

# ***Directions on HOW TO ENTER THE FAIR using FairEntry***

FairEntry is the online registration for Open Class Exhibits at the Fair. **NO LATE ENTRIES WILL BE ACCEPTED.**

## **STEP 1:**

1. Go to the Broadwater County Fair & Rodeo website <http://www.townsendfairgrounds.com>
2. On the top banner, click on **Fair Information**
3. In the black box click on **FairEntry**

## **STEP 2: CREATE AN ACCOUNT**

1. FIRST TIME – Click on the link to **create a FairEntry Account** (After that, if you are logging back in, enter the email & password that you created and click “Sign in.”)
2. Enter your email address twice and click **Create Account**. **IMPORTANT:** This must be a valid email address, so that you can receive the necessary confirmation messages.
3. On the Account Creation page, enter the information requested (all fields are required): Account Name, Phone, Password (enter twice to confirm). Click **Create Account**.

## **STEP 3: BEGIN REGISTRATION** – Click **Begin Registration**

## **STEP 4: SELECT INDIVIDUAL**

## **STEP 5: CREATING ENTRIES**

- Each exhibitor can have multiple entries. ONE ENTRY MUST BE MADE FOR EACH ANIMAL AND/OR CLASS, ETC.
  - DO NOT SUBMIT ANY ENTRIES UNTIL YOU HAVE ENTERED ALL EXHIBITS FOR ALL FAMILY MEMBERS.
1. Click **ADD AN ENTRY** beside the correct exhibitor (if more than one has been created)
  2. Click **SELECT** beside the first department you wish to enter.
  3. After you select a department, you will see a list of divisions to select from, and then a list of available classes.  
*\* Also notice that there are blue **Change** links in case you mistakenly select the incorrect department, division, or class.*
  4. After you have selected the class, click the green **CONTINUE** button.
  5. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class.
  6. Fill in all the fields with information about the animal you intend to exhibit. Click **CREATE** and **ADD ANIMAL** when finished.
  7. When each class entry is complete, you have 3 choices of what to do next:
    - a. **REGISTER ANOTHER EXHIBITOR**- If all class entries have been completed for one exhibitor, you can register the next person in your family.
    - b. **ADD ANOTHER ENTRY FOR THIS EXHIBITOR** -If this exhibitor has more class entries to make, you can add more.
    - c. **CONTINUE TO PAYMENT**- If **all entries** for **all exhibitors** in the family have been completed, it is time to finalize and submit your entries. This step **MUST** be completed to proceed, even though there are no fees.
  8. Review your entries for completeness and accuracy. Notice the **SUMMARY** and **DETAIL** buttons at the top of the list on the right. If there are errors, click on the green **ENTRIES** section at the top of the page. Click **CONTINUE** when all information is correct.
  9. Even though we do not have an entry fee, you **must** click **CONTINUE** to the last **CONFIRM** step to submit.
  10. Click **SUBMIT** to **finalize** the entries for **all the exhibitors in this family**. *\*After you click SUBMIT, no changes are possible to these entries.*
  11. If you realize you have changes after you hit **SUBMIT**, contact the Fair Office.

***If you have any other questions, please feel free to contact the Fair Office at 406.266.9242 or fair@co.broadwater.mt.us. We are happy to help!***