

# 2017

## Entry Instructions for FFA Agriculture Technology.

- **NEW. All exhibits must be registered online; no unregistered exhibits will be accepted at the door.**
- There is no fee for entering.
- All exhibits will have tags generated. These tags will be either mailed to you or will be available at exhibit delivery.

### 1. **REGISTRATION. Begins Monday, May 1 and closes 4:30 p.m. Tuesday, August 8.**

The entire process must be completed by **4:30 p.m.**, or entries will not be registered.

- a. Create an account. Go to the Minnesota State Fair website (mnstatefair.org), access the FFA information page. The email and address you use when creating your account is the contact information we will use to communicate with you.
- b. You must register as an FFA Advisor; do NOT create an account as a teacher or individual exhibitor. Only by registering as an FFA Advisor will you be able to access the FFA Agriculture Technology classes.
  - i. You must use one account to enter all your FFA student entries.
  - ii. Once account has been created, you may access the account as often as you need to complete or make changes to your student or their entries.
- c. When you are ready to complete registration (and before the deadline), you must **Confirm Registration** for each student to finalize registration.
  - i. Once you have confirmed registration, you will no longer be able to edit student information and entries.
  - ii. If you need to add new students or entries, or would like to view existing entries, you may still log in until the entry deadline above.
    1. You must check out and **Confirm Registration** every time you add new students or entries to your cart.
- d. For every time you **Confirm Registration**, you will receive an email confirmation for that student and their entries.
  - i. Print a copy of each registration confirmation. If you do not receive confirmation **within 24 hours of submission, please call (651) 288-4417 immediately.**
- e. FFA Advisors should have registration confirmations for all registered students on hand when exhibits are delivered.