

MINNESOTA STATE FAIR

Entry Instructions for Creative Activities, K-12 Competition, Bee & Honey, Christmas Trees, Crop Art & Scarecrow, Farm Crops, Fruit & Wine, Flowers, Vegetable & Potato,

1. Click "Register Online."
2. Login to your account from past years or click "Create an account" near the bottom of the page.
 - a. Account Setup:
 - i. Enter your contact information, email address, and password.
 - ii. Click "Create Account" to finish.
3. Exhibitor Profiles:
 - a. If you need to register exhibitors other than yourself, click "Add Exhibitor Profile."
 - b. Teachers: This is where you will add your students' profiles.
 - c. The contact information for exhibitor profiles will default to information entered at account setup.
4. Click on the exhibitor profile of the person you wish to register.
5. Click "Static."
 - a. The first time you select "Static," you will be asked to determine the type for your overarching account.
 - b. This one-time selection determines the departments you will be eligible to enter.
6. Click "Begin Registration for ..."
7. Review the contact information for the exhibitor.
 - a. Add an "Organization/Group Name" only if entering Christmas Trees or Scarecrow competitions.
 - b. Add a "School Name" and "Grade" only if entering K-12 Competition.
 - c. Click "Submit."
8. Click "Enter classes by department."
9. Click on the department you plan to enter.
10. Click to expand the subdivisions and view a list of classes.
11. Click the checkbox next to the class(es) you would like to enter.
 - a. A description text box will appear (if applicable). Enter a description of your item (optional).
12. Scroll to the bottom of the page. Click "Add Selected Classes to Cart."
13. Click "Checkout" or select another department to enter and repeat steps 11-13.
14. Review contact information and classes in your cart.
15. Click the checkbox next to "I have read and agree to the above statement."
16. Click "Confirm Registration."
17. A confirmation email will be sent to the email you provided.
 - a. If an email is not received, please call 651-288-4417.
18. If you need to register another exhibitor, click "Account Dashboard" in the blue bar near the top of the screen. Repeat steps 5-17.
19. If you have completed registration for all exhibitors, click "Logout."