

Branch County Fair

Exhibitor Instructions for 2026 Fair Entry

Visit: www.branchfair.com

Choose the "branch co fair week" tab and Fair Entry, this will direct you to the website

Entries from June 1, 2026 - June 30, 2026

Fair Entry Workshop at the Fair Office: Thursday, June 18th 4-7 pm

Make changes until July 10, 2026. Program **closes** at 11:59 PM on July 10th.

NON 4-H: Sign in under Fair Entry login.

4-H Entry: Sign in with 4-H Online Family email and password, (if you forgot your password, simply hit "Reset my password").

1. Click on Register exhibitor via "Invoice" (phrase only, we don't have a fee)
2. For Livestock:
 - a. Click on your specie
 - b. For classes other than showmanship:
 - i. On the left side- you will "Add an Animal", enter a **single** animal. Input Tag # and whatever other information is required.
 - ii. **You will need to list each tag number separately.** We cannot list all tag numbers on the same line for one entry. Ex: if you tagged 12 hogs during Pre-Fair and would like to list all 12 on fair entry, you will have 12 entries for swine. **Not one entry with 12 tag numbers.**
3. A Blue Box will appear. "INCOMPLETE", edit and complete what is missing. **If your exhibitor attended the Jr Livestock February Class, you can select that box and we will go through the sign in sheet to check them off. If they did not, you are required to take the YQCA Online Class and you will have to upload your certificate there or email us a copy for proof.** You are able to bypass additional entries by clicking "continue". Our hope is that this is a simpler process rather than going back out to make an additional entry. You will also only need to fill out the blue link that is associated to you; ex: Animal Lease Agreement, Market Owners Certificate etc...
4. Continue adding projects. For the projects; we changed most of the project divisions to age range. We have made it multi-entry per department. Again, our hope is that Fair Entry sign up is a simpler process.
5. **STOP-** Don't forget to register ALL family members before you check out.
Ex: If you have more than 1 child, please register all exhibitors in the same registration.
You CAN return and keep adding exhibitors without Checking Out.... Once you check out, you can do NOTHING until Branch CO Fair staff approves or rejects your family's entries.
6. After registering all exhibitors, you will then click on "checkout" where you can view the details. You **MUST** submit your **\$0** balance invoice.
When you submit correctly you will receive an email notification. That will confirm your completion of your entries. No email received ? ...log in and complete Invoice/submit step.
7. If any entry is rejected, it will be sent back to you with a message stating what is needed.
You can login and make your corrections, then you must re-submit.

Changes can be made until July 10th.

PLEASE EMAIL A COPY OF EACH EXHIBITOR'S ENTRIES TO YOUR CLUB LEADER ASAP!

Our fair is FREE for exhibits, so no payment is required.