MINNESOTA STATE FAIR

Online Entry Procedures
Creative Activities & K-12 Exhibits Only

1. Go to http://www.mnstatefair.org/competition/creative_activities.html
2. Click "Begin Online Registration" on the right side of the screen or go to competition.mnstatefair.org.
3. Click "Continue Registration" after reviewing department registration rules and deadlines.
4. Click "Create an Account."
   a. Account Setup: Enter your email address and create a password. Please keep record of your password – write it down, as the fair does not keep record of your password! Passwords are case sensitive.
   b. Registrant Type: Most exhibitors will be "An Individual" unless a teacher or advisor.
   c. Click "Create Account" to finish.
5. Click "Enter a new exhibitor."
   a. Enter your information. (Teachers: Begin entering students. Address will default to the address you entered for your account setup.)
6. Click "Departments" (upper left)
   a. Departments will be listed. Click on the department you plan to enter.
   b. Divisions will be listed. Click on the division that corresponds to the class you plan to enter.
   c. Subdivisions will be listed (if applicable). Click on the subdivision corresponding to class.
   d. Full class lists for each subdivision will be listed. Check the box for the classes you plan to enter. Click "Add Selected Classes." (scroll down if the class list is longer than the screen allows)
7. Continue entering classes. Once satisfied with entries, proceed to "View Cart."
8. EACH EXHIBITOR will need to "check out" individually to be registered.
9. Click "View Cart" in the upper right corner. Review entries and check out.
10. Click "Proceed to Checkout."
11. Click "Confirm Registration." By clicking this, you agree you have read the corresponding premium book(s) and will abide by the rules set forth for each department and division.
12. A confirmation email will be sent to the email you provided. If an email is not received within 24 hours, please call (651) 288-4417.
13. ADD MORE EXHIBITORS: Go to "Exhibitors" (upper right) and click "Add Exhibitor" and enter their information. All exhibitors need to check out separately, each receiving a confirmation email.
14. Remember: You are always able to go back and add classes until the department entry deadline.