2017 OKLAHOMA STATE FAIR
OKLAHOMA STUDENT ART EXHIBITION (OSAE)
ONLINE ENTRY INSTRUCTIONS

It is very important that you follow these instructions to complete the online entry process.

Before you begin, please download and read the Prospectus for the Oklahoma Student Art Exhibition here.

Online Registration Instructions:

- When the registration site opens, DO NOT click on the button at the top that says "Register" but look for the light blue box in the top right corner that says "Sign in" and click on it.
- After you click Continue, "I am a…" will appear. Choose "School" in the drop down menu.
- Find your school on the list and select it. If your school is not on the list, select "Other."
- Enter "statefair" for the password and click Continue.
- Select "Begin adding Exhibitors and Entries" to begin to add entries.
- EVERYONE will select "This is a new exhibitor" the first time you register for the current year. Even if you have participated in the past, do not select "This exhibitor has already been registered". If you return to add more participants this year, you will select that option at that time.
- Fill out the registration information with the personal info of the teacher registering. If you selected "OTHER" for your school, be sure to enter the name of your school in your registration form. You may enter any personal password you wish, but the password you will use to log on your school is always "statefair" (all lower case). You are welcome to use that for your personal password as well rather than having to remember two different passwords.
- Under Department, select "Creative Arts." Under Division, select "3650 Oklahoma Student Art Exhibition" and fill out the pertinent information and click on "Add Entry to Cart."
- If you wish to add another student's work, click on "Add a similar entry."
- When you wish to come back and add or edit your entries, click "Continue" and select "Save this cart for later" or, if you are ready to submit your entries, select "Check-out."

Important Notes:

1. **If you do not place at least one item in your cart prior to saving the cart, your registration will not be confirmed and you will need to start over on the process detailed above.**
2. **If at any time you decide to exit the system before completing the Online Entry Process, you must click "Save cart" to retain your entry information.**
3. **After the close of registration, we will send you the information to print and place on your art. DO NOT PRINT from the tabs that say "Packing List" or "Entry Tags" if you review your entry online.**
4. **Starting this year, you will be assigned to drop off your student art at one of four district locations. Your assigned district is based on your county. The prospectus contains a list of county assignments.**

The first 10 schools to COMPLETE THE CHECKOUT PROCESS will earn a $100 Hobby Lobby gift card to be used for art supplies at their school. These will be awarded along with the other awards at the ceremony during the Fair.

All online entries must be submitted by *April 10 at 5:00 PM.*