Santa Cruz County Fair 2022
Livestock File Upload Instructions

All market, breeding and dairy animal exhibitors will be asked to upload several documents during their online entry session. Other exhibitors will be notified via email of the forms they are required to submit at Check-In. **Please have the following forms ready to upload when you begin your entry submission**:

Exhibitor Eligibility (requires leader/advisor signature)
Release of Liability
Code of Conduct

These forms are available at Google Drive 2022 Forms.

Upon entering your first division/class entry, you will get a message that says ""**Upload attachments needed**". If you select "**I don't want to do that**", you will not be able to proceed. Select "**OK, Continue**".   A screen like this will be displayed. Note that the name of the form is shown above the blue Upload bar.   "**Choose**" the correct file from your device and click on the Upload button. Continue through all three required forms. Once all three forms have been uploaded, click on the "**Done**" button. You will not be able to proceed past this point without uploading the forms.

Add the entry to your cart and continue adding entries as necessary.

Division-Specific Forms

If the division you entered requires additional forms, you will see a message box like this once you check out.

Market animals require a bill of sale or other proof of ownership if you raised your animal yourself. They also require a Declaration of Medication form.   Breeding animals required registration papers for purebred animals and proof of ownership for unregistered animals. Note the presence of a Photo upload bar. Photos will be used for market animals in the online auction system for add-ons only this year.

If you have entered more than one species or division, note the name of the division at the top of the screen. Also note that the upper left corner shows "1 of X." If X is 2 or more, you'll need to click on the number on the right to walk through each entry that requires forms. An instructional video is available if you "Press for Instructions".

If you don't have all of the required, division-specific forms at the time of entry, you can come back into the system to upload them later, but they must be uploaded by August 25. The photo must be uploaded by September 6.

Uploading Forms in Another Session

When you log into your account, you'll see this message. Click on the grey View/Print button to add more forms.

Use the Upload Files buttons shown below to add your forms. If you have more than one transaction confirmation, check all of them. The file upload page will look just like the one shown above.

If you have trouble at any point in your entry submission session(s), please do not hesitate to contact us at santacruzlivestockcommittee@gmail.com.