

2010 ARKANSAS STATE FAIR MARKET ANIMAL ONLINE NOMINATION STEPS

1. Go to: www.asfg.net
2. Click ASF Logo on the right side of your screen. Then click the tab titled: "Livestock Department". Look for the picture of a boy with a pig. Click on "CLICK HERE" under this picture.
3. You are at the Market Nomination Welcome Screen – Please read this information.
4. Under Main Menu (Left Screen) – click "Login/Logoff". This will take you to the Login Screen.
5. You will see a drop down box beside "Type". Click the arrow on the drop down box. In this drop down menu - All agents and Ag teachers should click: "Club".
6. Now you should be at "Club" Log-in Page. Click the drop down box beside "Club Name".
7. Find your 4-H County or FFA Chapter name and click on it.
8. Type your ASF issued password (case sensitive) in the box to the right of "password". *If you do not have a password you cannot nominate animals for the State Fair. Please contact tammy@asfg.net via e-mail to proceed.* Click Login when password information is entered.
9. At this point you may:
 - View/Print recent transactions made by this club
 - Begin adding Exhibitors and their Entries

Select "This is a New Exhibitor" when making the first entry for a particular exhibitor. No exhibitor information is on file from previous ASF Shows in this database. Agents and Ag Teachers will assign each exhibitor a password when entering Exhibitor information online. **Be SURE that you keep these passwords on file for yourself AND that each exhibitor knows his or her password.** Once Exhibitor Information is entered for an individual – you do not have to complete "New Exhibitor Information" each time access is needed to this database. You may log on as the Exhibitor if you have the password. If this Exhibitor will be making additional entries for the State Fair, he or she does not have to have **THIS** password in order to access his or her online entry and nomination information. If this exhibitor will have other Market Animals nominated – the Agent or Ag Teacher must have **THIS** password in order to make additional market nominations for this exhibitor. If an Exhibitor, Agent or Ag Teacher wants to review the account of a particular exhibitor (including checking nominations) – he or she must have **THIS** password in order to review the information.

When all Exhibitor Information is complete for that individual – Step 2 of online nomination is "Entries".

10. ENTRIES: Please select a Department and Division for this nomination by choosing the species in both drop down boxes on this screen.
11. The next screen will list the specified Division (Species) and will require an ASF Ear Tag #.

12. Beside CLASS – choose PROCESSING CLASS
13. Beside CLUB – choose the 4-H County or FFA Chapter for this entry.
14. Beside ASF Tag # - Enter the State Fair ear tag number for the animal.
15. Click “Add Entry to Cart”.
16. Now you should see the “ENTRIES” screen again.
 - If another animal of the same species needs to be added for that Exhibitor – Click “Add Similar Entry”.
 - If an animal of a different species needs to be added for that Exhibitor – Click “Add Different Entry” and repeat these steps with the new nomination information.
 - If all nominations are complete for that Exhibitor – Click “Continue”.
17. REVIEW:
 - At this point you should proof all entry information that has been submitted.
 - If you have no more nominations for that exhibitor or for any other exhibitor – Click “Check Out”.
 - If you want to add other Market Nominations for other Exhibitors – Click “Add Entries for a Different Exhibitor”.
18. CONFIRM: When all Exhibitor Information and Validation Numbers (Ear Tag #'s) have been entered and proofed and you have clicked “Check Out”
19. Now you should be at the “CONFIRM” screen. Here you should review nomination information and type “YES” into the box which declares that you and the exhibitor agree and will abide with the terms as defined in the published rules and regulations of the Arkansas State Fair. After you have typed “YES” – Click “Submit”.
20. Now you should be at the “SUMMARY” screen. At the bottom of the gray box, check the box beside “Also, e-mail a copy of my receipt to _____, and enter the correct e-mail address. Print the Summary Page by clicking “Print Detailed Receipt” and retain a copy for your records. Bring a copy of this receipt to the State Fair with you.

Thank you!

Your online nomination is complete.
Please contact the State Fair Livestock Office at
501-372-8341
if you have questions regarding this process or other State Fair information.