Manitowoc County Fair Jr. Fair Online Registration Process

Website address:

https://www.blueribbonfair.com/BRFAIRPROD/BlueRibbonStart.aspx?ID=1214

New Account

- Select Create New Account
- Drop Down Menu –
 Division Select Jr. Fair
- Click on drop down arrow to Select in Club Name
- Exhibitors can select more than one club
- Enter in All Required Fields with an Asterisk (*)
- Note All Jr. Fair
 Exhibitors Enter your
 Leader's Email address
 under Additional Email
- Exhibitors do not have to enter a SSN# or Federal ID#
- Save
- Select "Accept" on Terms of Service page
- Note Keep username, email address, and password exhibitors can make changes or additions through June 15.



Premium Book Catalog

 If you are in two clubs – select the club that you want your entry to be recognized with first



** When you are finished adding entries, go to the 'Misc Items / Submit Entries' page to read and accept the rules of the fair and click the Submit / Checkout button to complete the entry process **



- Double Click Department (i.e. 001 Dairy Cattle)
- Click on + sign to expand the Class
- Select the "Add" button.
- An Information box will appear noting that the Entry has been added to the Pending Entries List.



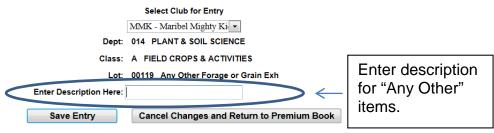
List of Available Entry Selections

** When you are finished adding entries, go to the 'Misc Items / Submit Entries' page to read and accept the rules of the fair and click the Submit / Checkout button to complete the entry process **

- Click Ok.
- Double Click next department you wish to enter. Use the bar to slide down the list of departments available.

 If entering in departments 14-34, you will be asked if you have a description for those lot numbers with "Any Other, Identify."

Descriptive Entry





• If entering a horse, exhibitor will be prompted to enter the name of the horse in "Enter Desciption Here" box.

Descriptive Entry





- Click on Pending Entries to review entries.
- Disregard any fee count in pending entry fee tab
- Remove an Entry Exhibitor may remove an entry. Select Pending Entries and then select "Remove."
- Under Pending Entries –
 Exhibitor may notice a
 "Review/Edit" button this
 button is used to edit the
 description of "Any Other
 Items" or "Horse's Name."

| | | Pending Entries | | | | | | | | | | |
|--|--------------|-----------------|-----------------|-------|-----------------------------|-----------------------------------|------------------|------------------|-----------------------------------|----------------------|---------------|---------------|
| | | Entry Fees | Entry Count: 11 | | : 11 Pen/Stall Fees: \$0.00 | Pen/Stall Count: 0 | | En | intry and Pen/Stall Total: \$0.00 | | | |
| | | Club Dept | | Class | Lot | Lot Desc | Pen/Stall Fee | Select Pen/St | all | Description | Entry Type | |
| | | ммк | 001 | A | 00100 | Reg. Holstein Spr. Heifer Calf | | | | | G | Remove |
| | | MMK | 002 | A | 00108 | Senior Yearling Heifer Calf | | | | | G | Remove |
| | | RSS | 004 | M | 00111 | | | | | | e | Remove |
| | Revie | ew/ MMK | 006 | В | 00133 | Click to ma changes to | | . [| | Silver | D | Remove |
| | | RS | 008 | AB | 00105 | Other" | Ally | | | | G | <u>Remove</u> |
| |) | ММК | 011 | В | 00119 | | or | | | | G | Remove |
| | | RSS | 014 | В | 00138 | description | | | | | G | <u>Remove</u> |
| | Revi Edit | rss | 014 | В | 00159 | horse's nar | ne. | | | Veggie | D | Remove |
| | Revi Edit | ew/ MMK | 016 | с | 00149 | Any Other Forestry Exhibit | | | | Enter Description | D | Remove |
| | | RSS | 020 | В | 00119 | 4 Photos Landscapes/Seascapes | | | | | G | Remove |
| | | RSS | 028 | В | 00161 | Cookbook (5 pages) | | | | | G | Remove |

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Misc Items/Submit Entries

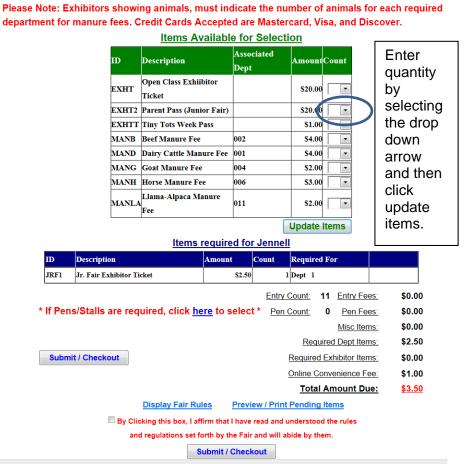
Select the tab Misc Items/Submit Entries.

Under Items Available for Selection

- If interested in Exhibitor Tickets or Parent Pass, select the drop down arrow to select quantity.
- If interested in Tiny
 Tots Week Pass (for
 those children 1-5
 and does not include
 rides), select the drop
 down arrow and
 select quantity.
- Exhibitors showing animals must enter the number of animals associated with the department manure fee.
- Select the "Update Items" tab to update the totals

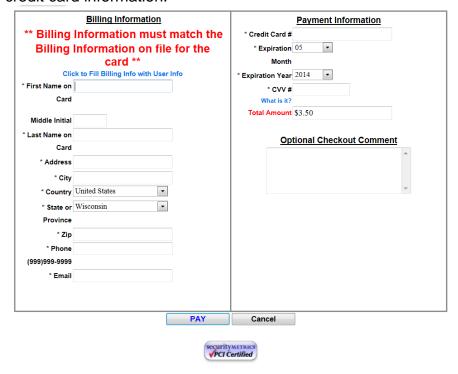
Under Items Required for "Name of Exhibitor"

- Review manure fees and note that the Jr. Fair Exhibitor Fee is already listed. This fee is for the exhibitor ticket and is required of each exhibitor.
- There are no pen fees required.
- Review Total Fees which includes a Convenience Fee of \$1. This Convenience
 Fee is a one time charge and if there are any additions, the exhibitor will not be
 charged another convenience fee.
- Note the Total Amount Due.
- Exhibitor has the option to Preview/Print Pending Items by selecting the "Preview/Print Pending Items" Tab as well as the fair rules
- Select the box next to "By Clicking this box, I affirm that I have read and understood the rules and regulations set forth by the Fair and will abide by them."
- Click Submit/Checkout



Payments

- Payments will all be done by credit card or debit card with a mastercard or visa symbol. We accept Mastercard (MC), Visa, or Discover
- Enter all required information noted with an asterisk (*) and complete with the credit card information.





- Click Pay to complete transaction.
- Exhibitor will receive confirmation of payment via the email provided and the email will be from Jill Zich (<u>JillZich@co.manitowoc.wi.us</u>)

Quick Entries

- Exhibitors also have the option to enter entries through the Quick Entries process.
- Select Quick Entries.
- Enter the Dept, Class, Lot # as listed in the Jr. Fair Rules

History

• Select the history tab to review entries that have been submitted.

Dairy Cattle Exhibitors

- Exhibitors showing dairy cattle will need to submit a hardcopy of the Dairy Sketch Blank located at www.manitowoccountyexpo.com.
- Click on the Fair tab
- Click on Fairbook
- Click on Junior Fair Registration
- Exhibitor can choose the Fillable or non-Fillable form
- The form and any other documentation must be sent to the Expo Office.
- All forms due by June 15.

Horse Exhibitors

- Exhibitors showing horses will need to submit an emailed copy of the Junior Fair Pre-Registration Form – Horses & Ponies located at www.manitowoccountyexpo.com.
- Click on the Fair tab
- Click on Fairbook
- Click on Junior Fair Registration
- Exhibitor can choose the Fillable or non-Fillable form
- Email to expo@lakefield.net with Horses & Ponies in the subject line.
- Coggins form must be with animal and exhibitor on the day of arrival at the fair.
- The Horse Participation Booklet must be given to the FFA or 4-H Club Leader.
 Leaders must submit to the horse committee.
- All forms due by June 15.