

## HOW TO ENTER ONLINE

1. Go to the Colusa County Fairgrounds website [www.colusafairgrounds.com](http://www.colusafairgrounds.com)
2. Click on "County Fair"
3. Click on "Entry Forms".
4. Click on the blue button "Enter Online"
5. Click on "Create an Account". Fill in the appropriate information. Make sure the birthdate entered is for the exhibitor.
6. Click on "Entries" button that is listed along the top of the screen.
7. Use the Department drop down menu to select desired category.
8. Click on the plus sign (+) next to the appropriate class.
9. Add Class
10. Change the Department for additional entries if needed.
11. Click "Items/Checkout" button that is listed along the top of the screen.
12. Click the check box in the yellow rules and regulations area.
13. Print a copy of the receipt for your records.
14. Click blue "Checkout" button.
15. Complete payment information.
16. Livestock exhibitors must submit YQCA certificates and ownership pictures through the google form links listed on the fair website by their respective entry deadline.

Entry fees can be paid by credit card online or a check/cash can be submitted with a copy of the entries to the Fair Office before the close of entry date.

If you are exhibiting in both 4-H and FFA, please make 2 separate accounts.

Be sure to include your leader's or advisor's email address in the 2nd address optional line.

Be sure to save your original registration receipt with your username and password.

Be sure to save or print and save a receipt of your entry submission to remember what you entered.

### **\*\*\*Attention Teachers: Enter Division 155-159 for your classroom art**

When submitting class projects online, please use the:

School Name as the Exhibitor Name:            i.e. First: Vineland    Last: Elementary  
(Only one or two accounts can be made with the same school name, if more, change just a little.)

Your name for City:                                i.e. Mrs. Smith's 2nd

Student's name & project in Entry Exhibit:    i.e. Johnny Jones— Horse  
(keep description brief, not a long description)

Include all the entries under that name; you may return to add by logging in under the same name and password.

Please call if you have questions.