

Creative Living Competitions | How to submit an online entry

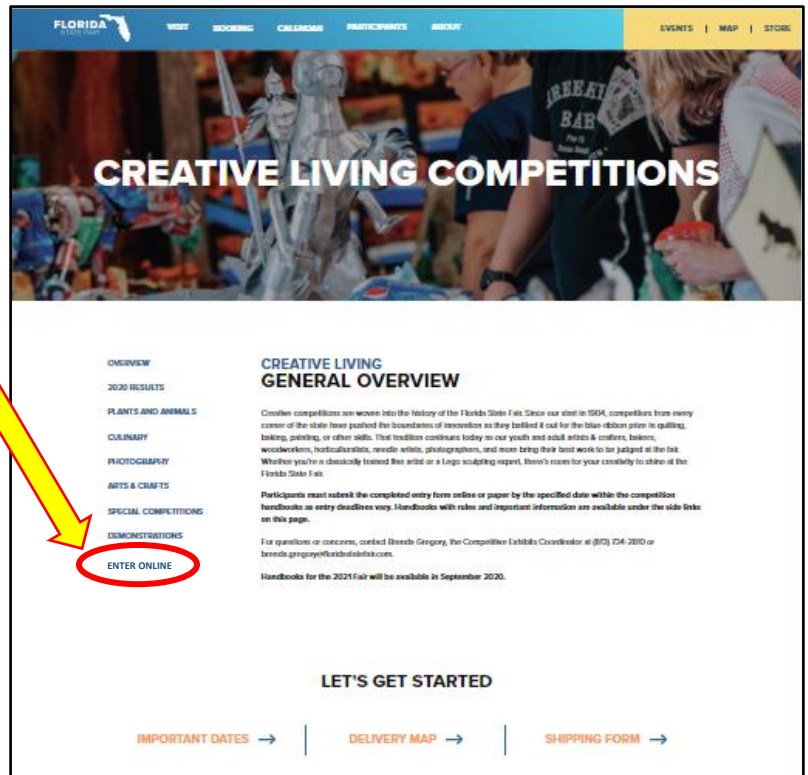
STEP 1 – Launch Online Entry Form

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

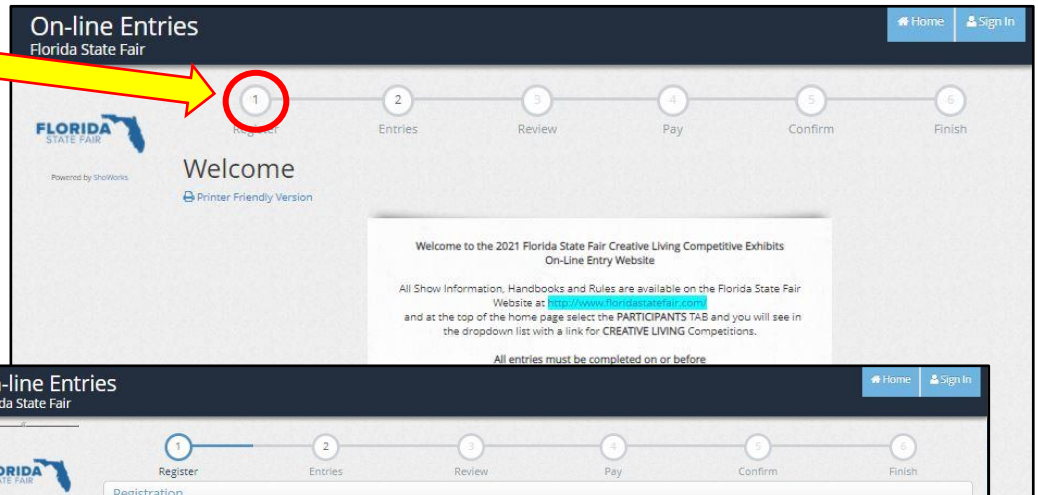
SELECT Enter Online to submit an online entry.

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 12, 2025**.
Except for Spirit of the Fair, Plein Air & 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.

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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.

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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.

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.

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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.

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.

Completed: Submission Successful

Be sure to print detailed receipt!

Print Receipt

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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

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

Print copy of Checkout Receipt

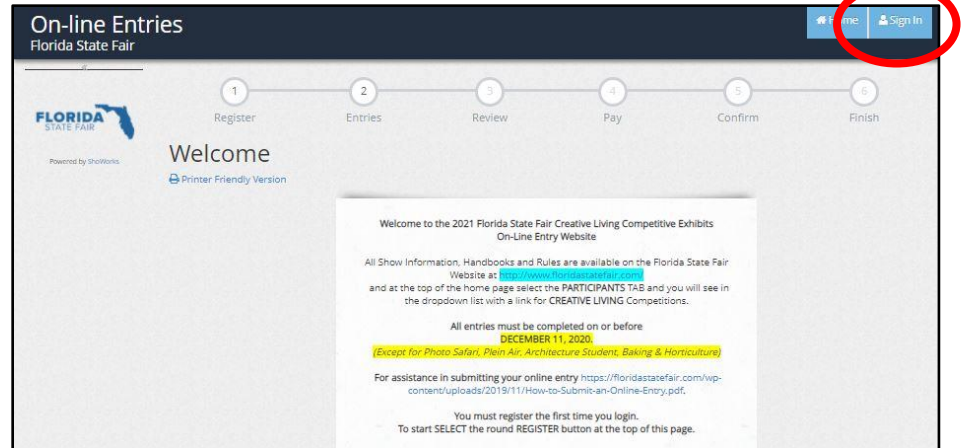
STEP 11 – Email receipt

- 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.

Creative Living Competitions | Signing In after you have already registered

Signing In after you have already registered

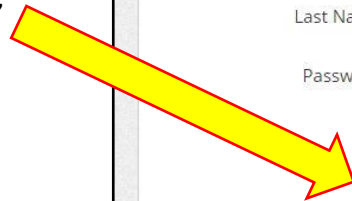
- Return to the **Welcome Page** by repeating **STEPS 1 & 2**.
- **CLICK** the blue “Sign In” button on **Welcome Page**.



- 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

Signing back in after you have already registered

- 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.

You are signed in if you see your name

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.

	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
	ftff-9242943872	8/30/2019 4:29:45 AM	1	1	0	\$3.00
	ftff-924204262327	8/30/2019 4:26:23 AM	1	0	0	\$0.00
	ftff-9242042434256	8/30/2019 4:24:34 AM	1	1	0	\$3.00
			3	2	0	\$6.00