

WELCOME TO THE HUMBOLDT COUNTY FAIR ONLINE ENTRY PROCESS

Instructions:

1. First you will Log-in or Register if new exhibitor
 - a. Choose "Quick Group" ONLY if you will be submitting entries for multiple family members or multiple exhibitors, otherwise choose "Exhibitor" or "Club" from the Login menu
 - b. If you are a teacher/club leader/coordinator/advisor, you may want to enter your members or students with in the Quickgroups process. After completing entries for the first club member, but before "checking out", select "add entries for another exhibitor" for all club members to be entered.
 - c. Create a password using letters and/or numbers (max 11 characters). Letters are case sensitive. (Hint: Keep it short and simple)
 - d. Please call our office if you have any problems, 707-786-9511
2. **Sessions will expire after 20 minutes of inactivity** so you should "**save the cart**" if you plan on leaving the machine for more than 20 minutes.
3. After "**Login**" or register/log in as an exhibitor, you will **CREATE ENTRIES**, selecting the Department you want to enter and follow prompts.
 - a. Bold fields and required information fields
 - b. Enter **phone numbers** as 10 digit without parenthesis or dashes
 - c. Enter **dates** as mm/dd/yyyy
 - d. Use the "**Make Payments To**" field for designated premium check payee **only** if different from exhibitor. Any information in this field becomes the **default premium check recipient**.
 - e. Youth competitors **MUST** enter age (as of Jan 1), date of birth parental phone number, club (if applicable), club leader (if applicable)
4. When you are done adding entries, you will need to **CHECK OUT (bottom right button) in order to complete this process and submit entries to the fair.**
 - a. Payment by credit card **ONLY** (Mastercard, VISA, Discover, AM EX) **REQUIRED** at time of entry
 - b. After completing your entry online, you will receive an email confirmation. If you do **NOT** receive a conformation, your entry was **NOT** completed/received. (check junk/spam email)
 - c. Please contact **707-786-9511** with any questions or concerns
5. To download the rules for each department you want to enter go **www.humboldtcountyfair.org**