

SBFFA Alumni- 2019 Show and Sale

Online Registration for Livestock Projects

– ALL Exhibitors MUST register online.

To be eligible for the 2019 Show & Sale, the following **MUST BE COMPLETED AND PAYMENT RECEIVED AT THE SPRING BRANCH AGRICULTURAL CENTER AT 1905 BRITTMOORE RD no later than...**

- **Livestock - 12:00 PM on September 22, 2018**
- **Non-Livestock – 6:15 PM on December 11, 2018**

1. Log On to <http://sbffa.fairmanager.com>
2. Click on the 1-Register (Upper left side of page). Multiple family members can be registered as a group.
3. Enter your First Name & Last Name.
 - a. Select “I am a new exhibitor or have yet to register this year”, if you did not register an animal for the 2019 Show and Sale.
 - b. If you have already registered this year (since August 2018), select “I have previously registered this year” and enter your correct password.
 - i. Select Continue at the bottom of the screen.
 - ii. Please CHECK your personal information and correct if needed. If it is complete and correct, select Continue, then Create Entries for Non-Livestock
4. Register each Non-Livestock project you will be entering. The fee is \$10/entry for current FFA members and \$30/entry for Non-FFA members. No refunds will be given if you register, but do not submit the entry.
5. Choose the Department (Non-Livestock) and Division. Most Divisions have a Class which will be available to select once you’ve selected a Division.
6. You **MUST** enter a Title & Description for your project. If you do not know this at the time of registration, please use something generic as it **CAN NOT** be changed after you save your entries.
7. Enter the requested information including whether your item will be included in the 2019 Silent Auction if it does not make the Live Auction.
8. Click on *Add 1 Entry to Cart* at the bottom of the screen. Repeat this process to register all of your projects.
9. Move to the Review step. Make sure all information is complete and accurate. You may save your entries to add details or changes later or if your entry is complete, you can press *Check-out*. Once you check out, changes **CANNOT** be made.
10. You are now given the opportunity to confirm the entries. Read the agreement text carefully, and then type “Yes” in the box at the bottom to indicate your electronic signature and agreement. Press *Submit*.
 - Print 2 copies of your detailed receipt. A copy of the Detailed Receipt is required with your payment and keep a copy for your records. Then click Finish. Receipts & payment must be received at the Spring Branch ISD Ag Center, by the following dates, **Livestock - 12:00 PM on September 22, 2018, Non-Livestock - December 11, 2018**
11. Finally, please provide feedback on the registration process.