## **Nomination and Entry Process**

- 1. First Year Exhibitors:
  - Create an individual login with your information and a password.
  - Remember to write down your password!
- 2. Returning Exhibitors (After Year One):
  - Log in with your existing password.
  - Verify and update your information, especially your mailing address for auction checks, as well as your phone number and email.
- 3. Families with Multiple Exhibitors:
  - Use the "Quick Group" feature to add multiple exhibitors to one shopping cart for combined payment.
  - Remember that each exhibitor still needs to be registered individually, and their order processed separately, even with the combined payment.
- 4. Making Entries:
  - Select your division.
  - Add your entries for each exhibitor.
  - Review your cart: you can delete classes, add more entries, proceed to check out, or save your cart for later.
- 5. Checkout:
  - Review your information one last time.
  - Type "YES" in the required box and click "submit."
- 6. Payment:
  - You'll need a debit or credit card to pay at the end of the checkout process.
  - There's no "Pay Later" option directly within the system, but you can "SAVE" your cart and complete the payment process later through the payment processor.
- 7. Nominations:
  - After payment, scroll to the bottom of the screen and click "Upload Files" to add the required pictures for nominations.
  - Make sure you upload the correct pictures for each animal as per the instructions on the screen.

If you have any questions, email us at <u>isflivestock@gmail.com</u> and we will respond as soon as possible.