

# Let's Enter Online!

## Here's How--One Step At A Time

**STEP 1 - Click "Create Exhibitor".** Create your User Name and Password if this is your first entry in 2009. Make sure all information is complete and correct should we need to contact you. You only need to create your identity the first time you use the system in 2009. Returning 2009 exhibitors--just enter your user name and password.

Missoula County Fairgrounds  
Western Montana Fair

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**Exhibitor Registration**

Please log in as an Exhibitor or you may choose to create a new account.

I am a Team or Company

First Name:

Last Name:

I am a new exhibitor

I have previously registered

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**New Exhibitor**

bold denotes required fields

First Name:

Last Name:

Password:

Re-type Password:

Make payments to:

Address:

City:

State/Prov:

Zip Code:

County:

Phone Number:

e-mail:

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**STEP 2 - Proceed to the "Enter Exhibits" section.** Use the drop down arrows and select the department, division, and class number for each exhibit. Fill in any other information requested. For livestock entries, make sure to fill in all of the information about your animal that is requested. including name, species, birthdate, breed, and any other information required by your department. After each entry is complete you will be given the choice of "Enter a similar class" or Enter a different class" You may enter an unlimited number of classes in each session. Make sure to select any sub-class information such as your age group, expertise level, or other specific information required in the department. Please refer to the Premium Book When you have entered all of the classes in all departments, proceed to next step.

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**Entries**

bold denotes required fields

Department:

Division:

Class:

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**Entries**

bold denotes required fields

Department:

Division:

Class:

Breed:

Gender:  Male  Female  Castrated

Animal Birth Date:

Description:

**Special Instructions**

YOU MUST PAY A \$30 ENTRY FEE PER ANIMAL YOU EXHIBIT. FAILURE TO PAY THIS FEE FOR EACH ANIMAL WILL VOID YOUR ENTRY. PLEASE STATE IN DESCRIPTION HOW IF CATTLE HAS HAD LARGE TEXT. YOU MUST

**Your Entry Cart**

Item:

CURRENT ENTRY: \$30.00

TOTAL: \$30.00

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**STEP 3** - When you get to the "Other Items" section, enter the quantity of animals for each species that you plan to exhibit. You must pay one registration fee for EACH animal. 4-H members exhibiting in Open Class must pay Open Class animal registration fees.

If you are entering still exhibits, you will not have any "Other Fees" so you may skip Other Fees and proceed to checkout. There is no charge for still (non-livestock) exhibits, but you must go through the checkout process in order to get your proof of registration report.



If you have entered classes for livestock, enter the number of animals in each species that you will be bringing to the Fair.

**STEP 4** - If you have entered livestock, complete your payment, make sure your transaction is confirmed, and print your receipt. This is your proof of registration by the deadline.

If you have entered still exhibits, you will not have a payment to make, but make sure to proceed through all the steps to the confirmation and then print your receipt. The receipt is your proof of registration by the deadline. If you have entered many items during your session, they will all be included on the same receipt for the current session.



You may add additional classes for pre-registered animals until the general deadline, July 27, 2009, as long as your animal has been pre-registered by July 2, 2009.

All Still Exhibits (non livestock) must be pre-registered by July 27, 2009. Exhibits may not be delivered and shown if they are not pre-registered by the deadline. To register your still exhibit, go to [www.westernmontanafair.com](http://www.westernmontanafair.com) and click on the "Enter Exhibits" link.

If you do not have internet, the Fair Office will assist you. If you have ANY questions, or need ANY assistance, please call the Fair Office at 406.721.FAIR (3247) **MISSOULA PUBLIC LIBRARY HAS TERMINALS AVAILABLE IF YOU DO NOT HAVE ACCESS TO INTERNET.**

**NEED MORE HELP? EXHIBIT ENTRY CLASSES WILL BE OFFERED AT MISSOULA PUBLIC LIBRARY JUNE 10, 24 AND JULY 8, 22. CALL 406.721.2665. SPACE IS LIMITED, REGISTER EARLY! TERMINALS ALSO AVAILABLE AT NON-CLASS TIMES.**