



Where Tradition Meets Innovation

How To Enter Online

1. Read the contest book to find the correct **Division and Class** for each item you wish to enter.
2. Access the online entry by clicking on the “Enter Online” link on the website www.sanmateocountyfair.com.
3. Click on “Register” near the top of the screen. Please enter the exhibitor’s first and last name and select “I am a new exhibitor”. **ALL** exhibitors must register as a “NEW EXHIBITOR” every year. We **do not** save your account information from previous years. PLEASE NOTE: If the entry is for your child or someone other than yourself, please use their name as the exhibitors name.
4. Fill out all fields relating to this specific exhibitor including address, date of birth and club/chapter*, grade* and age* (*youth entries only).
5. Click Continue and Review the information on the next screen. If correct, select continue.
6. Select the Department of the first item you wish to enter.
7. Select the correct **DIVISION** - reference the contest book or website.
8. Select the correct **CLASS** and fill in any required and/or applicable fields that are needed for this item.
9. Add entry to cart.
10. Repeat this process until all of your items are entered for **THIS** exhibitor. Parents and siblings of this exhibitor who also wish to enter items should be entered as **separate** exhibitors.
11. After all items are entered select “continue”.
12. Review your entries in the “Shopping Cart.” Edit any entries that are incorrect. No corrections may be made after the entry deadline passes.
13. Follow prompts on the screen for checkout procedures. Double check your email for a confirmation receipt, if you do not receive one contact the Exhibits Office.
14. Contact Lisa Arvin in the Exhibits Office if you have any questions, did not receive your confirmation receipt email or need to make a correction BEFORE the entry deadline. No changes will be made AFTER the entry deadline.
15. If you notice an error in your entries after you have submitted them and it is still before the entry deadline, **DO NOT** re-enter this item, contact the exhibits office, they will be happy to edit the entry. **No refunds will be given for duplicate entries or entry errors.**

Please note: It is important you know your drop off dates and times for all your entries as they vary per department.

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