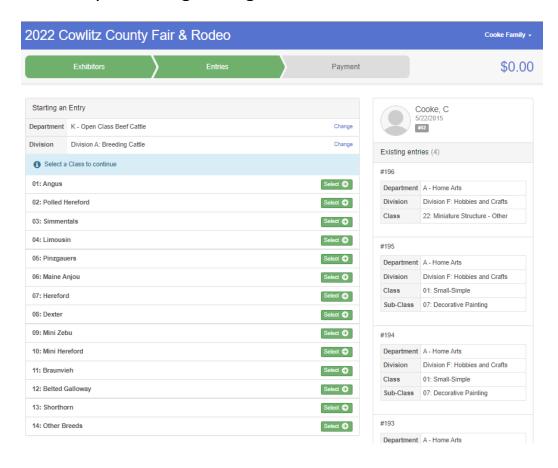
16. Click the division you wish to select for your animal entry. **Note: Animals entries can only be entered one at a time.**



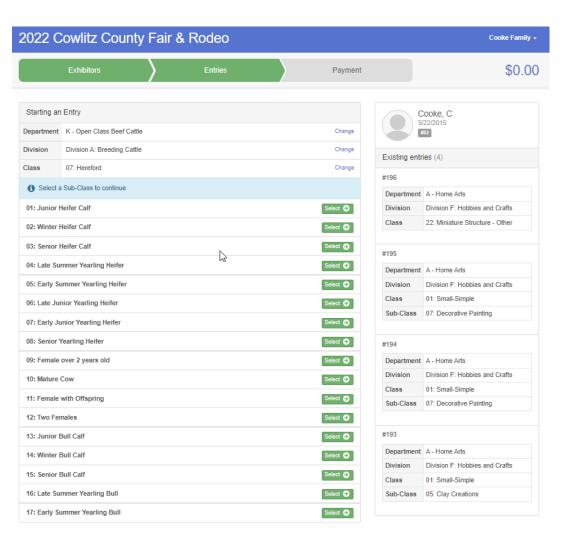
17. Click "Choose" to confirm the department and division you are entering into.



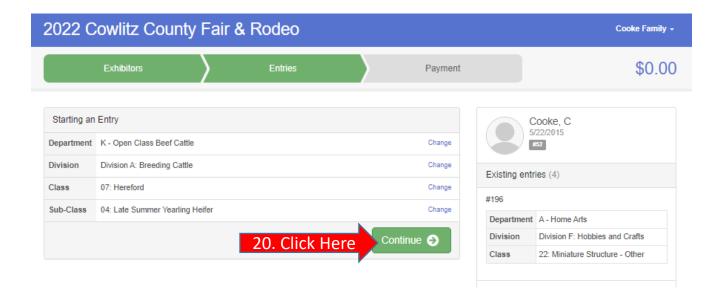
18. Click "Select" next to the class that applies to the animal you are registering.



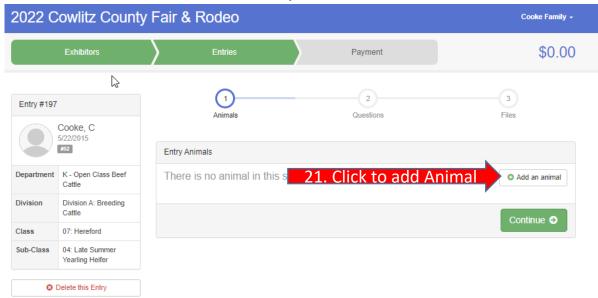
19. Click "Select" next to the Sub-Class that applies to your animal.



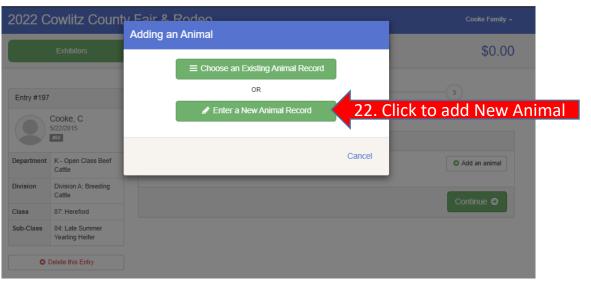
20. Click "Continue" to confirm your entry. If any updates need to be made, click "Change" next to the department, division, class or subclass that needs updated, then click continue.



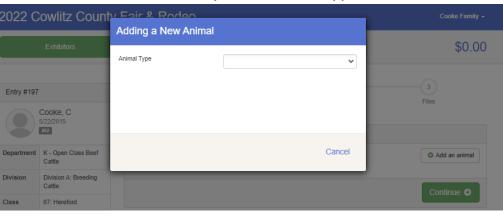
21. Click "Add an Animal" to add your animal's information.



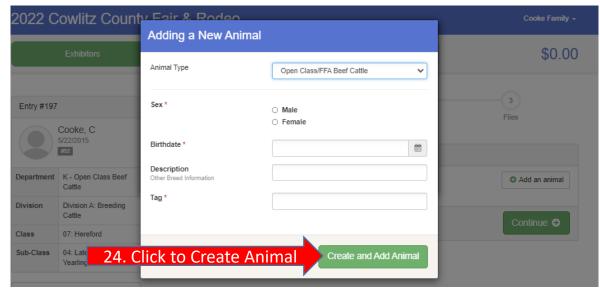
22. Click "Enter a New Animal Record" to add information for an animal that hasn't already been registered.



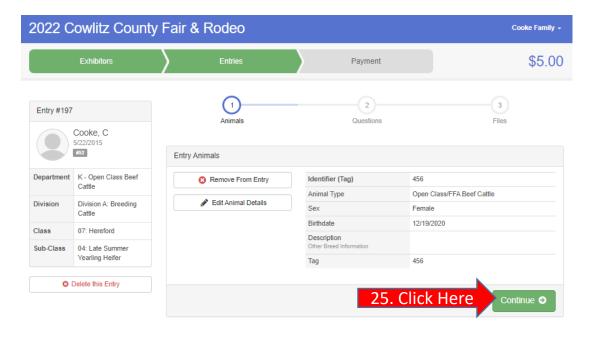
23. Scroll down to select your Animal Type



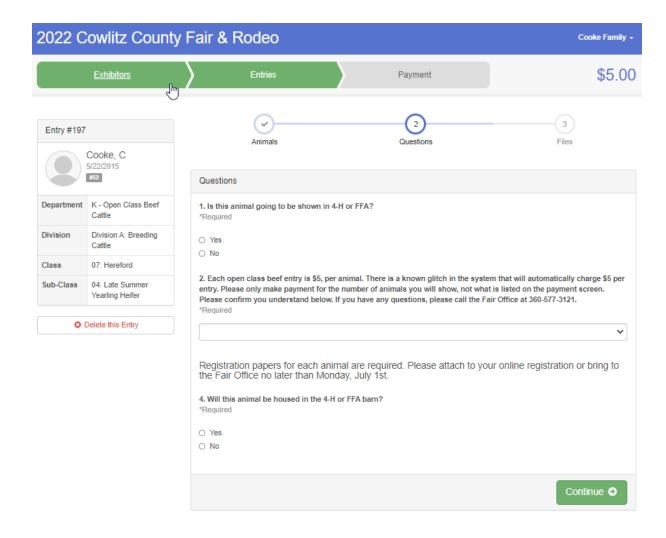
24. Complete the information below for your animal. Once complete click "Create and Add Animal"



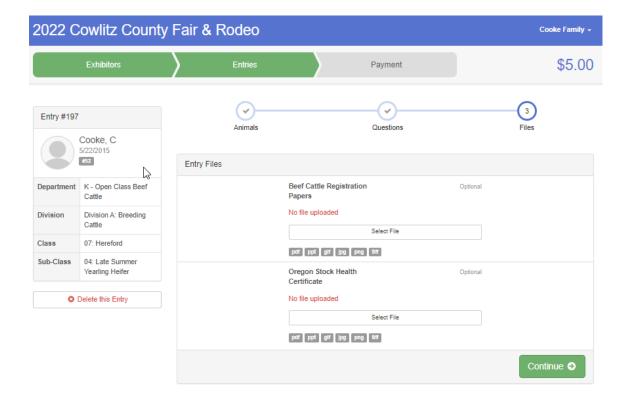
25. Confirm your animal's information and click "Continue". If anything is incorrect, click "Edit Animal Details" to update.



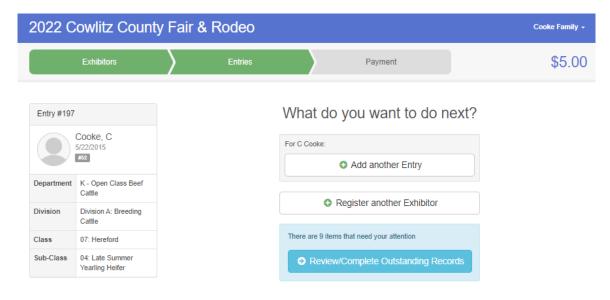
26. Answer the questions by clicking the radio button next to Yes or No, then click "Continue".



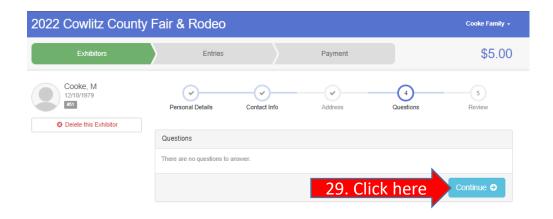
27. Animal registration papers are required and must be submitted with your Fair Entry registration or you can bypass online and provide paper copies to the Fair Office no later than July 1st. Click "Continue".



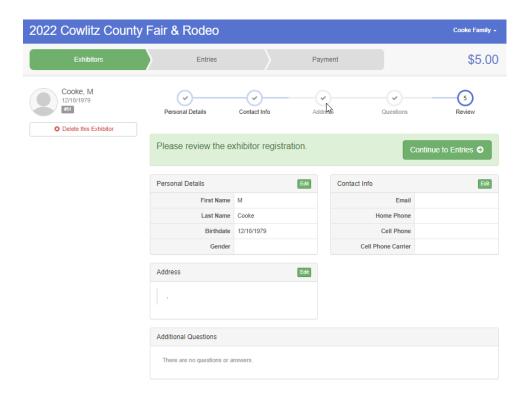
28. From this point you can: Add another entry for the person you are currently registering by clicking "Add another Entry" or you can click on "Exhibitors" to enter items for another member of your family. If you need to add another exhibitor to your family click "Register another Exhibitor". If you are completely done entering items for your entire family click the blue "Review/Complete Outstanding Records".



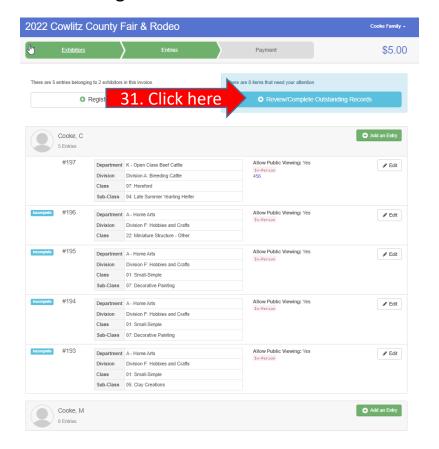
29. The system may have additional questions for you to answer. If there are no questions for you, click "Continue".



30. The system will ask you again if your registration details are correct. Press "Edit" if any changes are needed. If not, click "Continue to Entries".

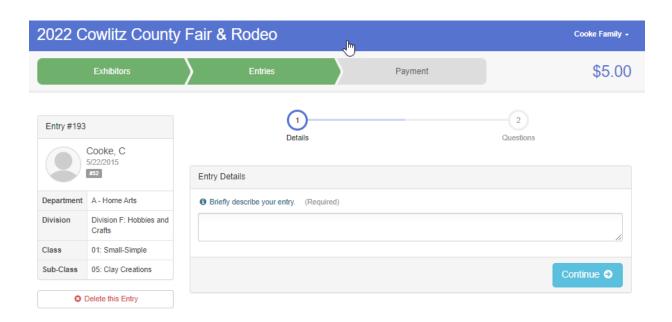


31. You will have one more opportunity to review all the entries for your family. If you need to make any changes or add any more entries you can do it from this screen. If you are ready to submit your entries, click "Review/Complete Outstanding Records".

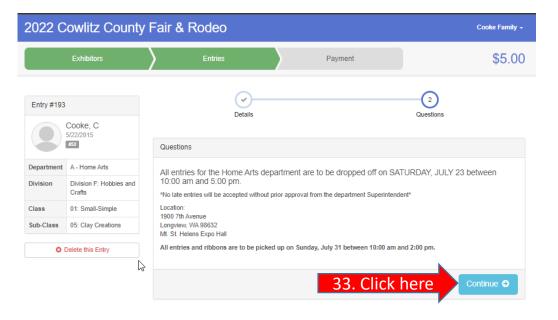


32. If you had any still life entries that need a description, the system will prompt you to add it before you can complete your registration. A short description to help identify your item is all you need.

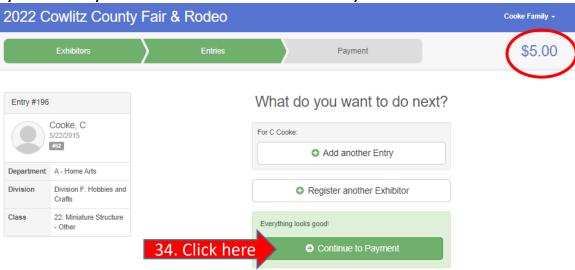
For example, small clay elephant sculpture Then click "Continue".



33. The department you register in may have a message for their exhibitors. Please read the message and then click "Continue".



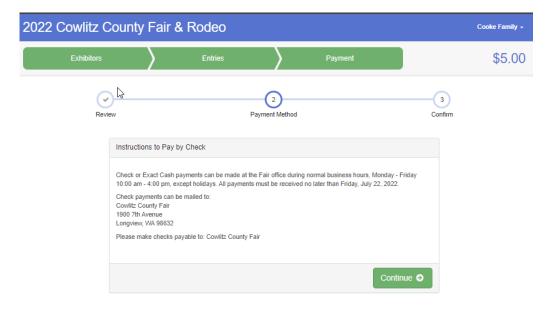
34. Some animal departments charge a stall fee. If a payment is required for your entries there will be a payment amount under your family name. Click "Continue to Payment".



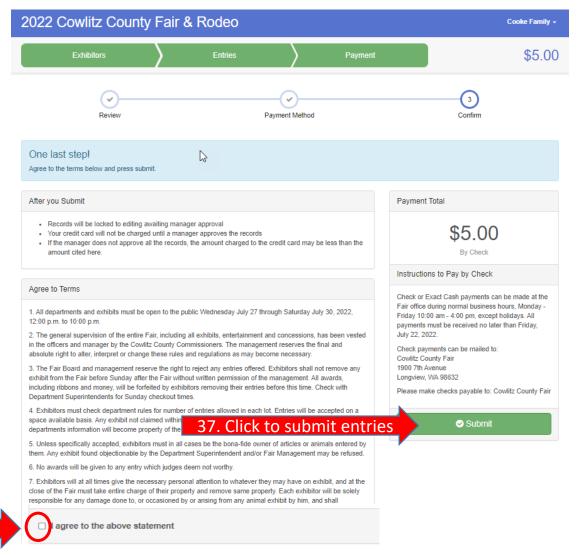
35. The next screen will confirm the payment amount by exhibitor. Click "Continue".



36. At this time the Fair is not taking credit card payments through Fair Entry. You will need to pay for any exhibitor fees in person at the Fair Office or by Mail. Click "Continue" move past this screen.

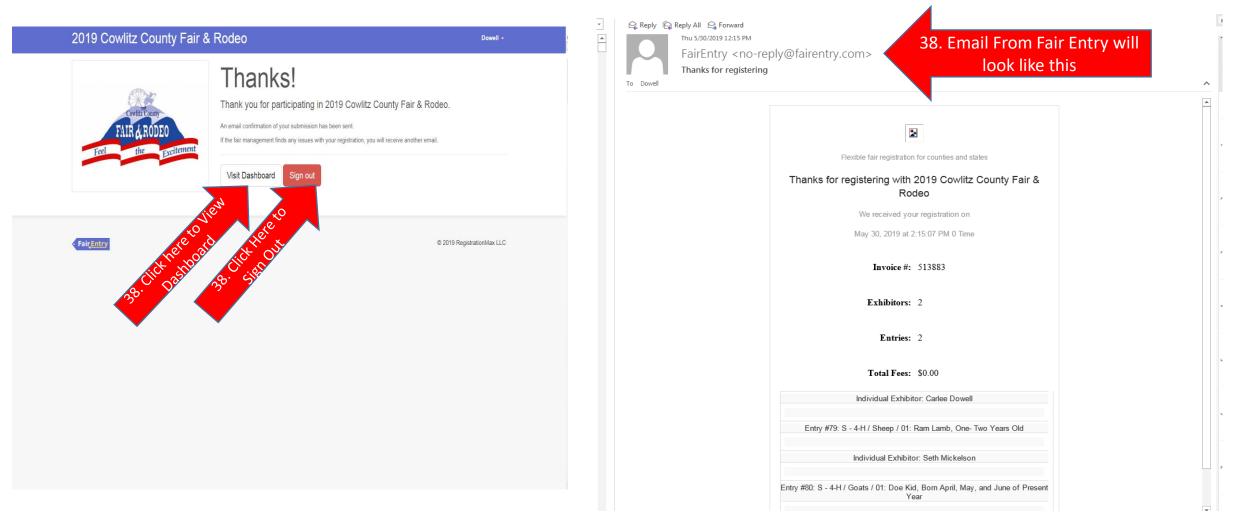


37. The last page reminds you that once you press submit you won't be able to add any more entries until the office has approved your entries. You also agree to the terms (Fair Rules) by clicking the box under the rules. There's also a reminder of your payment amount. If you agree to everything, click "Submit".

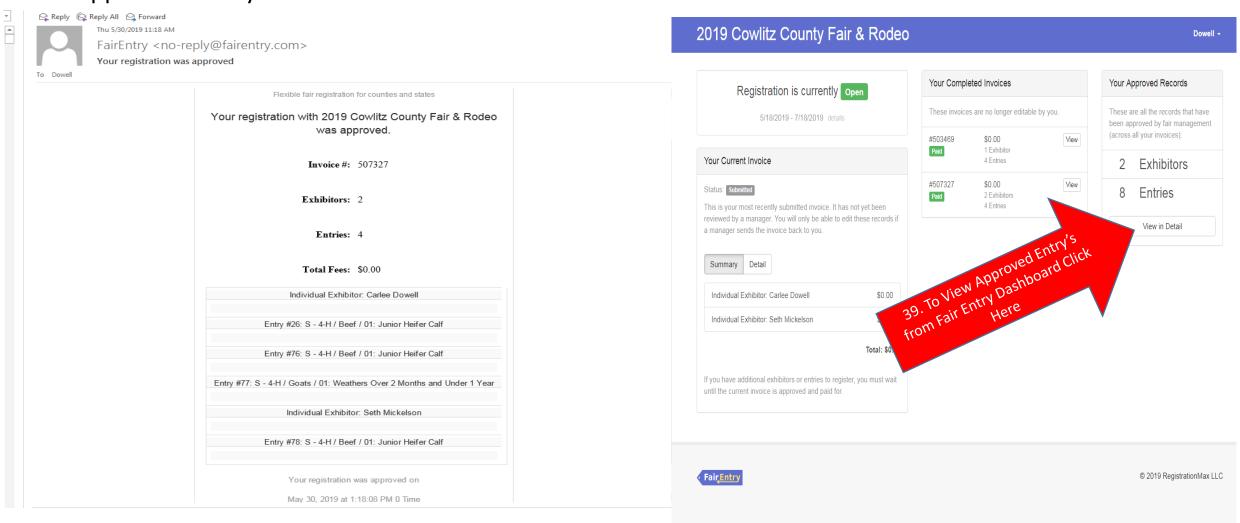


38. Once you have submitted your invoice you will see this screen on the left. You can choose to either go back to your dashboard or sign out. You will be receiving a confirmation email as stated on the screen. It will look like the email on the right.

Your Invoice will be reviewed and each entry will be looked at individually and either be approved or sent back as denied with an explanation of why to your email.



39. You will also receive an email once your invoice has been approved or denied. Once your invoice has been reviewed, you can log back in and fix an entry and/ or create a new invoice to add more entries if needed. You can also view entries in detail you have already submitted sand that are approved from your dashboard.



Technical Support

For technical support call The Fair Office

You can also come in to the Fair Office for help. iPads are available from 10am – 4pm for you to register your entries.

Fair Office:

1900 7th Avenue

Longview, WA 98632

Phone: 360-577-3121

Office Hours: 10:00 am – 4:00 pm, Monday – Friday

The Fair Office is closed June 20 & July 4, 2022