

## Sandoval County Fair Family Entry

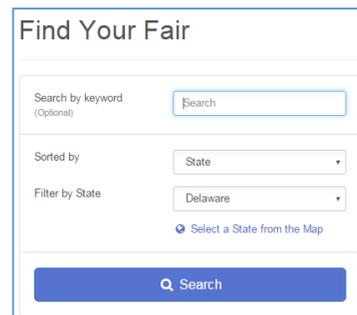
### Important Reminders

- The online system will be open from July 1, 2025, to July 20, 2025, at 10:59pm MST. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees. That email confirms that the entries were submitted, but they are not “final” until approved by a fair manager. You cannot create a new invoice (add more entries) until the first invoice has been approved.
- You will receive a second email when your entries have been approved by your fair or show.

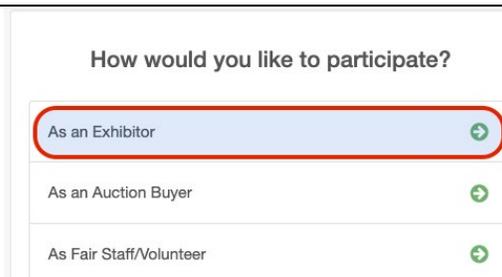
- Go to <http://www.fairentry.com> and click “Find Your Fair”.



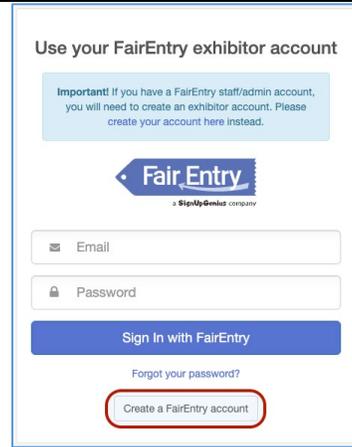
- Type in Sandoval County in the “Search by Keyword”, then filter by State to find the 2025 Sandoval County Fair.



- On the Welcome page, select “As an Exhibitor”.



- If you have registered for a Fair with FairEntry before, enter your login information. Use the *Forgot your Password?* link if you can't remember the password you used last year. A password reset will be sent to the email address you entered.
- If you have not registered with FairEntry before, select **Create a New Account**. Follow the instructions to create your account.



Use your FairEntry exhibitor account

**Important!** If you have a FairEntry staff/admin account, you will need to create an exhibitor account. Please create your account here instead.

**Fair Entry**  
a SignMyEvent.com company

Email

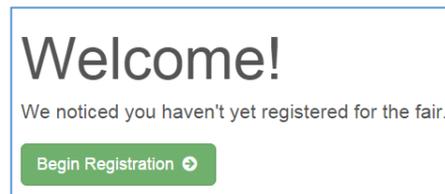
Password

Sign In with FairEntry

Forgot your password?

Create a FairEntry account

1. Click "Begin Registration"



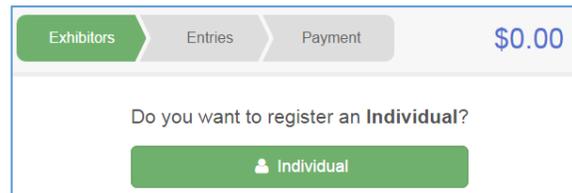
**Welcome!**

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

Begin Registration

## Step One – Entering Exhibitor Information

1. Click on Register an **Individual**

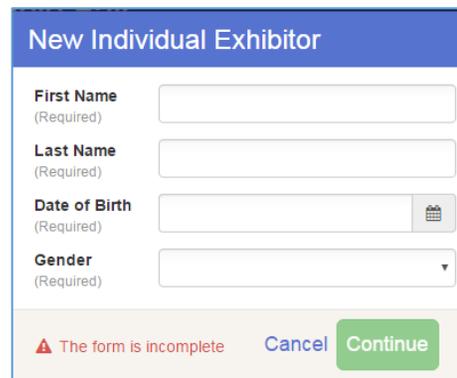


Exhibitors Entries Payment \$0.00

Do you want to register an **Individual**?

Individual

1. Enter the exhibitor information into the required fields.



**New Individual Exhibitor**

**First Name** (Required)

**Last Name** (Required)

**Date of Birth** (Required)  

**Gender** (Required)

 The form is incomplete [Cancel](#) [Continue](#)



2. (If you entered/spelled something incorrectly on the previous screen, you have the option to *Delete this Exhibitor on this screen.*) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

3. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.

4. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions, and click Continue.

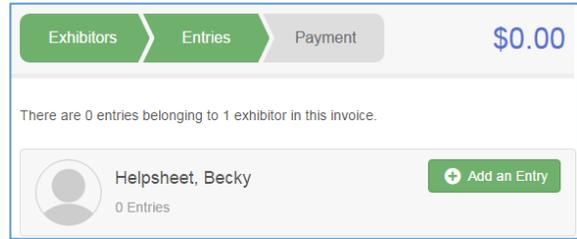
5. Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.



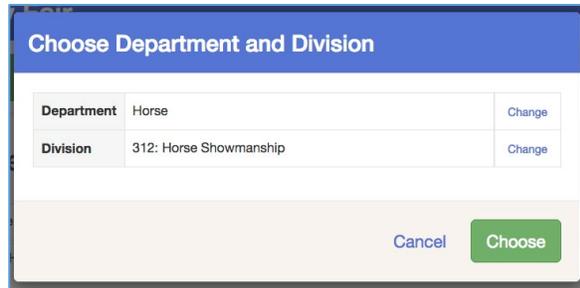
**Step Two - Creating Entries for Exhibitors**

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.



## Creating Entries

1. Select the appropriate class.
2. Click Continue

3. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
4. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

5. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class; you will see the option to “Add an animal”.
6. You will have two choices. Select “Choose an Existing Animal Record” to select animals already entered in FairEntry (either on another entry or during the Animal ID period). Choose “Enter a New Animal Record” to enter new animal information.
7. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



9. When each class entry is complete, you have three choices for what to do next:
- a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.

Exhibitors Entries Payment \$2.00

Helpsheet, Becky  
8/05/2000  
#2145

What do you want to do next?

- + Register another Exhibitor
- + Add another Entry for this Exhibitor
- + Continue to Payment



## Submitting Entries

When **all** entries for **all** exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
2. Payment Method. All fees will be paid at the Fair during Check-in, Cash or Check (make checks payable to Sandoval County Amigos).
3. Once all entries have been entered for exhibitors in your family, submit the invoice for approval. **After you click Submit, no changes are possible to these entries.**
4. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.
5. **Important to know:** Until your first entries have been approved, you cannot start a new invoice to register additional exhibitors or entries. *If you wait until the last minute to make entries, and you forget an entry, or don't make entries for an exhibitor in your family, you may likely not have an opportunity to add those because registration will have closed before the first entries are approved.*

