

ONLINE INSTRUCTIONS - Schools



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tries

3

Review

4

Confirm

5

Finish

Welcome to The Youth Fair Online Entry System!

**** PLEASE NOTE: The term "Exhibitors" refers to the students. ****

Entry Deadline:
January 20, 2026

Group Entries:
Currently NOT accepted online, please submit a paper/emailed entry form to
exhibits@fairexpo.com.

Log in Information:
Teachers: Log in as School
BSA Scouting: Log in as School
Girl Scouts: Log in as School
4-H/FFA: Log in as School
Individuals: Log in as Exhibitor
Note: If your school or club is not listed, please contact the Exhibits Office at 305-223-7060.

Passwords:
Public Schools: 4-digit Mail Code/Location Number
Private Schools: 8888
Clubs: 8888
Individuals: When you create your account, you may choose your password and write it down for future use. You will need it every time you log in including when **you print your entry tags.**

Note: Please read and follow the instructions listed at the top of each page of the website to submit your entries. **Be sure to print out the entry tags and receipt and keep it on file for your records.**

After you submit your entries, you may review your entries, **print your Entry Tags.**
Be sure to print out the entry receipt and keep it on file for your records. After you submit your entries, you may review your entries, print all your Entry Tags, or you can filter and print Entry Tags for specific exhibitors.

1. Begin on this screen and click "Sign in" on the top right corner.

I am a...

-- Choose a type --



-- Choose a type --

Exhibitor

School

Buyer

Passport

Administrator

2. Go to dropdown
menu and click on
“School”

Login:

You may login if you are a school leader for special privileges such as creating multiple combinations of entries and exhibitors. Select a School and provide the proper password as given to you by the entry office.

School Name

-- Choose a School Distri ▾



3. Choose Public or Private.

Login:

You may login if you are a school leader for special privileges such as creating multiple combinations of entries and exhibitors. Select a School and provide the proper password as given to you by the entry office.

School Name PUBLIC

School Name DORAL ACADEMY

Password

Forgot your password? [Click here](#) to have it emailed to you.

Continue →

4. Choose School
name. Public: Use
your school code
Private: Use 8888

Welcome DORAL ACADEMY!

Please select actions to add exhibitors and entries or review your School account activities from the buttons below. Since you are logged in as a School, you may also create multiple entries for many exhibitors all in one check-out process. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing your browser.

 View/Print transactions made by this School

 Begin adding Exhibitors and Entries



5. Click on the right button “Begin adding Exhibitors and Entries”.

Registration

Sign-in

Please specify an exhibitor for these entries.

 NO I am not a Team or Company

First Name

Last Name

☒ This is a new exhibitor ☐ This exhibitor has already been registered

Continue →

6. Once you put the student's first and last name : If they are a new exhibitor, click "This is a new exhibitor". If they are already registered, click "This exhibitor has already been registered" and enter school code (password) .

Registration

✓ Confirm Registration Information

The following information is currently associated with your name. You may make changes by clicking the **Edit Information** button at the bottom. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name	Annie
Last Name	Febles
Address	10901 Coralway
City	Miami
State/Prov	FL
Postal Code	33186
Phone	(786) 315-5125
e-mail	*insert email here*
School	DORAL ACADEMY
Grade	3

 Edit Information Information is Correct, Continue ✓

7. Verify information . If information is correct, click the blue button that says, “Information is Correct, Continue”. If information needs to be corrected, click the gray button that says, “Edit Information”.

register Entries Review Commit Finish

Entries

* required

Department Student Exhibits

Division Crafts 3D

Class *

- ☐ 5601 : 3D Paper Craft
- ☒ 5602 : Mask
- ☐ 5603 : Paper Mache
- ☒ 5604 : Soft Sculpture
- ☐ 5605 : Wire Sculpture

Teacher Name Carol Douglass

Add Entry to Cart ✓

8. Select Department, Division and Class (see rules for amount of classes allowed per division). Do NOT forget to add teacher's First and Last name before adding entry to cart.

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✏ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Tip:

Since you are also logged in as a School, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the 'Add Entries for a different Exhibitor' button before attempting to check-out.

Item	Description	Amount	Edit	Remove
Annie Febles's items:				
Ceramics	Class: 1002 - Wheel Thrown Teacher Name: Carol Douglass	\$0.00	✏	✖
Fabric Art	Class: 5102 - Character Theme Shirt Teacher Name: Carol Douglass	\$0.00	✏	✖
Fabric Art	Class: 5104 - Tie Dye Shirts Teacher Name: Carol Douglass	\$0.00	✏	✖
Crafts 2D	Class: 5401 - 2D Paper Craft Entry Teacher Name: Carol Douglass	\$0.00	✏	✖
Total for Annie Febles with 4 entries		\$0.00		
4 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

[+ Add more Entries for Annie Febles](#)
[↺ Empty Cart](#)
[📄 Save this cart for later](#)
[Check-out →](#)
[+ Add Entries for a different Exhibitor](#)

9. To add more students to your cart, click “Add Entries for a different Exhibitor”.



Save



Edit

Your Entry Cart

ANNIE FEBLES:

Ceramics

Fabric Art

Fabric Art

Crafts 2D

4 Items

-

BELLA VIZCAINO:

Crafts 3D

Crafts 3D

Ceramics

3 Items

-

10. On the upper left corner, you should see your entry cart. If you have already registered all students, click save. If not, click edit and continue adding students.

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✕ button next to the item that you want to remove. To edit an item, click the ✎ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

💡 Tip:

Since you are also logged in as a School, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the ['Add Entries for a different Exhibitor'](#) button before attempting to check-out.

Item	Description	Amount	Edit	Remove
Annie Febles's items:			✎	
Crafts 3D 🏆	Class: 5602 - Mask Teacher Name: Carol Douglass	\$0.00	✎	✕
Crafts 3D 🏆	Class: 5604 - Soft Sculture Teacher Name: Carol Douglass	\$0.00	✎	✕
Total for Annie Febles with 2 entries		\$0.00		
2 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

+ Add more Entries for Annie Febles

↺ Empty Cart

💾 Save this cart for later

Check-out →

+ Add Entries for a different Exhibitor

11. Review your cart. If everything is correct, click the blue “Check out” button.

Do you agree to the following?

Below are items which are about to be entered.

 You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
Annie Febles's items:		
Crafts 3D 	Class: 5602 - Mask Teacher Name: Carol Douglass	\$0.00
Crafts 3D 	Class: 5604 - Soft Sculture Teacher Name: Carol Douglass	\$0.00
Total for Annie Febles with 2 entries		\$0.00
2 TOTAL ITEMS IN CART:		\$0.00
BALANCE DUE:		\$0.00

 **Signature**

Online submission of data requires that you agree and will abide by the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please contact the fair office at 305-223-7060 or visit www.fairexpo.com.

I agree to the above statement (type 'YES' if you agree)

✓ Submit

By typing 'YES' you agree and are bound by the above statement. This action serves as

12. Write “YES” to agree to the above statement and click the blue “Submit” button.

Completed!

✓ **Submission Successful**

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

🖨 Don't forget to print!

Transaction Summary for Miami-Dade County Fair & Exposition	
Confirmation ID: miami-4283144255250	
Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	10/9/2024 2:42:56 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

☒ Also, email a copy of my receipt to: STATEZCREATE@ATT.NET

🖨 Print Detailed Receipt

Finish →



13. Print detailed receipt for your records and click the blue “Finish” button.

Thank you!

You must go to your account to review this and past transactions [to print Entry Tags, as well as choose other printing options. To do this click 'Go to My Account Summary.'](#)

We value your feedback!

Would you take a second to let us know your experience with **this website?**

Rate your experience:



[Clear](#)

I love it! This website is very easy to use and understand.

Comments:

Write your comments here

✓ Submit my feedback



14. On the “Thank you” screen, submit any optional feedback and click the blue “Submit my feedback” button.

Transactions

The following transactions were made by the School 'DORAL ACADEMY'. You may choose to print receipts for any transaction or print a packing list or entry tags for all entries.

Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
 Receipt	miami-4283144255250	10/9/2024 2:42:56 PM	1	2	0	\$0.00
 Receipt	miami-4282151712124	10/8/2024 3:17:13 PM	1	3	0	\$0.00
 Receipt	miami-4282145527893	10/8/2024 2:55:27 PM	1	3	0	\$0.00
 Receipt	miami-4275144706708	10/1/2024 2:47:06 PM	1	1	0	\$0.00
 Receipt	miami-4275144019158	10/1/2024 2:40:19 PM	2	6	0	\$0.00
			6	15	0	\$0.00

 Review All

 Packing List

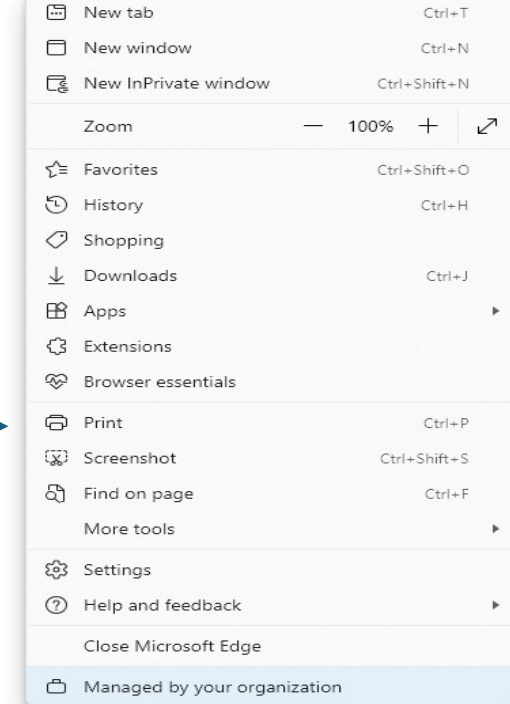
 EntryTags

Filter Reports by:

All

15. Once on the “Transactions” screen, click the far-right gray button that says, “Entry Tags”.

WEN# E0B6B5	WEN# 415A3E	WEN# AF429B
Division: Crafts Class: 5505 - Leather Art Description: 	Division: Crafts Class: 5508 - String Art and Yarn Art Description: 	Division: Crafts Class: 5510 - Stained Glass Description:
Exhibitor: Febles, Annie Grade: 	Exhibitor: Febles, Annie Grade: 	Exhibitor: Febles, Annie Grade:
Teacher/Leader: Carol Douglass DORAL ACADEMY	Teacher/Leader: Carol Douglass DORAL ACADEMY	Teacher/Leader: Carol Douglass DORAL ACADEMY
CLAIM CHECK WEN# E0B6B5 Febles, Annie Crafts Carol Douglass DORAL ACADEMY	CLAIM CHECK WEN# 415A3E Febles, Annie Crafts Carol Douglass DORAL ACADEMY	CLAIM CHECK WEN# AF429B Febles, Annie Crafts Carol Douglass DORAL ACADEMY



16. To print tags, click the 3 dots on the top right and find option to print and click “Print”. The top portion must be placed on the project and turned in on check in day. The bottom portion will be your claim tag to use when picking up projects on check out day on April 10, 2025.

Signed in as School 'DORAL ACADEMY'

☰ Your Past Transactions

⏻ Sign Out

17. Use the back button on your computer to end up back on the “Transactions screen”. Click the dropdown menu under “Hello, *school name*” and click “Your past transactions”. This is to get you back in to print out your entry tags, which you will need to place on your projects before bringing them in on check in day.



Sign In

I am a...

-- Choose a type --



18. If you log out, this is the screen you will see.