

“HOW TO” Guide for Online Entries

Market Animal Photo Requirements & Upload Instructions

1. Required Photos: Each Market Animal entry will be required to upload **TWO** photos in order to complete the online entry process.
 - One photo must include a head image displaying the animals head and the fair ear tag securely attached to the ear. For swine, the ear notch must also be visible in the picture.
 - One photo must include a side view image of the animal that displays the animal's body from head to tail and all four legs.
 - File name of the digital images should contain the exhibitors name and market animal's fair ear tag number.
2. Place your images in a folder on your computer so you can easily browse for your upload. For example, create a folder called “Fair Entries”.
3. When you are ready to upload, the entry form will ask you to go to the folder on your computer where you prepared the images for submission. Click the file name and then click the “Upload” button on the entry form.
4. After successfully uploading image, a photo thumbnail will appear on the right side of the screen.
5. If you make a mistake, you can log back into “My Account” and select “View/Print transactions made by this Exhibitor” and then select the “Upload Media” button.

Exhibitor Responsibility Form Completion & Submission Requirement

1. The Exhibitor's Responsibility Form must be signed and dated by all required parties. This form is due by the entry deadline of the species being exhibited. It may be scanned and uploaded at the time of the online entry or delivered to the fair office by the entry deadline of the animal being exhibited.
2. If you choose to upload it at the time of entry the file name should be title as “Exhibitor Responsibility Form” followed by the exhibitor's last name.