Animal ID Process for Exhibitors

These are the screens/steps that families and exhibitors will see when they log in to identify animals.

Steps

1. After logging in, the exhibitor will click on the Register an animal button. There is no option to make fair entries.

2. The first step is to register the exhibitor. There are 3 screens to complete:
   - First Name, Last Name, Birthdate, Grade – Names are required, Birthdate and Grade are controlled by your entry settings.
   - Contact Info – Phone is required, email, cell phones are optional.
   - Address (required)
3. When those 3 screens are complete, there is a Continue to Animals button on the Review screen.
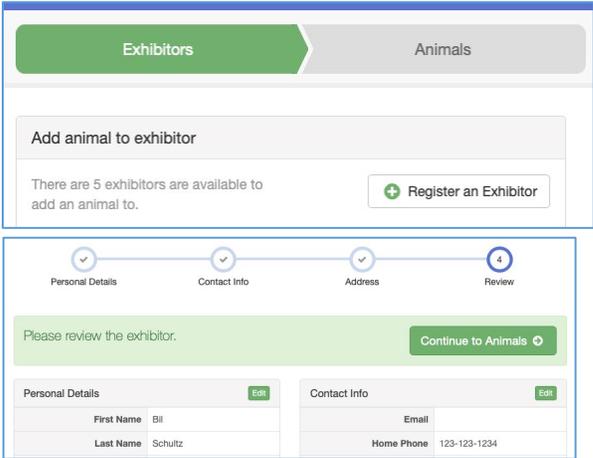
4. The first step is to select the Animal Type to be identified.

5. After all fields are complete, the exhibitor will either see a Continue to Upload Files option (if you have set up Files for this Animal Type) or a Finish button. Files uploaded must be either PDF or an image file (GIF, JPG, PNG, TIFF).
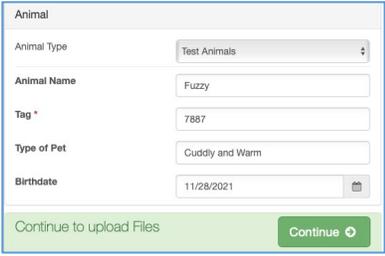
6. After clicking Finish, the exhibitor is taken to a list of all exhibitors/animals for this family. There is an option beside each to Add an Animal for that exhibitor. There is also an option to Edit existing animals. To add a new exhibitor to the family, click on the green Exhibitors tab at the top of the screen.