## **Online Entry Procedures**

## Online entries open March 1<sup>st</sup> and close March 31<sup>st</sup> at midnight.

## 1. Go to http://esdcjf.org

- 2. Click on the link to the Registration page (<u>https://secure-esdcjf.org/registration/index.php?signIn=1</u>)
- 3. Each exhibitor will need to create their own account with username and password. (If an exhibitor is showing in both 4-H and FFA they must have two separate accounts)
- 4. Each club/chapter needs to create **ONE** community leader/FFA advisor account with a valid email address for a leader or advisor so exhibitor reports can be sent to you.
- 5. After creating an account you must log in using the username and password you just created.
- 6. Fill out the exhibitor information screen first. Print the entry using the print button.
- 7. Before leaving the Exhibitor page, print the code of ethics signature page. This is the page that parents and leaders must sign and turn into the fair with your entries.
- 8. Using the Menu pulldown, select (and enter) your market, breeding, showmanship and home arts exhibit entries.
- 9. Print the entries for each market, breeding, showmanship and home arts entries using the print button.
- 10. Turn your printed and stapled entry packet which includes your signature page, exhibitor, market, breeding, showmanship and home arts entries to your community leader or advisor.
- 11. An inventory sheet will be emailed to each club/chapter community leader/FFA advisor for verification and will be used as the invoice for the total amount due for your club or chapter.
- 12. Inventory sheet, payment and entry packets will be collected at the Ag Department at El Capitan High School, Rm 1901 on Thursday, April 7, 2016 from 6-7 PM.