

Hill County Fair Creative Arts Division Steps for Online Registration

Below are the steps to register entries online for the Hill County Fair Creative Arts Division. Please read carefully the directions below. If at any time you have any questions, please call Terry Pustejovsky at 254-582-0689 or email

You can access the registration site via <http://hill.agrilife.org> and select the link Hill County Fair, then Creative Arts or <http://hillca.fairmanager.com>

Step 1- Please begin by choosing "Login/Logoff" on the left menu.

Step 2 - In the drop down menu, if you are only registering one exhibitor, please choose exhibitor. If you will be submitting entries for multiple family members or a school group, choose "Quick Group."

Step 3- Enter the exhibitor First and Last name and select the button next to "I am a new exhibitor."

Step 4 – Complete the information regarding the exhibitor, all required fields are in bold. You will be required to enter a password. Please record the password, because it can be used to make corrections on entries or additions up until the fair entry deadline.

Step 5 – Review the information you just entered. You may make changes by choosing the 'Back' button in your browser. When all information is correct, click the continue button.

Step 6 – In the drop down menu, select the appropriate department and division. Then place a click in the box to the left of the class or classes that are being entered. When all selections have been made, click on the red "add entry to cart" button at the bottom.

Step 7 – When all entries for an exhibitor have been added to the cart, click the "Continue button" on the bottom right.

Step 8 – Review of Cart. Here you will see a list of items in your cart. Here you can remove items or edit items or can save and come back and edit later (this is when you will need the password you set earlier) Once all items are correct, click "Check Out" button on the bottom right.

Step 9 – Confirm entries and type "yes" in the "**I agree to the above statement.**" Next, click the "Submitt" button.

Step 10 – Summary and Print receipt. A summary of the entries entered is presented. At this time check a box to enter an email address to which a copy of the receipt will be sent to. Otherwise, click "Print Detailed Receipt." A new window will pop-up with the detailed entry information. Print **two (2)** copies, one to kept for your records and one to mail in with payment due. Once you have printed, close the window.

Step 11 – Mail a copy of the receipt along with payment to Hill County Fair CAE, P.O. Box 318, Hillsboro, TX 76645. All entry money along with receipt must be post marked by January 11, 2012 or you can deliver to the Extension Office at 126 S. Covington Street, Hillsboro before 4PM on January 11, 2012.