

HOW TO DO ON LINE ENTRY WITH EXHIBITS FOR ARTS AND CRAFTS AT LANCASTER FAIR

1. Go to lancasterfair.com
2. Go to Exhibitor's Handbook > Exhibitor Registration click.
3. Under "Enter OnLine", click "Arts and Crafts exhibit"
4. Click "Create account" if new this year or if entering first time this year
5. Don't change "G" for division since arts and crafts are in this category. Complete all areas marked with asterisk (*), other areas may be left blank. Remember your user name and password in order to enter more articles later, if you wish. Click "Save Account Information"
6. If you are entering later with more articles or have already set up an account, click "Log In"
7. Click "Entries" at top of page and click on department you are entering in on box at top left of screen. Go to class you are entering in.
8. The letters under lot are the various age categories:
 - H – Handicapped
 - J – Junior/Child age 4-8
 - O - Open category ages 18-69
 - P - Professional
 - S - Senior – 70 years or older
 - Y - Youth/age 9-17
9. Hit "Add" (left of screen in exhibits you wish to add. Screen at top will show if entry has been added. Please place only one exhibit per lot unless otherwise specified in handbook
10. When completed with entries, go to "Review Entries" (top of page) to be sure you have entered all your entries.
11. Go to "Items/Checkout" (top of page) and click.
12. Click yellow box confirming you understand rules and regulations. **CLICK SUBMIT**

The entries are now entered in gmail for download into the computer. If you wish to double check, send e-mail to lfairartscrafts@gmail.com