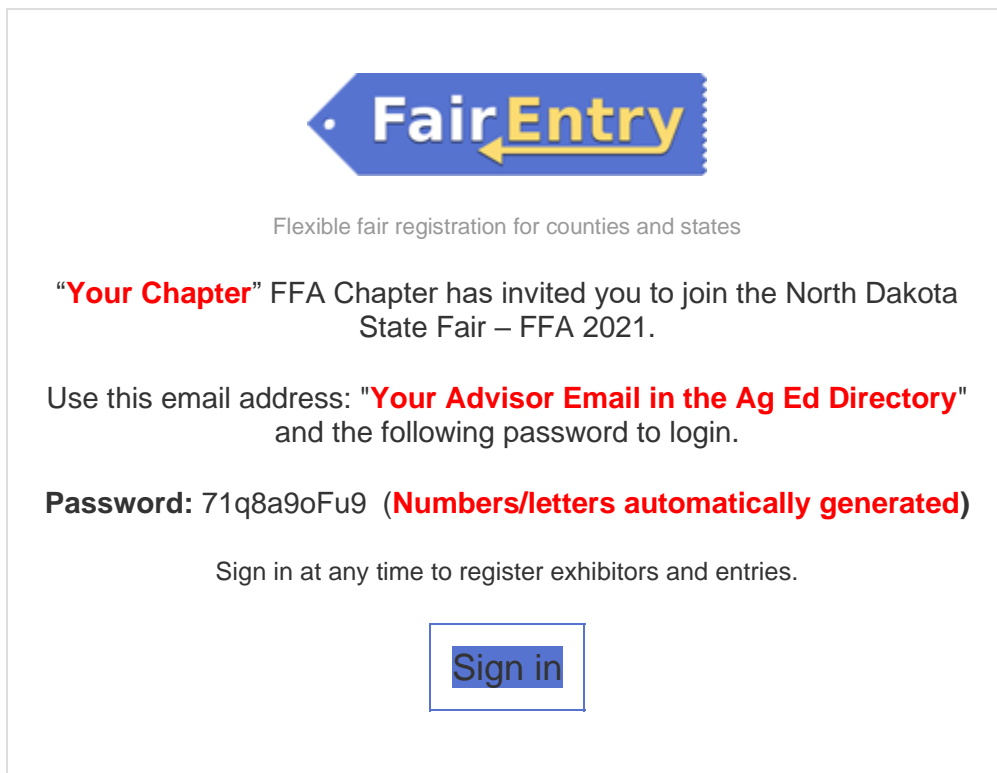


The following examples are emails FFA Advisors will receive from FairEntry regarding NDSF FFA exhibit entries.

1. Craig Kleven in the state FFA office will generate an email inviting you to sign up with FairEntry. This was initially sent in 2020 for teachers who were teaching at that time. New teachers or teachers who transferred schools for the current academic year will receive an email for 2021. The email will be titled **“You have been invited to sign up with North Dakota State Fair – FFA 2021”** and will look similar to the example below. Be sure to complete the initial sign up via the invite email and not self-register. This would be considered “best practices”. Contact Craig Kleven if you do not receive the email. Those that registered in 2020 will use those credentials unless you moved to a different program. Then you should have received a new email. If you forgot your password, just click on the “Forgot your password?” link below the big blue “Sign In” button on the <http://NDSFFFA.fairentry.com> webpage. **Do not create a FairEntry account on your own.** One will be created for you.



2. After you have entered all of your FFA members names and their entries, you will submit the entries (**Continue to Payment**). This is described in the “Agent Exhibitor Group Entry” help sheet. You will receive an automatically generated email titled, “**Thanks for registering**”. The email will look similar to the abbreviated example below. Totals with a complete summary of your members names and their entries. If you submit the invoice (**Continue to Payment**) before you have completed all of your entries, contact Craig Kleven in the state FFA office. He will work with you to continue entering your FFA member names and their exhibits.



Flexible fair registration for counties and states

Thanks for registering with North Dakota State Fair – FFA 2021

We received your registration on

April 30, 2021 at 1:52:44 PM 0 Time

Invoice #: 719184

Exhibitors: 66

Entries: 69

Total Fees: \$0.00

Individual Exhibitor: Johnny FFA

Entry #3: Agricultural Mechanics / Medium Projects / 31: Finished and Non-Finished Wood

Entry Fee: Finished and Non-Finished Wood \$0.00

Individual Exhibitor: Suzie Crosscut

Entry #4: Agricultural Mechanics / Medium Projects / 31: Finished and Non-Finished Wood

Entry Fee: Finished and Non-Finished Wood \$0.00

Individual Exhibitor: Aaron Ripper

Entry #5: Agricultural Mechanics / Medium Projects / 31: Finished and Non-Finished Wood

Entry Fee: Finished and Non-Finished Wood \$0.00

3. After you have confirmed your payment (created the invoice) to the state FFA office, Craig Kleven will approve your chapter's invoice. After approval, you will receive an automatically generated email titled, "**Your registration was approved**". The email will look similar to the abbreviated example below. Totals with a complete summary of your members names and their entries. Be sure to review these entries. This is your record of entries for the NDSF. This will serve as the checklist when you physically tag the exhibits and package them for transport to the NDSF.



Flexible fair registration for counties and states

Your registration with North Dakota State Fair – FFA 2021 was approved.

Invoice #: 719184

Exhibitors: 66

Entries: 69

Total Fees: \$0.00

Individual Exhibitor: Johnny FFA

Entry #3: Agricultural Mechanics / Medium Projects / 31: Finished and Non-Finished Wood

Entry Fee: Finished and Non-Finished Wood \$0.00

Individual Exhibitor: Suzie Crosscut

Entry #4: Agricultural Mechanics / Medium Projects / 31: Finished and Non-Finished Wood

Entry Fee: Finished and Non-Finished Wood \$0.00

Individual Exhibitor: Aaron Ripper

Entry #5: Agricultural Mechanics / Medium Projects / 31: Finished and Non-Finished Wood

Entry Fee: Finished and Non-Finished Wood \$0.00

Your registration was approved on

May 01, 2021 at 8:38:50 AM 0 Time