



## Entry Instructions for FFA Crops via Excel Spreadsheet

1. Download the spreadsheet from [mnstatefair.org/competition/ffa/ff-crops](http://mnstatefair.org/competition/ffa/ff-crops) or request one to be emailed to you by contacting the competition department at [competition@mnstatefair.org](mailto:competition@mnstatefair.org)
2. Fill in the columns in the spreadsheet:
  - a. Chapter #
    - i. Use your FFA Chapter ID number (ex. MNXXXX).
  - b. First Name, Last Name, FFA Member #
    - i. Fill in with the exhibitor's information.
  - c. Div #, Class #
    - i. Reference the FFA Crops premium book for division and class numbers for each entry.
  - d. Variety Name and Number
    - i. Fill in with variety name and/or number for the crop.
  - e. Test Weight
    - i. If the grain has been weighed for a previous show, fill in the bushel weight.
  - f. First Year Exhibiting
    - i. If it is the exhibitor's first year exhibiting at the Minnesota State Fair FFA Crops Show, put an "X" in this column.
3. Email the spreadsheet to [competition@mnstatefair.org](mailto:competition@mnstatefair.org)
4. Expect a one-to-two-week turnaround from the time the completed spreadsheet is emailed to the competition department to the time completed tags are received.
  - a. Tags will list exhibitor numbers for students. Exhibitor numbers do not have to be requested ahead of time from competition department.