

South Texas Agricultural Roundup, Inc.
2010 Entry Form & Summary Sheet Instructions

ENTRY FORMS

1. Provide a copy of the 2-page form to all exhibitors. One form per exhibitor.
2. Exhibitor Information must be filled out completely, including social security number.
3. Check (✓) the appropriate Market and Breeding entry selection. Fill out breed, sex, and date of birth for all entries. Include copies of all registration papers for breeding cattle and goats. Incomplete entries will result in entire club/chapter entries being returned without processing. **IMPORTANT: Breeding entries which require copies of breeding papers must have a copy of papers attached to the entry. Any entries for breeding animals which do not have registration papers attached will be considered INVALID and will not be accepted and entered in the show. Incomplete entries will be treated as NO ENTRY and all entry deadlines will apply including LATE fees. Any entries not having papers by the Late Entry Deadline will not be entered in the show.**
4. Enter the desired number of additional parking and gate passes and place the sub-total for each in the space provided. Additional passes will not be sold after the registration deadline. Entry fees will be paid at the gate.
5. List the ticket numbers sold for the first entry in the space provided.
6. Count the number of additional entries (if more than one box was checked) and multiply by \$20 and carry the sub-total forward.
7. Carry the sub-total of additional passes forward to the “Additional Passes Requested” line.
8. Sum all fees and place the total in the designated box.
9. Make certain all appropriate signatures are secured on the Entry Form, Drug Certification & Entry Verification Form, and Release of Liability sections of the 2-page form.
10. Keep a copy for your records and submit original entry forms, appropriate registration papers, and payment with the Summary Sheet (electronic file) to STAR.

SUMMARY SHEET

1. Download the MSEXcel file from the web and save to a disk or computer, first. **Warning: Do not open the file from the website and begin to enter data, you may lose all the data you enter. Save the blank sheet first, then open it from your saved file!**
2. Open the file and enter club/chapter information in the spaces provided.
3. Using the exhibitor LIVESTOCK ENTRY FORM or AG MECHANICS ENTRY FORM, enter the Last Name and First Name of the exhibitor in the appropriate cells.
4. Follow each row and mark the appropriate entries for each exhibitor as indicated in the exhibitor’s LIVESTOCK ENTRY FORM. Please note that you should enter any relevant information and leave other cells blank.
5. Do not attempt to modify Totals. These numbers will be calculated for you. Be sure to compare individual exhibitor totals on the Summary Sheet with the exhibitors entry form. Make sure they match.
6. Once you have entered all the information, save the file to your hard drive or a disk. It is recommended that you save periodically to prevent losing data already entered.
7. Attach all original exhibitor entry forms (including registration papers) to a copy of the printed summary sheet for submission.

Special Notes:

- Each exhibitor’s 10 raffle ticket stubs and money for those 10 tickets must be turned in to STAR to verify entry.
- Cells have intentionally been locked to prevent them from being changed. Do not alter the locked cells.
- Double check ENTRY FORMS with this SUMMARY for accuracy. STAR is under no obligation to correct erroneous entries made either on Entry Forms or Summary Sheets.
- If you need more entries, it is easier to create another file as opposed to entering new rows.
- For experienced users, you can sort your entries in the spreadsheet by first or last name.

SUBMITTING ENTRIES

1. All of the following must be submitted by club managers or club advisors by **January 15, 2010**.
2. In order for your entries to be considered “submitted” by the deadline, all of the following must be included:
 - a. 2010 STAR Entry Summary – This may be submitted by e-mail to anadlas@hotmail.com or info@gostar.org , or it can be copied to a CD. All information must be complete and correct. No “blank” files.
 - b. 2010 Entry Forms – All original entry forms must be submitted along with a printed copy of the Entry Summary. Entries should have appropriate signatures and must have registration papers attached for breeding entries.
 - c. Entry fees and passes as indicated by the Summary. Only one check per club or chapter for all entries.
3. Submit entries by either methods below:
 - a. STAR Entries, P.O. Box 1939, Edinburg, Texas 78540
 - b. Contact Luis Saldana @ 279-3346 or 514-9578 to submit entries in person.