



Tulsa State Fair

Online Entry Instructions

All entries must be entered online by **September 1**.

- Step 1:** On the online entries webpage, <https://tulsa.fairmanager.com/>, click “**1-Register**” located at the top of the screen.
- Step 2:** Type the exhibitor’s first and last name.
Choice 1: “**I am a new exhibitor**” if you did not enter online last year.
- Step 3:** Enter exhibitor information.
- Step 4:** Create Entries:
Choose your department and division, in the drop down window.
**Open Cattle Exhibitors: Fill in “stalling request” if you are bringing more than one breed of cattle. Choose the breed you prefer to be stalled with. If you need to be stalled with another exhibitor, list the exhibitor’s name and breed you wish to be stalled with.*
** Horse Exhibitors: Fill in “stalling request” if you have a preference on who you want to be stalled near.*
- Step 5:** After the information is entered, click “**Add Entry to Cart**” to continue. Enter information for all animals you are entering. Click “**Continue**” if you have completed all entries for the exhibitor.
- Step 6:** Additional Items:
Choose any fee or pass that applies to the exhibitor. ***Horse Show exhibitors must choose the horse stall fee per horse entered.** All passes are optional. Then, click “**Continue.**”
- Step 7:** Review the entries created. You may continue to “**Add More Entries**” for the current exhibitor or choose “**Save this cart for later**” and return at a different time to complete the entry process or proceed to check out.
- Step 8:** Click “**Check Out**” and enter card information. All entries must be paid for online.
- Step 9:** Confirm Entries:
Review your entries then type the word **YES** in the agreement box. Then click “**Submit**”
- Step 10:** Print a receipt by clicking on “**Print a Detailed Receipt.**”
IMPORTANT This receipt is the **ONLY** invoice given, and contains your conformation number. *(We recommend you keep a copy of the detailed receipt and bring your receipt with you to the Fair.)*
- Step 11:** After all receipts have been printed, click “**Finish.**” Your entries have been submitted once you hit finish.

If you have any questions, please contact:

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