# HOW TO
ENTER ONLINE

HOW TO ENTER YOUR EXHIBITS AND/OR ANIMALS ONLINE WITH BLUE RIBBON FAIR

1. On the Exhibitor Handbook page, select the "Enter Online" button under the department that you are trying to enter. When you click this button, it will take you to a third-party website: blueribbonfair.com

2. The screen will look like the below image. **NOTE:** If you created an account in 2021, it was only for that year, you will need to create a new account. Select "Create Account"
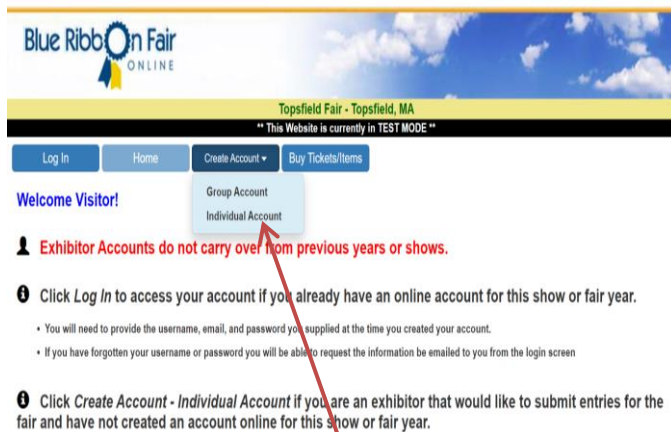

3. Select "Individual Account" if you are entering only yourself, or if you are a school, scout leader, etc. you will want to select "Group Account." This will take you to the next screen where you can create your account with your information.

4. First select the Division you would like to enter (Junior/4H, Open, Senior Citizen, School)

5. Next fill in all Required Fields (First Name, Last Name, Address, City, Country, State, Zip Code, Email Address, Confirm Email Address, User Name, Password, Confirm Password, Security

Question, Your Answer) and select "Save Account Information." You will receive a confirmation with the information you enter for log-in information and also a confirmation for the classes you enter. MAKE SURE to write down your login email and password so as to not forget it. NOTE: Birthdate, Parent Name is required for Junior/4H Division, only select if you are under 18. **Remember to save your user name and password if you want to enter again this year as well.
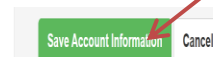
6. Once your account has been created, you can then log-in to enter your exhibits and animals. Please select "Accept" on the pop-up screen with "Please Read the Following Terms." NOTE: Failure to click "Accept" will not allow you to continue to log-in screen.
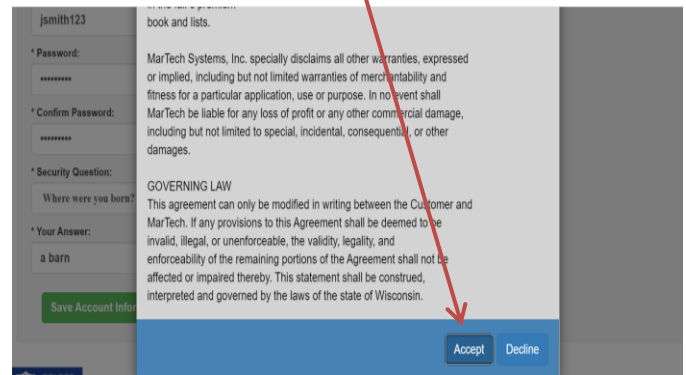
7. This is also the time to update or edit your personal information. If you need to edit anything, please select "Edit Account" on this page. Once you are ready, select "Entries" and this will allow you to start entering your exhibits and animals.

8. In this next screen, you can now select the department you would like to enter. Click on the drop down arrow for all departments. Once this is selected, the class listings will appear. Use the arrow on the far right of the page to show more classes.
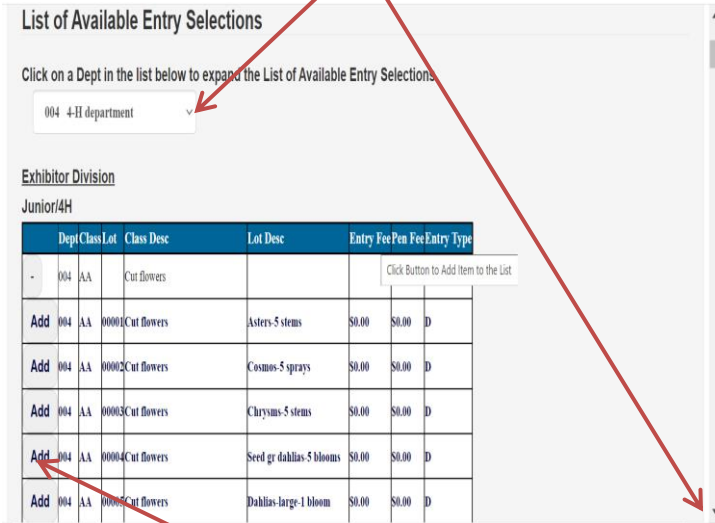
9. By selecting the plus sign (+) on the left, you will add this as an 'entry' for your account. Once you select the "Add", a new screen will appear. You will then have the option to "File Upload" or "Enter Description Here". These options will depend on the department you are entering. Once you are done, select "Save Entry."


10. Once you have finished this entry, you can go and select another department and class and enter another entry.

LIVESTOCK ENTRIES:

11. These rules pertain to: 4-H Rabbits, 4-H Cavy, 4-H Goat, ADGA Goats, Cattle, Rabbit & Cavy and Poultry.
12. All Health Papers must be submitted with the "Upload File" button on the entry. This field can

accept "PDF, JPG, BMP". You will need to select "Choose Files" on the pop up and locate the files on your computer, once selected be sure to select "Upload."
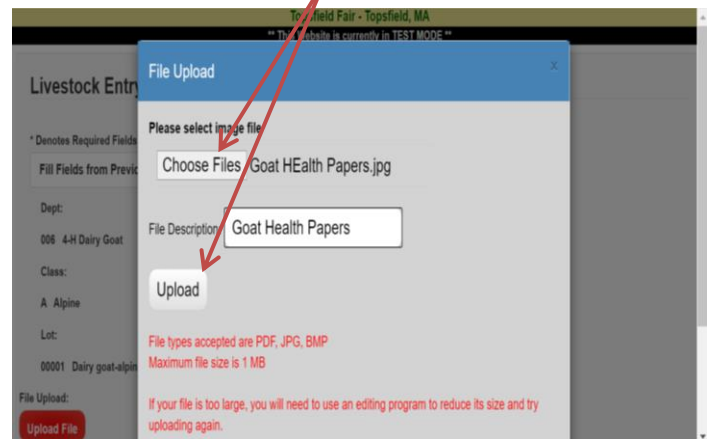

13. Your Health Papers will now be attached to your entry.
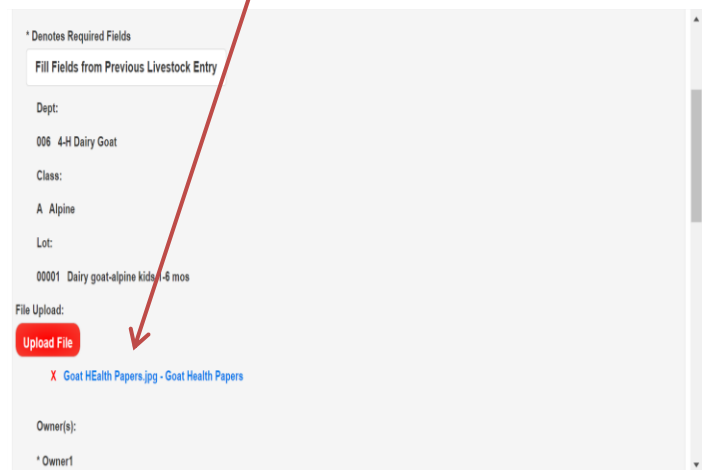
14. Select "Save Entry" and now your entry has been added. Continue to add your entries. Once done, select "Review Entries" and ensure that all exhibits and animals are entered. Next, select "Items/Checkout" on the main menu.
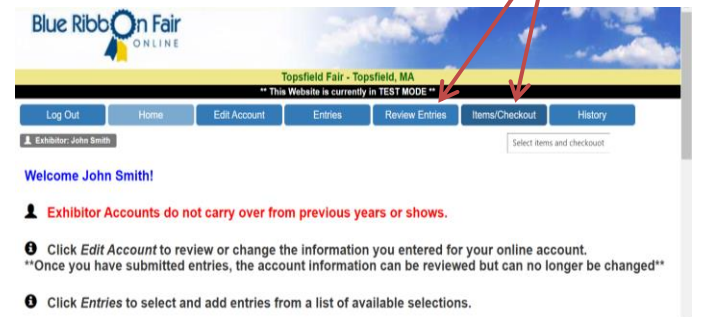
15. On this final screen, you can add camper fees and entry fees and use a credit card to pay for your entries. You will also be able to print a receipt for your entries.
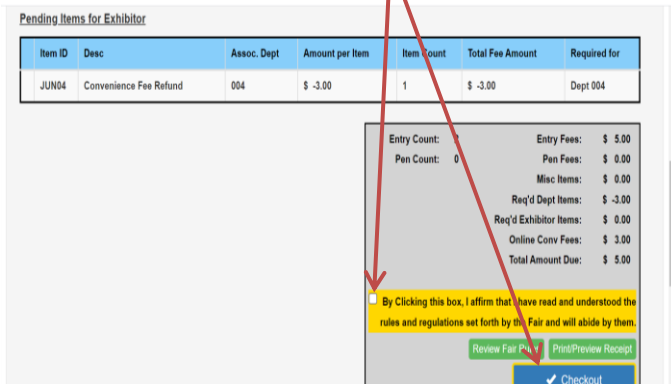
16. Once your entries have been reviewed and the checkbox in yellow has been checked, you can print a copy of your entries, then click "Checkout" and on the next screen fill in all your credit card information and click on "PAY". You should receive an email with your payment information. You are then done!