



## ONLINE ENTRY INSTRUCTIONS

### STEP 1:

**A:** Click “*login/logoff.*” On the left hand side of your screen

**B:** “*Choose a Type.*” Choose “**Club**”

**C: Club Login:** Choose your FFA Chapter or County 4-H Club

**D: Password:** The passwords are preset by the Youth Expo.

**FFA Chapters:** the password will be OKAE followed by a zero and your chapter number. **Example** (OKAE0###).

**County 4-H Clubs:** the password will be OKCE followed by the county code. **Example** (OKCE###).

### STEP 2:

#### “Account Information”

**A:** Choose “Begin Adding Exhibitors and Their Entries”

**B:** Type the exhibitors first and last name.

**\*IMPORTANT\*** the student’s name must be typed exactly the way it is listed on the OYE web site, under the nomination page.

ALL EXHIBITORS THAT **NOMINATED** A STEER, BARROW, GILT, MARKET LAMB, WETHER GOAT, OR DOE.  
**MUST CHOOSE “This Exhibitor has already been registered”**

ALL EXHIBITORS **ONLY** SHOWING BREEDING HEIFERS OR PUREBRED BREEDING EWES (not commercial ewes).  
**MUST CHOOSE “This is a new exhibitor”**

**C:** Type the exhibitor’s password.

**ALREADY REGISTERED EXHIBITORS:** The password will be the same as the club/chapter password. (Example: OKAE0###)

**NEW EXHIBITORS:** You must create the password for these exhibitors. We suggest using the same password as the nominated exhibitors.

**REMINDER** the exhibitors showing **ONLY** breeding heifers or purebred breeding ewes will be considered a “new exhibitor.”

**D:** The Exhibitor's Information Page will appear.

ALL EXHIBITOR'S WILL BE REQUIRED TO GIVE THEIR HOME ADDRESS, AGE, DATE OF BIRTH AND GRADUATION YEAR. Click the "edit" tab to enter all this information.

## **STEP 3:**

### **"Entries"**

**A: Choose a Department.**

**B: Choose a Division**

(Please check our website [www.okyouthexpo.com](http://www.okyouthexpo.com) for a list of nominated animals. You may only enter that animal exactly the way we have it listed on our nominations page.)

If you receive an error message it is more than likely you are trying to enter in a different breed than is posted on our website.

**C: Choose a Validation Number.** This is the OYE tag number.

**D: Click Continue.**

Exhibitors showing more than one animal continue by choosing a department and repeating the process.

Exhibitors with only one entry click continue.

Once you have entered all animals for that exhibitor click continue until you reach the check out process.

## **STEP 4:**

### **"Check Out"**

**At this point you have several options.**

**A:** If you are done with all exhibitors click check out and proceed with the on screen instructions.

**B:** If you need to add more entries click the appropriate tab. Either add entries for a different exhibitor or add more entries for the previous exhibitor.

**C:** You may also save this cart for later. We recommend that you use this feature as often as possible. This allows you to leave the entry process and return at your own pace without losing any of your data.



## **EXHIBITOR'S PASSWORD:**

The exhibitor's password is the same as the club or chapter password.

~

## **SAVE YOUR INFORMATION OFTEN!!!**

Many times, during a maintenance upload or if problems occur, the system will actually log you off the online entry process. To avoid the risk of losing your information, we suggest you click the save button on the left hand side (picture of a disk) of the screen after every completed entry.

~

***IT IS HIGHLY RECOMMENDED THAT YOU MAKE A COPY OF YOUR RECEIPT. DETAILED RECEIPTS NOT JUST THE ONE SHOWING HOW MUCH YOU OWE IN ENTRY FEES.***

~

**MAIL A COPY OF THE RECEIPT, LEGAL RELEASE FORMS, AND PAYMENT TO OUR OFFICE POST MARKED BY FEBRUARY 20, 2012  
MAKE ALL CHECKS PAYABLE TO THE OKLAHOMA YOUTH EXPO.**

**431 N.E. 14<sup>TH</sup> STREET  
OKLAHOMA CITY, OK 73104**