

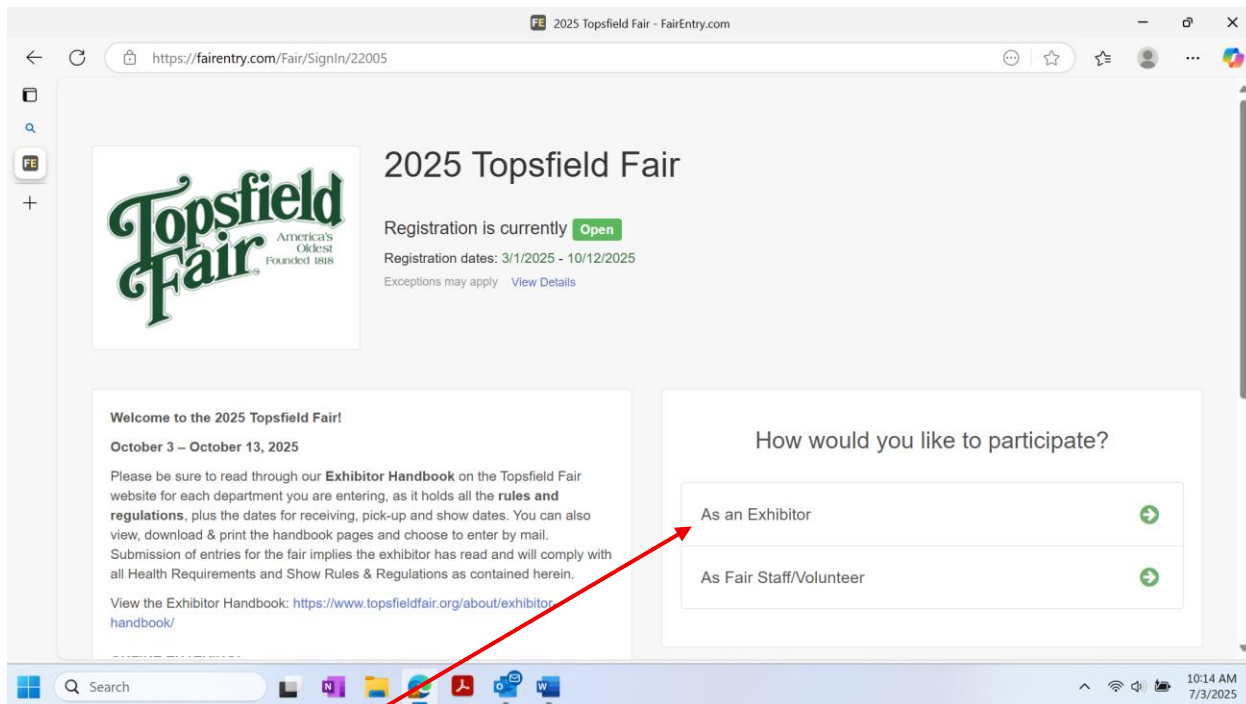
How to Enter Online with FAIR ENTRY

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

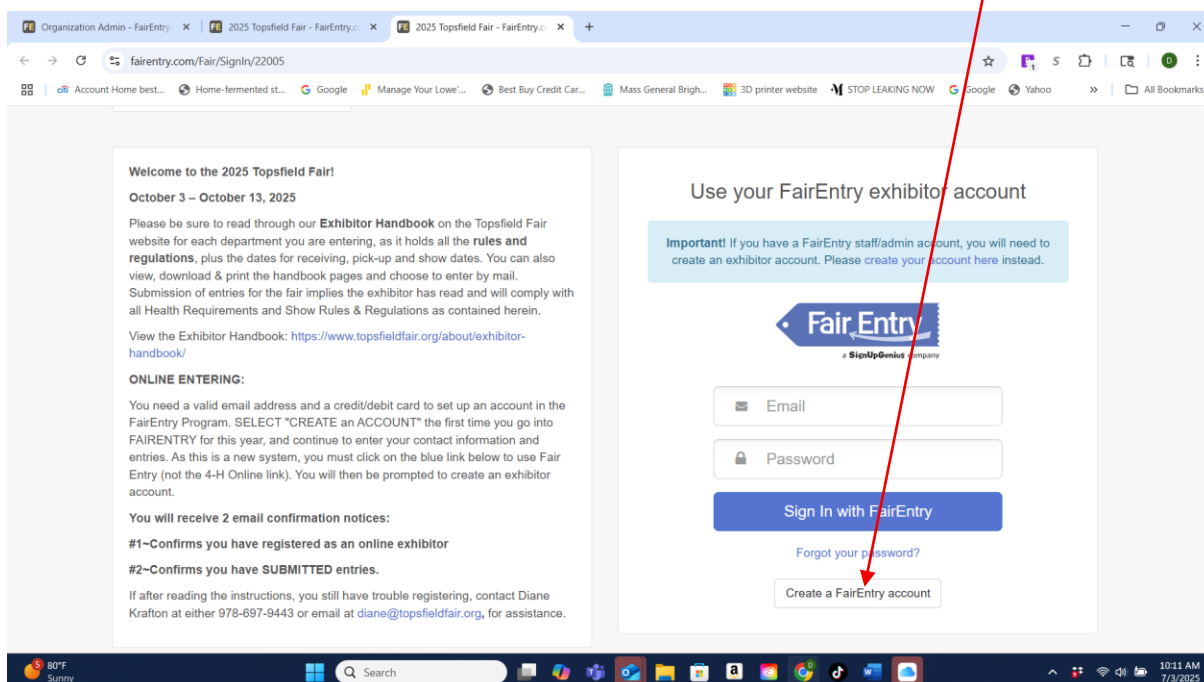
On this screen move the pointing finger over to, **? About** and then down to **Exhibitor's Handbook** and click.

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

Event Setup - FairEntry.com x Sign Up - FairEntry.com x +

fairentury.com/FairSignUp/Start/22005

Account Home best... Home-fermented st... Google Manage Your Lowe... Best Buy Credit Car... Mass General Brigh... 3D printer website STOP LEAKING NOW Google Yahoo All Bookmarks

Back

2025 Topsfield Fair

Create a FairEntry Account

With this account, you will be able to register Exhibitors and Entries for this fair.

Email

Confirm Email

Create Account

82°F Sunny Search 10:45 AM 7/3/2025

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**

Event Setup - FairEntry.com x Fair Registration - FairEntry.com x +

fairentury.com/Registration#/welcome

Account Home best... Home-fermented st... Google Manage Your Lowe... Best Buy Credit Car... Mass General Brigh... 3D printer website STOP LEAKING NOW Google Yahoo All Bookmarks

2025 Topsfield Fair

Krafton

Welcome!

We noticed you haven't yet registered for the fair.

Go To Dashboard

Begin Registration

Fair Entry

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

2025 Topsfield Fair

Krafton

Exhibitors

Entries

Payment

\$0.00

Do you want to register an Individual?

Individual

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

2025 Topsfield Fair

Krafton

\$0.00

Exhibitors

Exhibitors being registered

There are 0 exhibitors in the process of being registered

New Individual Exhibitor

First Name (Required) Diane

Last Name (Required) Krafton

Birthdate (Required) 01/01/1960

Cancel Continue

Continue filling in more information on screen #2

The screenshot shows the 'Contact Info' step of a registration process on FairEntry.com. The user is Diane Krafton, born 1/01/1960. The progress bar shows steps 1 through 6, with step 2 'Contact Info' highlighted. The form fields are:

- Primary Phone Number** (Required): Format: ###-###-#### or #####
- Email Address** (Optional): Format: name@website.com
- Cell Phone Number** (Optional): Format: ###-###-#### or #####. Specify your cell phone number.

A red arrow points to the '2' in the progress bar. A green 'Continue' button is at the bottom right. A warning message at the bottom states: 'The form is incomplete. Please complete the form.'

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

The screenshot shows the 'Address' step of the registration process. The progress bar shows steps 1 through 6, with step 3 'Address' highlighted. The form fields are:

- Address** (Required)
- Address continued** (Optional)
- City** (Required)
- State** (Required)
- Postal Code** (Required)

A red arrow points to the '3' in the progress bar. A blue information box at the top states: 'The exhibitor's address is very important! If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.'

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.

Event Setup - FairEntry.com x Fair Registration - FairEntry.com x

fairentary.com/Registration#/invoice/exhibitors/3023682/ssn

Krafton, Diane
1/01/1960
#2
[Delete this Exhibitor](#)

Personal Details Contact Info Address Social Security Number Questions Review

Social Security Number

Current Value: None

New Value: (Optional)

Format: ###-##-####

Note
To protect your identity, your Social Security Number will be *strongly encrypted*.
FairEntry will only ever display the full number on a 1099-MISC tax form, should one be generated. Everywhere else, the number will be masked and only the last 4 digits will be legible.

Continue

84°F Sunny 11:20 AM 7/3/2025

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

Event Setup - FairEntry.com x Fair Registration - FairEntry.com x

fairentary.com/Registration#/invoice/exhibitors/3023682/questions

2025 Topsfield Fair Krafton

Exhibitors Entries Payment \$0.00

Krafton, Diane
1/01/1960
#2
[Delete this Exhibitor](#)

Personal Details Contact Info Address Social Security Number Questions Review

Questions

There are no questions to answer.

Continue

FairEntry

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Click Continue to go to Screen #6 for information REVIEW

Event Setup - FairEntry.com x Fair Registration - FairEntry.com x +

fairent.com/Registration#/invoice/exhibitors/3023682

Account Home best... Home-fermented st... Google Manage Your Lowe'... Best Buy Credit Car... Mass General Brigh... 3D printer website STOP LEAKING NOW Google Yahoo All Bookmarks

2025 Topsfield Fair

Krafton

Exhibitors Entries Payment \$3.00

Krafton, Diane
1/01/1960
#2
[Delete this Exhibitor](#)

Personal Details Contact Info Address Social Security Number Questions Review

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name	Diane	Email	dkrafton@verizon.net
Last Name	Krafton	Home Phone	978-697-9443
Birthdate	1/01/1960	Cell Phone	
Gender		Cell Phone Carrier	

Address Social Security Number

84°F Sunny 11:27 AM 7/3/2025

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**

Event Setup - FairEntry.com x Fair Registration - FairEntry.com x +

fairent.com/Registration#/invoice/entry/list

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2025 Topsfield Fair

Krafton

Exhibitors Entries Payment \$3.00

There are 0 entries belonging to 1 exhibitor in this invoice.

[+ Register another Exhibitor](#)

Everything looks good! [Continue to Payment](#)

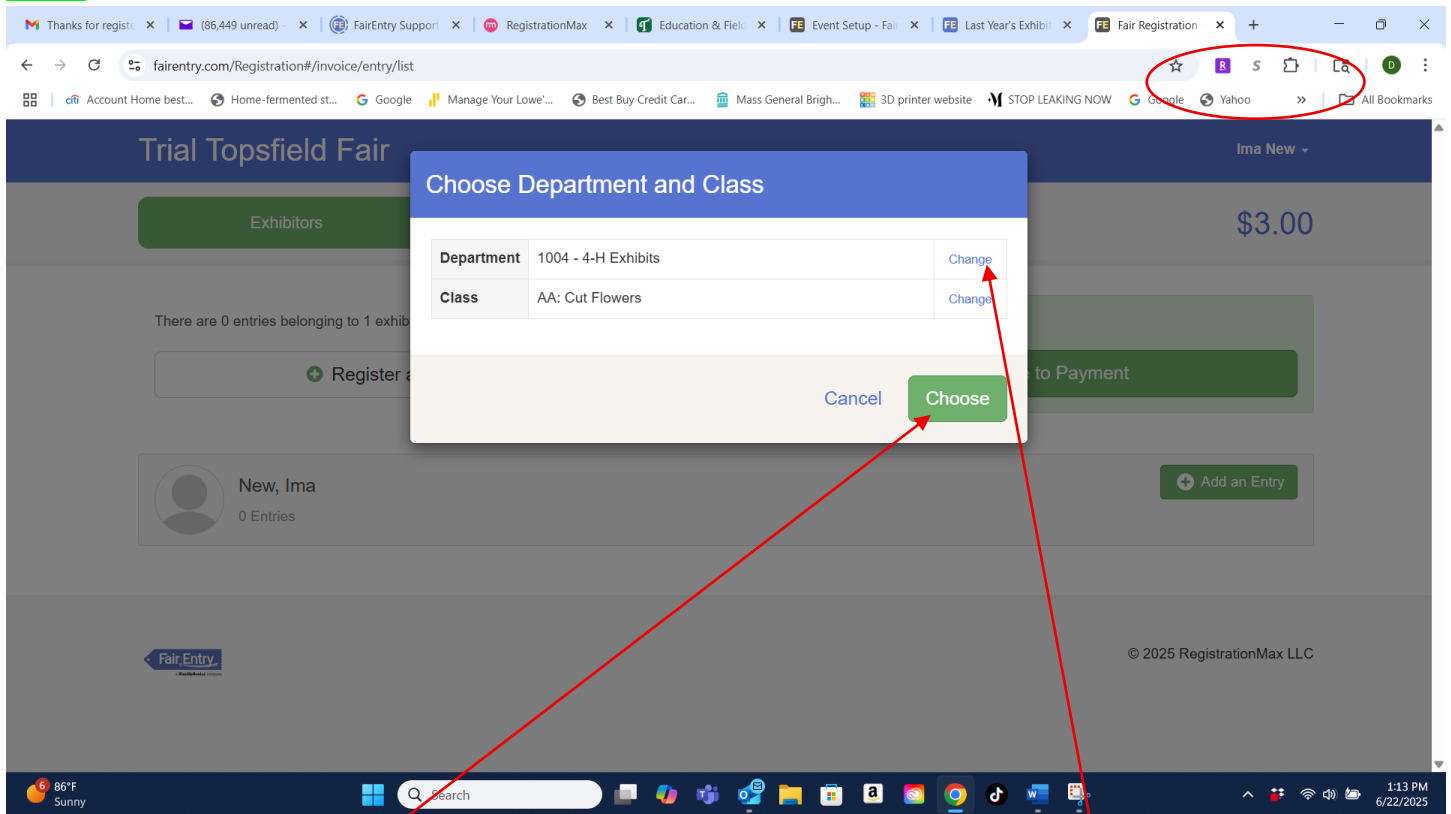
Krafton, Diane
0 Entries [+ Add an Entry](#)

FairEntry

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85°F Sunny 12:01 PM 7/3/2025

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.

Starting an Entry

Department 1004 - 4-H Exhibits [Change](#)

Class AA: Cut Flowers [Change](#)

Select a Lot to continue

00001: Amaranthus-5 stems	Select
00002: Asters-5 stems	Select
00003: Asters, Perennial - 5 sprays	Select
00004: Autumn sedum-5 sprays	Select
00005: Celosia- 5 stems	Select
00006: Chrysanthemum-5 stems	Select
00007: Cleome- 5 stems	Select
00008: Coneflower-5 sprays	Select
00009: Cosmos-5 sprays	Select
00010: Dahlias-large-1 bloom	Select

New, Ima
6/22/2009
#14

Existing entries (0)

\$3.00

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

Trial Topsfield Fair

Exhibitors Entries Payment

\$3.00

Starting an Entry

Department 1004 - 4-H Exhibits [Change](#)

Class AA: Cut Flowers [Change](#)

Lot 00001: Amaranthus-5 stems [Change](#)

[Continue](#)

New, Ima
6/22/2009
#14

Existing entries (0)

Fair Entry

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If everything is correct click on the **green CONTINUE** 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.

Thanks for regist... x (86,449 unread) x FairEntry Supp... x RegistrationMax x Education & Field x Event Setup - Fai... x Last Year's Exhibi... x Fair Registration x + -

fairent...com/Registration#/invoice/entry/2959921/1604085/entry-description


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Trial Topsfield Fair

Ima New ▾

Exhibitors Entries Payment \$3.00

Entry #150



New, Ima
6/22/2009
#14

Department	1004 - 4-H Exhibits
Class	AA: Cut Flowers
Lot	00001: Amaranthus-5 stems

Delete this Entry

Entry Details

Briefly describe your entry.

vase of flowers

Entry Details Continue

FairEntry

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Temps to rise Next Tuesday

Search

1:25 PM 6/22/2025

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.

The screenshot shows the 'Trial Topsfield Fair' registration page. The top navigation bar includes 'Exhibitors', 'Entries', and 'Payment' tabs, with a total of \$3.00. The 'Entry #150' section displays details for 'New, Ima' (6/22/2009, #14), Department '1004 - 4-H Exhibits', Class 'AA: Cut Flowers', and Lot '00001: Amaranthus-5 stems'. The 'What do you want to do next?' section offers two options: 'Add another Entry' and 'Register another Exhibitor'. A green button labeled 'Continue to Payment' is visible at the bottom of the options.

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.

The screenshot shows the 'Trial Topsfield Fair' registration page, specifically the 'Payment' tab. The top navigation bar includes 'Exhibitors', 'Entries', and 'Payment' tabs, with a total of \$3.00. Below the navigation bar, a progress bar shows three steps: 1. Review, 2. Payment Method, and 3. Confirm. The 'Invoice' section displays the following information:

Invoice	Summary	Detail
Individual Exhibitor: Ima New	\$3.00	
	Total: \$3.00	

A green button labeled 'Continue' is visible at the bottom right of the invoice section. A red arrow points from the 'Continue' button in the previous screenshot to this button.

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

Fair Registration - FairEntry.comExhibitor's Handbook - Topsfield

fairentry.com/Registration#/invoice/payment/method

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Trial Topsfield Fair

Krafton

Exhibitors

Entries

Payment

\$3.00

1

2

3

Review

Payment Method

Confirm

Your Credit Cards

+ Add a Credit Card

You do not yet have any credit cards on file

Fair Entry

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78°F Mostly sunny

Search

8:44 AM 7/7/2025

Agree to the terms below in the After You Submit Box and click **SUBMIT** to finish.

Thanks for regist... (86,449 unread) - FairEntry Support - RegistrationMax - Education & Field - Event Setup - Fair - Last Year's Exhibi - Fair Registration

fairentry.com/Registration#/invoice/payment/confirm

Account Home best...Home-fermented st...GoogleManage Your Lowe...Best Buy Credit Car...Mass General Brigh...3D printer websiteSTOP LEAKING NOWGoogleYahooAll Bookmarks

Exhibitors

Entries

Payment

\$3.00

1

2

3

Review

Payment Method

Confirm

One last step!

Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

\$3.00

By Check

Instructions to Pay by Check

Submit

86°F Sunny

Search

1:39 PM 6/22/2025