

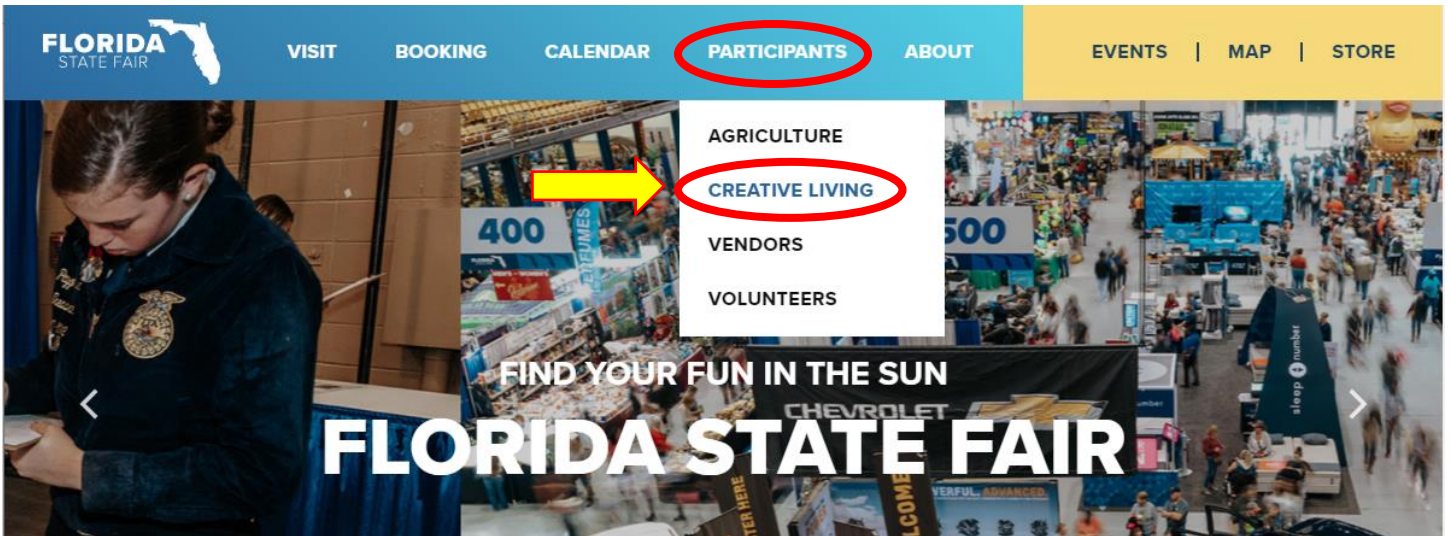
How to Submit an Online Entry

updated 9/25/20

GO TO <https://www.floridastatefair.com/>

SELECT the "PARTICIPANTS" TAB

CHOOSE "CREATIVE LIVING" from the dropdown list



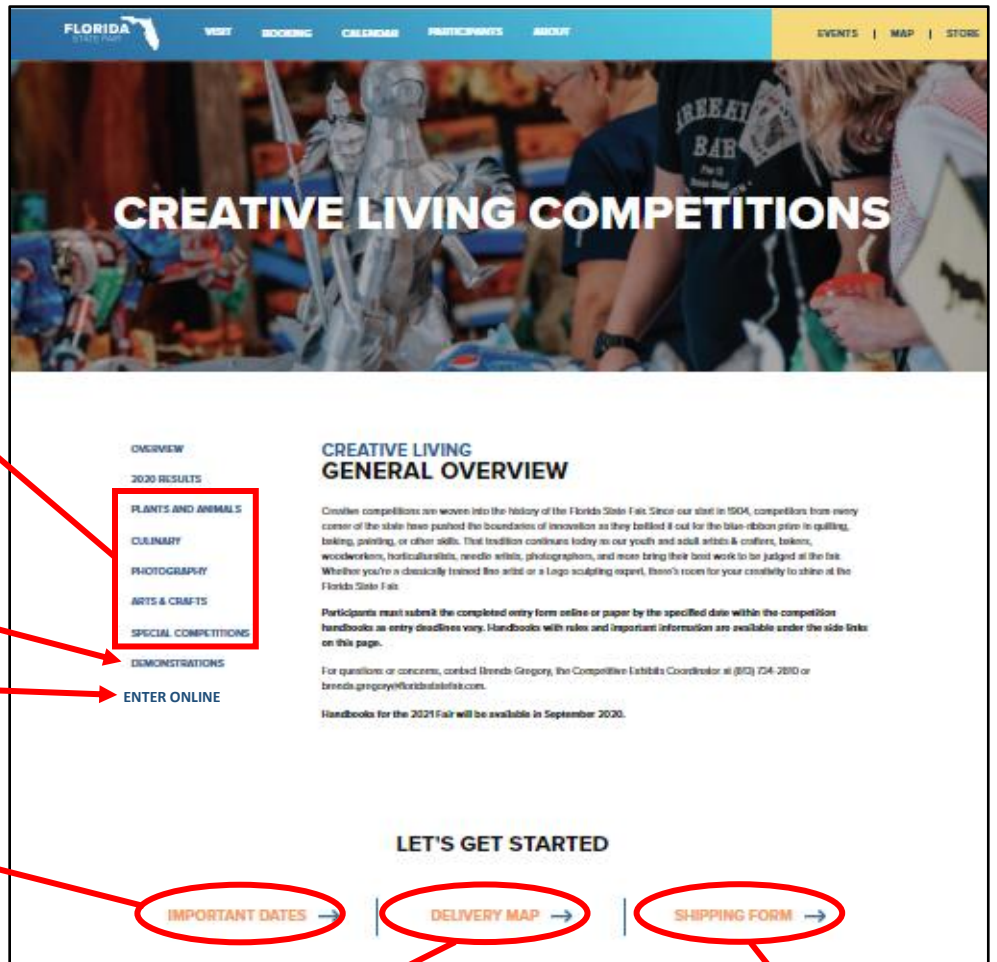
Creative Living Competitions Webpage

SELECT the **Competition Category** to find the competition handbook containing the rules and guidelines for each competition you want to enter.

Interested in doing craft demonstrations at the Fair. Demonstrators can be a person or organization that comes to the Florida State Fair to showcase their art, craft or horticulture.

SELECT **Enter Online** to submit an online entry.

Important Dates lists when all online entries, actual entries are due. Also, lists final and pick-up dates.



For direction to drop off your entry to the fair.

If you plan to mail your entry, to the fair, it will need to be accompanied by a shipping form.

Creative Living Competitions | Navigating the Creative Living Web pages

SCROLL down the page to see the list of competitions in each category for both adults and youth.

List of competitions

PLANTS & ANIMALS

- Aquarium Beautiful
- Horticulture

CULINARY

- Baking
- Horticulture

PHOTOGRAPHY

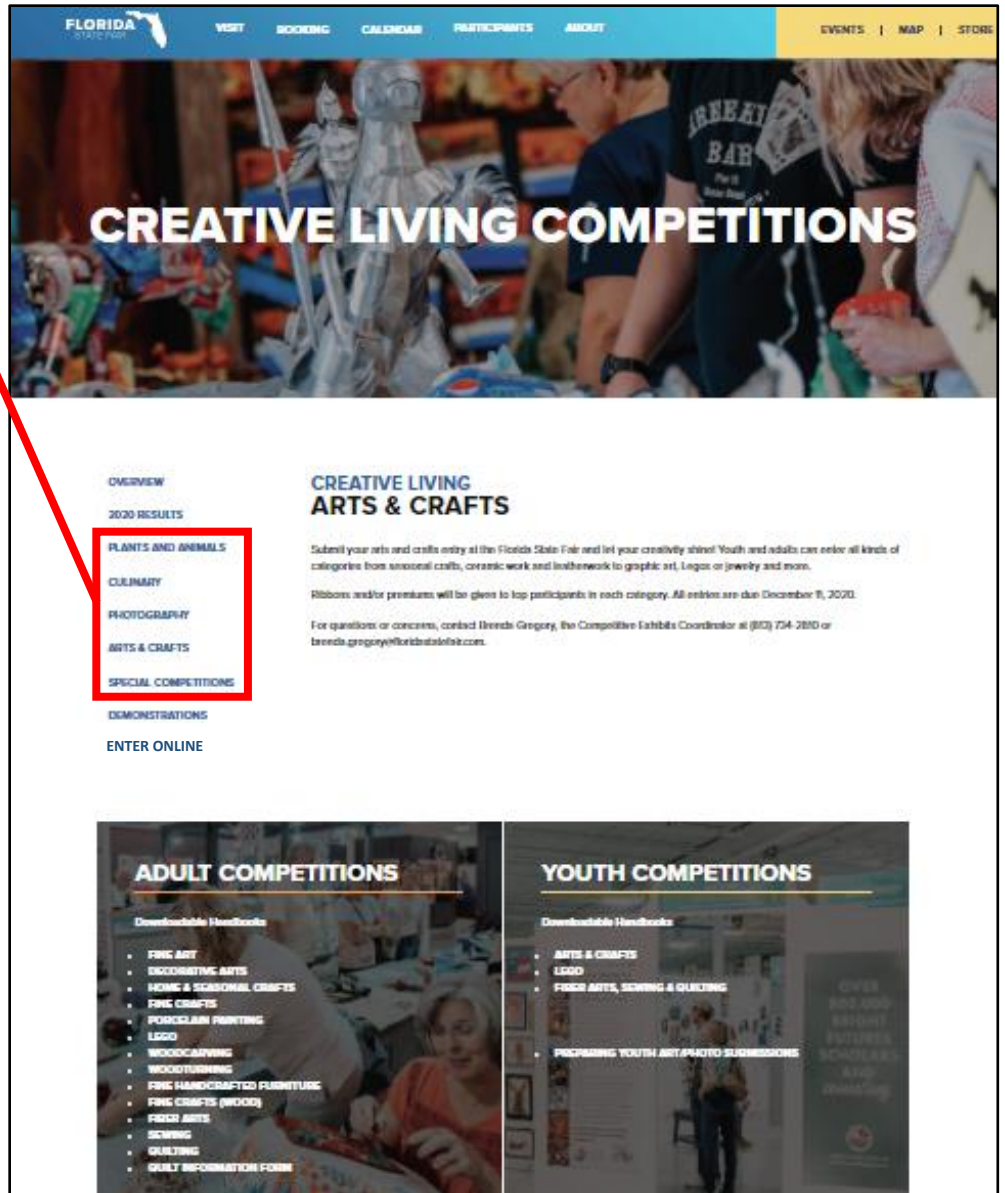
- Photography
- Photo Safari

ARTS & CRAFTS

- Fine Arts
- Decorative Arts
- Home & Seasonal Crafts
- Fine Crafts
- Porcelain Painting
- Lego
- Woodcarving
- Woodturning
- Fine Handcrafted Furniture
- Fiber Arts
- Sewing
- Quilting

SPECIAL COMPETITIONS

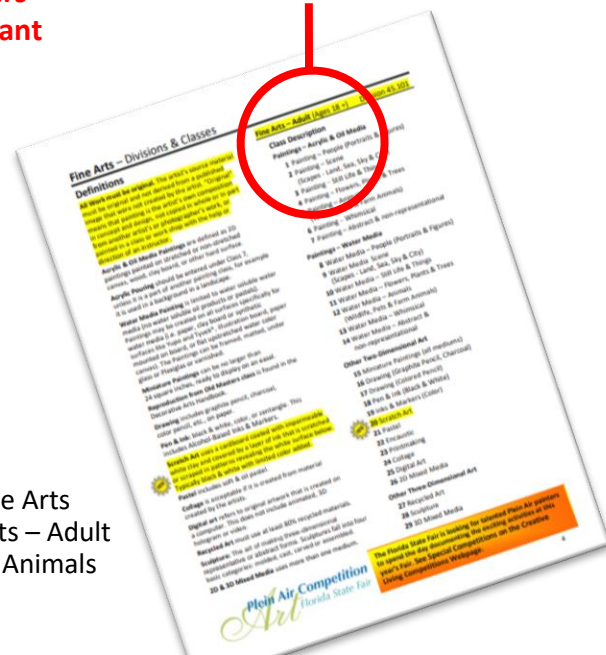
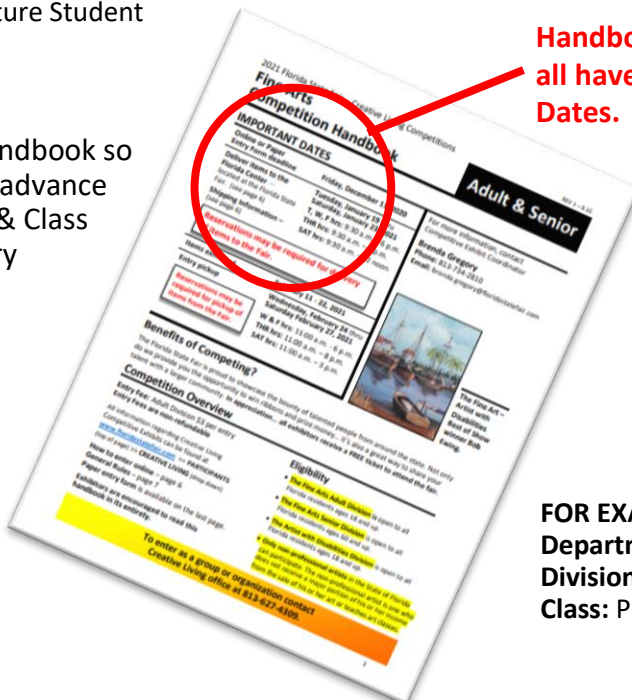
- Plein Air
- Photo Safari
- Technology Student
- Architecture Student



READ the handbook so you know in advance the Division & Class for each entry

Handbook covers all have Important Dates.

Division & Classes



FOR EXAMPLE:
Department: Fine Arts
Division: Fine Arts – Adult
Class: Painting – Animals

Creative Living Competitions | How to submit an online entry

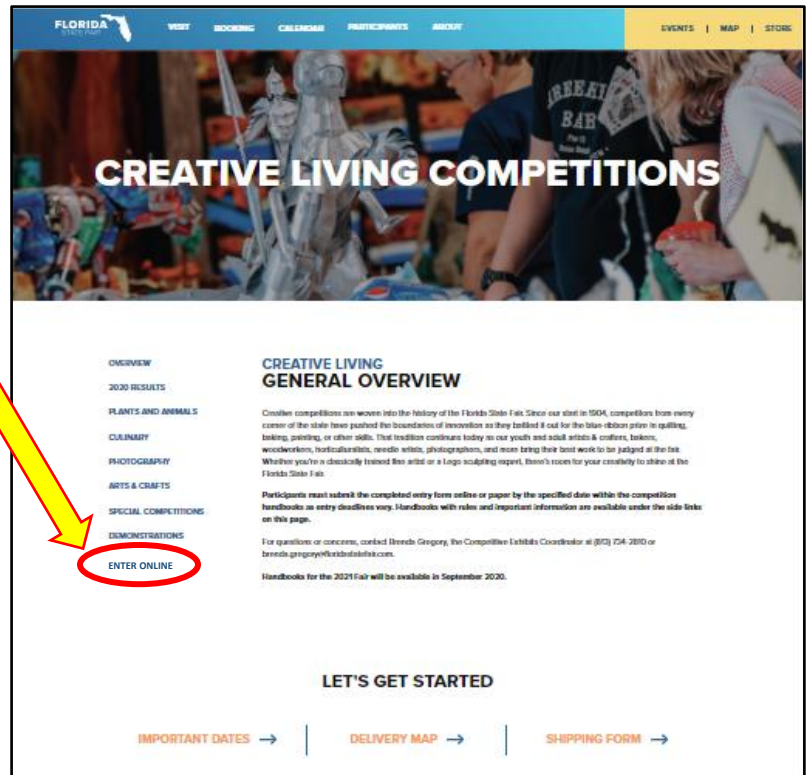
STEP 1 – Launch Online Entry Form

Once you have read the handbook and know the department, division & class for your entry; you are ready to complete the **Online Entry Form**.

SELECT Enter Online to submit an online entry.

STEP 2 – Read Welcome Page

- You will be brought to the online application **Welcome Page**, with a message from us.
- NOTE:** When completing the application be sure to enter your personal information accurately as all labels and communications use that information.
- NOTE:** All entries must be completed on or before **DECEMBER 11, 2020**. Except for Phot Safari, Plein Air, Architecture Student, Baking & Horticulture
- Near the top of the screen you will see a row of numbers.
- CLICK** on the number (1) Register button.



Note: ALL former exhibitors will be **REQUIRED** to register as a new exhibitor each year to create a new account.

STEP 3 – Register

- ENTER** your full First and Last Name (case sensitive)
- CHOOSE** the button for "I am a new exhibitor"
- CLICK** the blue "Continue" button.

- Error Message:** After you have **CLICKED** "Continue," and you receive an error that says "This exhibitor name is already registered", **ENTER** a middle initial (no period) after the first name or if you name has a suffix such as Sr., Jr., III, etc., please place you suffix after your last name, then **RE-SELECT** "I am a new exhibitor" and **CLICK** the blue "Continue" button.

Creative Living Competitions | How to submit an online entry ... continued

STEP 4 – Exhibitor Information

- On **Registration Page** you will fill in all your **Exhibitor Information**.
- You will also have to create a password that you want for your account. You will need to remember your password for the future if you need to log back in.
- All required fields are denoted by the blue asterisk. *
- **NOTE:** Please use xx/xx/xxxx format for the “Date of Birth” field.
- **CLICK** the blue “Continue” button.

STEP 5 – Confirm Registration Information

- The Registration Page you will **Confirm Registration Information** you entered is correct.
- **NOTE:** If you see any mistakes, **SELECT** the “Back” button in your browser to go to the previous page.
- **CLICK** the blue “Continue” button.

STEP 6 – Add Entry to Cart

On this screen you will be able to create your entry.

- **CHOOSE** a Department.
A Department is the main category that you are competing. Also, the name of the Handbook. Once you select the Department you want to enter the Division drop down will appear.
- **CHOOSE** a Division.
- **CHOOSE** a Class.
- **COMPLETE** any additional fields that are either mandatory or optional.
- **CLICK** “Add Entry to Cart” button.

Creative Living Competitions | How to submit an online entry ... continued

STEP 7 – Add More Entries

On this screen you will be able to create additional entry or **SELECT** Continue.

- **CHOOSE** one of three buttons

Add Different Entry: Allows you to add an entry from a new Department & Division, **OR**

Add Similar Entry: Allows you to add an entry same Department & Division.

If you have more entries simply repeat STEP 6.

- **CLICK** the blue “Continue” button if you are finished adding entries

STEP 8 – Review of Cart

On this screen you will be able to review all your entries and “Check-out.”

- **CHOOSE** one of four buttons.

Add More Entries: Allows you to add more entries.

Empty Cart: Allows you to start over.

Save the cart for later: Allows you to save your cart so you can return at a later time and continue the check-out process.

NOTE: Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry.

- **CLICK** the blue “Check-out” button if you are ready to submit your entries.

Item	Description	Amount	Edit	Delete
Brenda Robinson's Items:				
Architecture - Youth (High School)	Class: 02 - Tiny House/Shipping Container Title: my tiny house Description: Tiny house built on stilts	\$1.00	[Pencil]	[X]
Architecture - Youth (High School)	Class: 09 - Architectural Model Title: my tiny house model	\$1.00	[Pencil]	[X]
Total for Brenda Robinson with 2 entries		\$2.00		
2 TOTAL ITEMS IN CART:		\$2.00		
BALANCE DUE:		\$2.00		

TIP - View Cart anytime

You can review your cart at any time.

- **CHOOSE** the blue “View Cart” button in upper-right corner.
- A small version of your Shopping Cart appears.

Creative Living Competitions | How to submit an online entry ... continued

STEP 9 – Payment

On this screen you will be able to choose when you want to pay for your entries.

- **CHOOSE** one of two payment options

Pay Later: Allows you to pay for your entry by mailing us a check.

- **TYPE “YES”** in “I agree to above statement”
- **CHOOSE** the blue “Submit” button to complete transaction.
- You will be emailed a receipt with instructions for mailing your check.

Pay Now:

- **SELECT** the Payment Method
- **PROVIDE** Payment Information
- **TYPE “YES”** in “I agree to above statement”
- **CHOOSE** the blue “Submit” button to complete transaction.

On-line Entries
Florida State Fair

Register Entries Review **4** Pay Confirm Finish

Payment

Would you like to pay now or later?

Immediate payment is optional. You may choose to either Pay Now the balance of \$2.00 in the following step, or you may skip payment by choosing Pay Later and following the instructions on your receipt to remit payment at a later time.

Pay Later → Pay Now

Note:
If you **SELECT “Pay Later”** you **WILL NOT** be able to sign back in and pay online. If **SELECTING “Pay Later”** you will need to pay by mailing a check.

On-line Entries
Florida State Fair

Register Entries Review **4** Pay Confirm Finish

Payment

Provide Payment Information

Your balance is \$2.00. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$2.00

Payment Method -- Credit or Debit Card --

On-line Entries
Florida State Fair

Register Entries Review **4** Pay Confirm Finish

Payment

Provide Payment Information

Your balance is \$2.00. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$2.00

Payment Method Visa

Account Number

CVV

Expiration Date

Use my previous address

Name on Card

Billing Address

Billing City

Billing State/Prov

Billing Postal Code

Billing Country

Continue

On-line Entries
Florida State Fair

Register Entries Review **4** Pay Confirm **5** Finish

Confirm

Do you agree to the following?

Below are items which are about to be entered.

Warning: You have one more step remaining. Your items will NOT be added until you type "YES" in the box below and click "Submit".

Item	Description	Amount
Brenda Robinson's Items:		
Architecture - Youth (High School)	Class: 02 - Tiny House/Shipping Container Title: my tiny house	\$1.00
Architecture - Youth (High School)	Class: 09 - Architectural Model Title: my tiny house model	\$1.00
Total for Brenda Robinson with 2 entries		\$2.00
2 TOTAL ITEMS IN CART:		\$2.00
BALANCE DUE:		\$2.00

Signature

I understand that the 2021 Creative Living Competitions & Exhibits are held in conjunction with the 2021 Florida State Fair and agree that the Florida State Fair is not liable or responsible for any delay, change of dates or cancellation of the 2021 Florida State Fair due to the following unforeseeable circumstances: (a) acts of God; (b) flood, fire, earthquake; or (c) other potential disaster(s) or catastrophe(s), such as epidemics, pandemics, or explosion.

YES NO

By typing YES, you agree and are bound by the above statement. This action serves as your signature.

Submit

Completed: Submission Successful

Be sure to print detailed receipt!

On-line Entries
Florida State Fair

Register Entries Review **4** Pay **5** Confirm **6** Finish

Completed!

Upload of files needed

Your entries were successfully submitted however you have 2 entries that require files to be uploaded (document, photo, audio, or video).

Warning: Click the 'Upload Files' button to be taken to a location to upload your files.

If you experience difficulty or need to resend your files at a later time, you can do so by logging in and choosing 'My Account'.

Don't forget to print!

Transaction Summary for Florida State Fair

Confirmation ID: fsff-0255141804802

Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	9/11/2020 2:18:04 PM
Transaction Amount:	\$2.00
Transaction Payment:	\$0.00
Transaction Balance:	\$2.00

Also, email a copy of my receipt to: brenda.gregory@floridastatefair.com

Print Detailed Receipt

Upload Files

Florida State Fair
On-line Entries Receipt

ITEM	DESCRIPTION	WENN#	AMOUNT
Architecture - Youth (High School)	Class: 02 Class Description: Tiny House/Shipping Container Description: Tiny House built on stilts	7A916S	\$1.00
Architecture - Youth (High School)	Class: 09 Class Description: Architectural Model Title: my tiny house model	0B5713	\$1.00
TOTAL:			
PAYMENTS:			
BALANCE DUE:	\$2.00		
EXHIBITOR NAME:	\$0.00		
CONFIRMATION ID:	\$2.00		
TRANSACTION TIME:	fsff-0255141804802		
	9/11/2020 2:18:04 PM		

This is sample text that the fair can change as needed. Possible text may include instructions or disclosure statements if this text is appearing, please instruct the fair to edit the Web Receipt field located in the Setup menu in Show/Hide.

Florida State Fair
On-line Entries Receipt Summary

BALANCE DUE: \$2.00

CONFIRMATION ID: fsff-0255141804802

Transaction Time: 9/11/2020 2:18:04 PM

Creative Living Competitions | How to submit an online entry ... continued

STEP 10 – Finish

- **CHOOSE** the blue “Finish” button
- You will land on the “Thank you! Page”
- Feel free to provide feedback and rate your experience

On-line Entries
Florida State Fair

Completed!

✓ Upload of files needed
Your entries were successfully submitted however you have 2 entries that require files to be uploaded (document, photo, audio, or video).
Click the 'Upload Files' button to be taken to a location to upload your files.
If you experience difficulty or need to resend your files at a later time, you can do so by logging in and choosing 'My Account'.

Don't forget to print!

Transaction Summary for Florida State Fair

Confirmation ID: fsff-0255141804802

Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	9/11/2020 2:18:04 PM
Transaction Amount:	\$2.00
Transaction Payment:	\$0.00
Transaction Balance:	\$2.00

Also, email a copy of my receipt to:

[Print Detailed Receipt](#) [Upload Files](#)

Note: To receive a copy of the receipt to your email, CHECK the box.

STEP 11 – Email receipt

- You will be emailed a receipt
- If you wanted to pay later or have a balance due please see instructions for mailing your check to the Florida State Fair.

fair, you must include a copy of this receipt in the envelope.

Mail Entry Form to:
Creative Living Competitions
Florida State Fair
P.O. Box 11766
Tampa, FL 33680

Make checks payable to: Florida State Fair Authority

If you have any questions, please contact Brenda Gregory at 813-734-2810 or brenda.gregory@floridastatefair.com

ITEM	DESCRIPTION	WEB#	AMOUNT
Architecture - Youth (High School)	Class: 02 Class Description: Tiny House/Shipping Container Description: Tiny house built on skids Title: my tiny house	7A9168	\$1.00
Architecture - Youth (High School)	Class: 09 Class Description: Architectural Model Title: my tiny house model	088713	\$1.00
Total for Brenda Robinson with 2 entries			
Address: 123 Mocking Bird Lane Address 2: Apt. 3 City: Tampa State/Prov: FL Postal Code: 33615 County: Hillsborough Phone: (813) 734-2810 e-mail: brenda.gregory@floridastatefair.com DOB: 1/20/2005			
TOTAL:		\$2.00	
PAYMENTS:		\$0.00	
BALANCE DUE:		\$2.00	
EXHIBITOR NAME:	Brenda Robinson		
CONFIRMATION ID:	fsff-0255141804802		
TRANSACTION TIME:	9/11/2020 2:18:04 PM		

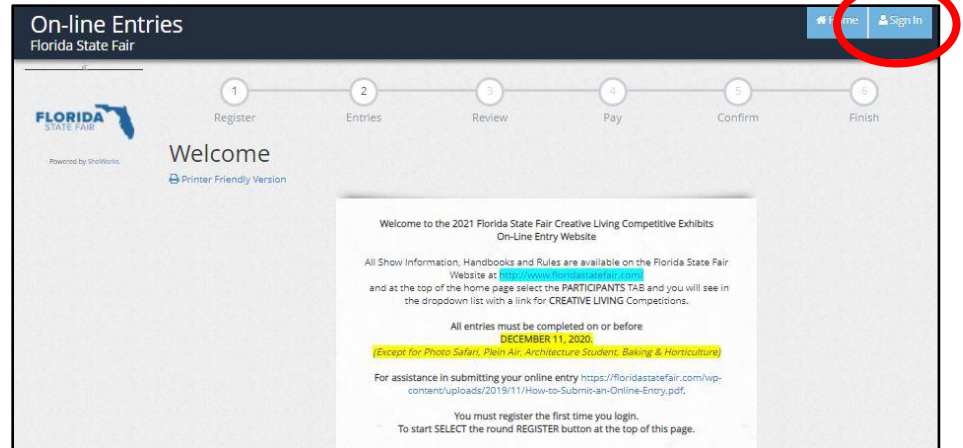
This is sample text that the fair can change as needed. Possible text may include instructions or disclosure statements.
If this text is appearing, please instruct the fair to edit the Web Receipt field located in the Setup menu in ShoWorks.

Florida State Fair On-line Entries Receipt Summary	
TOTAL ITEMS IN CART:	\$2.00
PAYMENTS:	-\$0.00
BALANCE DUE:	\$2.00
CONFIRMATION ID:	fsff-0255141804802
Transaction Time: 9/11/2020 2:18:04 PM	

Creative Living Competitions | Signing In after you have already registered

Signing In after you have already registered

- Return to the **Welcome Page** by repeating **STEPS 1 & 2**.
- **CLICK** the blue “Sign In” button on **Welcome Page**.



- On **Sign-In Page**, **CHOOSE** that you are an exhibitor.

- **ENTER** your full First and Last Name (case sensitive)
- **CHOOSE** the button for “I have previously registered this year”
- **CLICK** the blue “Continue” button.

Creative Living Competitions | Signing In after you have already registered... continued

Signing back in after you have already registered

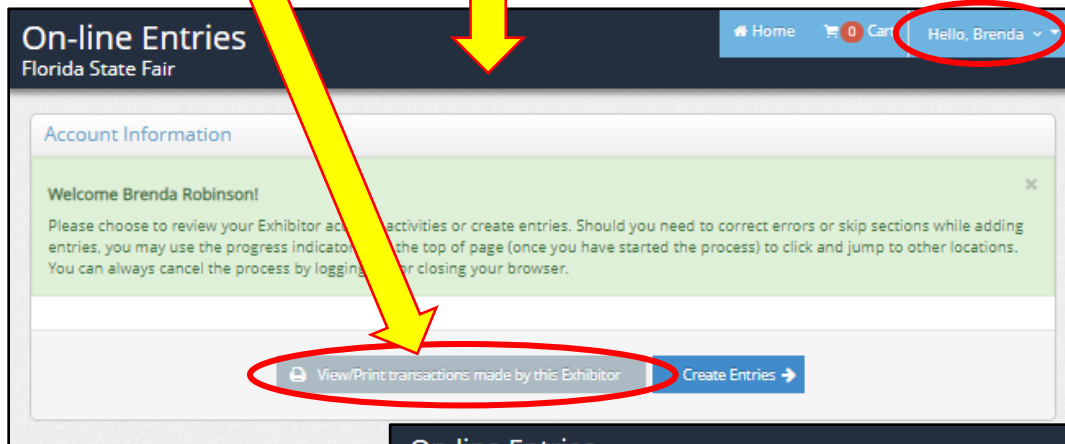
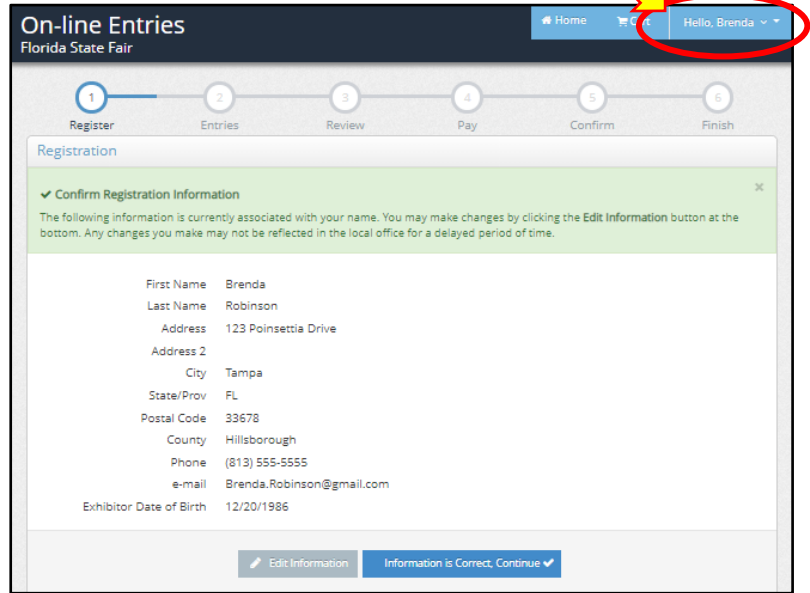
You are signed in if you see your name

- You are now signed in. See that your first name is in the upper-right corner.
- Either **SELECT** "Edit information" button **OR** **SELECT** that "Information is Correct, Continue" button.

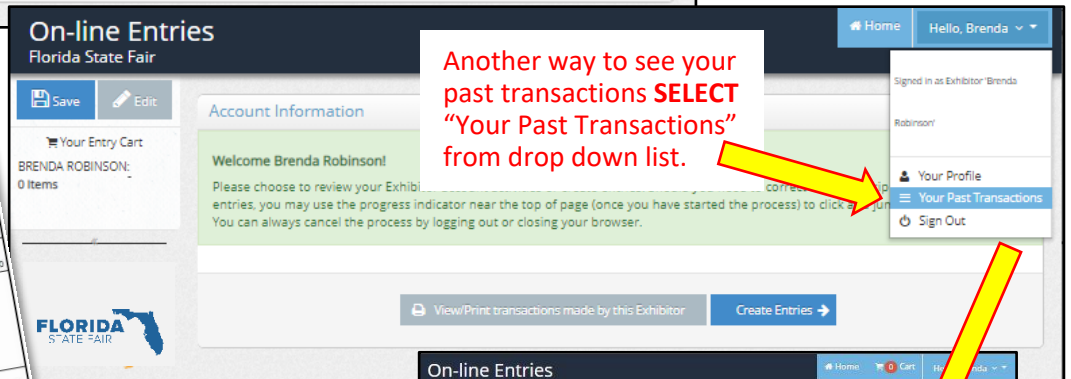
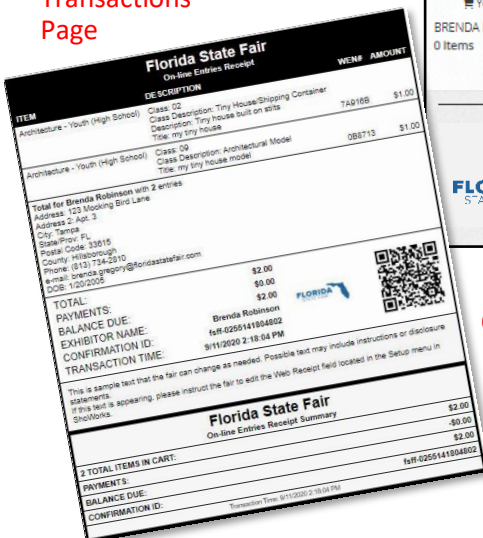
Edit Information: Allows you to change Registration Information.

Information is Correct, Continue: Allows you to proceed to either View or print prior transactions **OR** Create Entries.

- **SELECT** "View/Print transactions made by this exhibitor"



Receipt from Transactions Page



To VIEW each transaction, CLICK on the receipt button.

