






# Tulsa State Fair

## Online Nomination Instructions

 Exhibitor and animal nomination information must be submitted online by 5 p.m. and DNA samples to the Tulsa State Fair postmarked/mailed by July 1. *\*Commercial Heifer nomination extended to August 1.*

 **Market Steers, Commercial Heifers, Market Barrows, Breeding Gilts, Market Wether Lambs, Commercial Ewes, Wether Meat Goats, and Breeding Doe Goats** must nominate to be eligible to show at the 2017 Tulsa State Fair. Each animal must also enter the Tulsa State Fair by the **Entry Deadline, September 1.**

 **Family Nominations:** Enter each exhibitor online and list every animal in each exhibitor's name. At the end you should have a receipt for each sibling with all animals listed.

**Step 1:** At the online entries webpage, <https://tulsa.fairmanager.com/>, click "**1-Register**" located at the top of the screen.

*\*Extension Agents and Ag Teachers can choose "**Sign In**" at the top right to login as your club.*

**Step 2:** Type the exhibitor's first and last name.  
Choice 1: "**I am a new exhibitor**"

**Step 3:** Enter exhibitor information.  
We assign stalls by towns within each county. In the "**school**" field please select the 4-H or FFA town you want to stall with. All information fields must be complete in order to "**Continue**."

**Step 4:** Create Entries: Choose the department and division, in the drop down window. Enter the validation number (Tulsa tag number) for the animal and the club the exhibitor shows with. **You must have a 2017 Tulsa tag to nominate.**

*\***Market Broiler Entries:** Choose one group to order 25 chicks or two groups to order 50 chicks. You may not purchase more than 50 chicks per each exhibitor. You will be required to pay online with a credit card.*

**Step 5:** After all information is entered correctly, click "**Add Entry to Cart**" to continue. At this point choose from three different options:

Choice 1: "Add a Different Entry" if you have a change in specie or sex you are entering for the same exhibitor.

Choice 2: "Add a Similar Entry" if you want to add entries of the same species and sex for the same exhibitor.

Choice 3: "Continue" if you have completed all entries for that particular exhibitor.

**Step 6:** Review the entries that you have entered. You may continue to "**Add More Entries**" for the current exhibitor, "**Save this Cart for Later**" and return at a different time to complete the entry process or "**Check out**."

**Step 7:** **Market Broiler exhibitors: (skip to step 8 if you did not enter broilers)**

Click "**Check Out**" and enter your credit card information to pay for the entry fees.

*\*After you confirm your entries you will be asked to upload the signed Legal Release. You can upload the release online or mail with a copy of your online receipt.*

**Step 8:** Click "**Check Out**" and "**Confirm Entries**": Review your entries then type the word "**YES**" in the agreement box if correct. Then click "**Submit**."

**Step 9:** **Summary:** Print a receipt by clicking on "**Print a Detailed Receipt**."

***\*IMPORTANT\**** you must send a copy to TSF with the DNA Samples. This receipt is the **ONLY** invoice given, and contains your conformation number. **(We recommend you keep a copy of the detailed receipt.)**

**Step 10: Steer Exhibitors only (skip to step 11 if you did not nominate a steer)**

Click **“Upload Files”** to upload the breeder’s certificate and the three required photos.

- You will be directed to upload files for each steer you entered. To make sure you are entering the correct files for each steer, compare the WEN# on the online receipt to the WEN# on the upload website.
- In the Entry Description box type in the steer’s Tulsa Tag #.
- In the first box click “choose file” then click on your saved breeders certificate then click “open” and “upload” to upload the breeder’s certificate.
- The next box, upload a picture, “choose file” select the picture and then click open and upload.
- Repeat the step above in the following two boxes to upload all three required steer photos.
  - In the box on the right you should see images of the three photos. If you do not see those click the upload button in each green box.
- Click “Done” and then “Done” to confirm.
- If family nominating a steer, you only need to upload certificate and pictures to one exhibitor name. You will be prompted to upload for each sibling. **Once you have uploaded the steer certificate and photos to one sibling, skip the upload step for the other siblings.**

**Step 11:** After all receipts have been printed, click **“Finished.”** Your nomination information has been submitted once you hit finish.

Nominations will not be accepted unless DNA samples and online receipt are postmarked & mailed by July 1.  
(Commercial Heifer DNA must be submitted by August 1)

**Mail a copy of the receipt and the DNA Sample to:**

TSF Livestock Office, 4145 E. 21<sup>st</sup> Street, Tulsa, OK 74114

If you have any questions, please contact:

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 For a complete list of rules visit, [www.tulsastatefair.com](http://www.tulsastatefair.com)

 Livestock Exhibitor Facebook Page, [www.facebook.com/tulsastatefair.livestockexhibitors](http://www.facebook.com/tulsastatefair.livestockexhibitors)