Manitowoc County 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 July 1.



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.

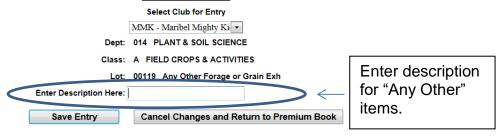


fair and click the Submit / Checkout button to complete the entry process **

- 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."

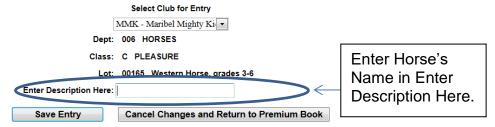
Descriptive Entry





• 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											
	Er	ntry Fees	Entry Count: 11		t: 11 Pen/Stall Fees: \$0.00	Pen/Stall Count: 0 En		ntry and Pen/Stall Total: \$0.00					
		Club Dept		Class	Lot	Lot Desc	Pen/Stall Fee	Select Pen/S		Description	Entry Type		
		ммк	001	A	00100	Reg. Holstein Spr. Heifer Calf					G	Remove	
		ммк	002	A	00108	Senior Yearling Heifer Calf					G	Remove	
		RSS	004	М	00111	Click to ma					G	Remove	
	Review	MMK	006	В	00133			. [Silver	D	Remove	
		RS	008_	AB	00105	changes to	Ally				G	Remove	
		ммк	011	В	00119	Other"					G	<u>Remove</u>	
		RSS	014	В	00138	description					G	<u>Remove</u>	
	Reviev Edit	RSS	014	В	00159	horse's nar	ne.			Veggie	D	Remove	
	Reviev Edit	MMK	016	С	00149	Any Other Forestry Exhibit				Enter Description	D	<u>Remove</u>	
		RSS	020	В	00119	4 Photos Landscapes/Seascapes					G	Remove	
		RSS	028	В	00161	Cookbook (5 pages)					G	<u>Remove</u>	

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Misc Items/Submit Entries

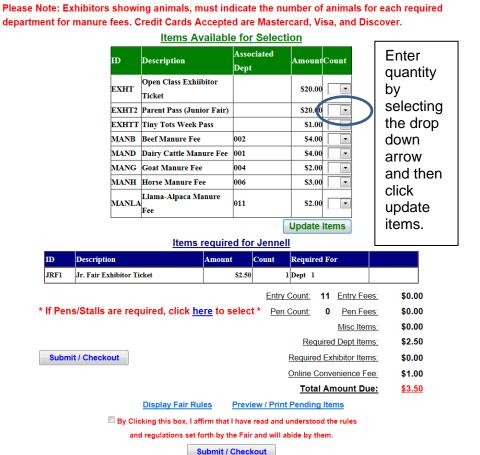
Select the tab Misc Items/Submit Entries.

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

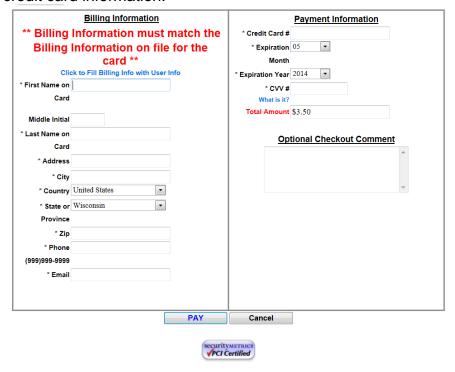
Under Items Required for "Name of Exhibitor"

- 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.

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 must complete the online entry at <u>Manitowoc</u> County Fair.