# How to Enter Online with FAIR ENTRY

Go to www.Topsfieldfair.org from your internet browser.

On this screen move the pointing finger over to, **? About** and then down to **Exhibitor's Handbook** and click.

This will take you to the Topsfield Fair Exhibitor's Handbook page where you can now click on "How to Enter Online". This will bring you to the Fair Entry homepage where you need to **CREATE an account** to enable you to enter all your information and begin entering your entries.

You will see this screen
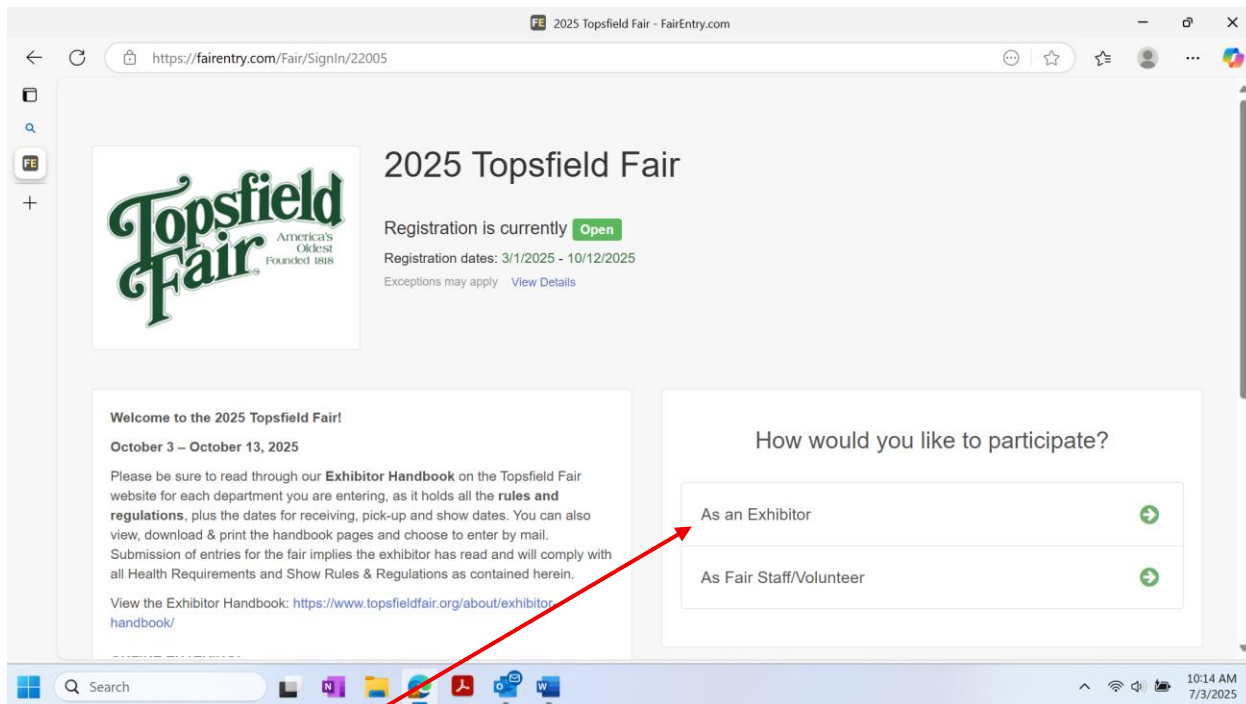
Click on as an Exhibitor. On the next screen **Click here to create an account**
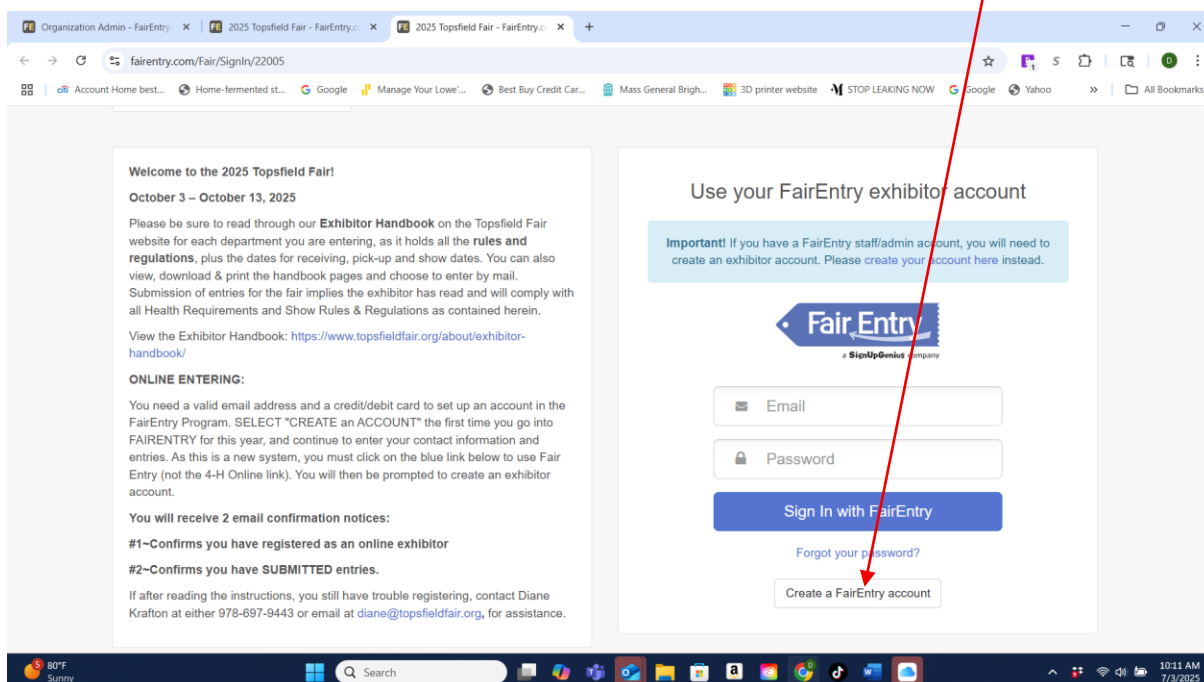
This is your next screen

Fill in your email address and confirm it, then click CREATE ACCOUNT

Continue filling in all your information then click CREATE ACCOUNT. The next screen you see will look like this - Click on Green Begin Registration Bar

Click on Green Individual Bar, Fill in your name and **click CONTINUE**

Continue filling in your information including Date of Birth which is required. Then click continue

Continue filling in more information on screen #2

And keep clicking on CONTINUE to go on to screen #3 this has your address information

Click continue to go to Screen #4   This has your encrypted Social Security number. NOTE* If you think you will make $600 or more, Please fill this field is as it is needed for a 1099 MISC Income form for the IRS.**

Then click continue to Screen #5 This screen can be skipped . Click CONTINUE to go to Screen #6 which is a review.

Click Continue to go to Screen #6 for information REVIEW

If all your information is correct, click the Green CONTINUE TO ENTRIES bar

If you need to make corrections, do it on this screen by clicking on the Green EDIT Button for each section.

REVIEW your information. Notice there is a $3.00 one-time online entry fee charge. If everything else is OK click the GREEN CONTINUE TO ENTRIES button. You will see the screen below Click Green ADD an ENTRY

When you get to the add an entry screen, there will be a list of all departments. You will need to Select the Department you want to enter, then the next screen will show a list of the Classes in that department. Click Select on the CLASS you want to enter. This will be your next screen
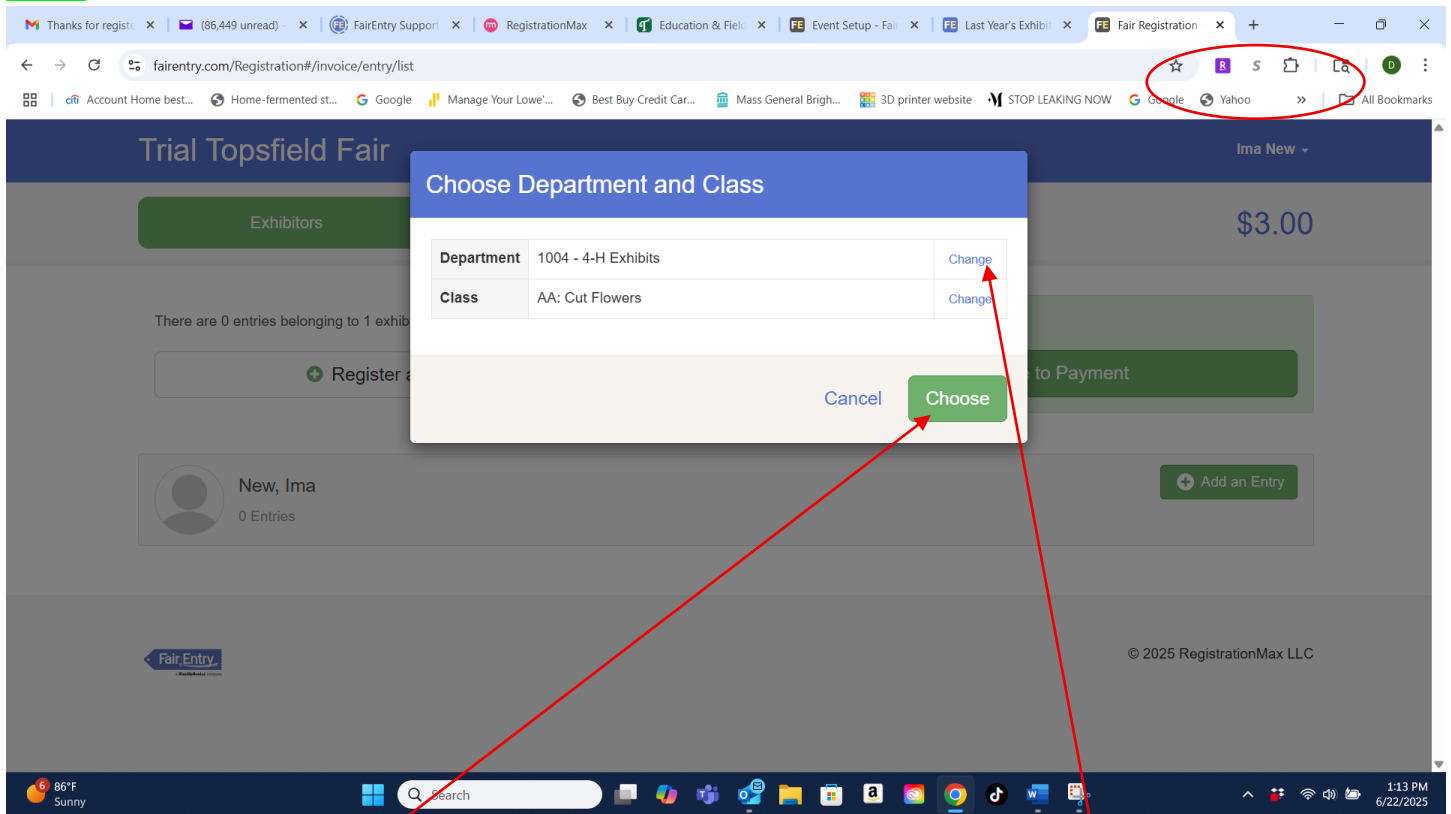
On this screen, If you need to change the Department or Class, there is a BLUE CHANGE button you can click on to make a change to either/or the department or class. If there are no changes you then click on the GREEN CHOOSE button.

The next screen shows a list of all lots in this class.

Click on the <u>LOT</u> you want and then click the <mark>green Select button</mark>. On the next screen you will now see the dept Class Lot that you chose.

If everything is correct click on the <mark>green CONTINUE</mark> button

The next screen will ask for a description, so type in a brief description of your item/animal. Then click on green CONTINUE button.

On the screen below, if you want to add another entry repeat the previous instructions until you have entered all the items or animals you want to enter.

If done, click on the green CONTINUE TO PAYMENT button.

The screen below shows you your Invoice and how much money you owe. Click CONTINUE to go on.

Below you will enter your payment method . Click Add a Credit Card . Fill in payment information, and CONTINUE

Agree to the terms below in the After You Submit Box and click <mark>SUBMIT</mark> to finish.