

# 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 – 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

List of Available Entry Selections

Select Club for Entry

MMK - Maribel Mighty Kids

Click on a Department in the list below to expand the List of Available Entries

001	DAIRY CATTLE
002	BEEF CATTLE
003	SWINE
004	SHEEP
005	DAIRY GOATS
006	HORSES
007	POULTRY

If entering in more than one club, select club first before making entry.

**\*\* 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

Select Club for Entry

MMK - Maribel Mighty Kids

Click on a Department in the list below to expand the List of Available Entries

**Information**

Entry has been added to the Pending Entries list. 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.

OK

	Dept	Class	Lot	Class Desc	Lot Desc	Entry Type
+	002	A		ANY BREED		
-	002	B		MARKET CLASS		
Add	002	B	00108	MARKET CLASS	Beef Bred Steer	G
Add	002	B	00109	MARKET CLASS	Dairy Steer	G
Add	002	B	00110	MARKET CLASS	Dairy Beef Cross Steer	G
Add	002	B	00111	MARKET CLASS	Market Heifer	G
+	002	C		SHOWMANSHIP		
+	002	E		CARCASS		

**\*\* 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**

Select Club for Entry  
 MMK - Maribel Mighty Ki

Dept: 014 PLANT & SOIL SCIENCE  
 Class: A FIELD CROPS & ACTIVITIES  
 Lot: 00119 Any Other Forage or Grain Exh

Enter Description Here:

Enter description for “Any Other” items.



- If entering a horse, exhibitor will be prompted to enter the name of the horse in “Enter Description Here” box.

**Descriptive Entry**

Select Club for Entry  
 MMK - Maribel Mighty Ki

Dept: 006 HORSES  
 Class: C PLEASURE  
 Lot: 00165 Western Horse, grades 3-6

Enter Description Here:

Enter Horse’s Name in Enter Description Here.



- 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: \$0.00    Entry Count: 11    Pen/Stall Fees: \$0.00    Pen/Stall Count: 0    Entry and Pen/Stall Total: \$0.00

	Club	Dept	Class	Lot	Lot Desc	Pen/Stall Fee	Select Pen/Stall	Description	Entry Type	
	MMK	001	A	00100	Reg. Holstein Spr. Heifer Calf		<input type="checkbox"/>		G	<a href="#">Remove</a>
	MMK	002	A	00108	Senior Yearling Heifer Calf		<input type="checkbox"/>		G	<a href="#">Remove</a>
	RSS	004	M	00111					G	<a href="#">Remove</a>
<a href="#">Review/Edit</a>	MMK	006	B	00133				Silver	D	<a href="#">Remove</a>
<a href="#">Review/Edit</a>	RS	005	AB	00109					G	<a href="#">Remove</a>
	MMK	011	B	00119					G	<a href="#">Remove</a>
	RSS	014	B	00138					G	<a href="#">Remove</a>
<a href="#">Review/Edit</a>	RSS	014	B	00158				Veggie	D	<a href="#">Remove</a>
<a href="#">Review/Edit</a>	MMK	016	C	00149	Any Other Forestry Exhibit		<input type="checkbox"/>	Enter Description	D	<a href="#">Remove</a>
	RSS	020	B	00119	4 Photos Landscapes/Seascapes		<input type="checkbox"/>		G	<a href="#">Remove</a>
	RSS	028	B	00161	Cookbook (5 pages)		<input type="checkbox"/>		G	<a href="#">Remove</a>

Click to make changes to “Any Other” description or horse’s name.

\*\* 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 \*\*



## 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

**Please Note: Exhibitors showing animals, must indicate the number of animals for each required department for manure fees. Credit Cards Accepted are Mastercard, Visa, and Discover.**

#### Items Available for Selection

ID	Description	Associated Dept	Amount	Count
EXHT	Open Class Exhibitor Ticket		\$20.00	<input type="text"/>
EXHT2	Parent Pass (Junior Fair)		\$20.00	<input type="text"/>
EXHTT	Tiny Tots Week Pass		\$1.00	<input type="text"/>
MANB	Beef Manure Fee	002	\$4.00	<input type="text"/>
MAND	Dairy Cattle Manure Fee	001	\$4.00	<input type="text"/>
MANG	Goat Manure Fee	004	\$2.00	<input type="text"/>
MANH	Horse Manure Fee	006	\$3.00	<input type="text"/>
MANLA	Llama-Alpaca Manure Fee	011	\$2.00	<input type="text"/>

[Update Items](#)

Enter quantity by selecting the drop down arrow and then click update items.

#### Items required for Jennell

ID	Description	Amount	Count	Required For
JRF1	Jr. Fair Exhibitor Ticket	\$2.50	1	Dept 1

Entry Count: 11 Entry Fees: \$0.00

\* If Pens/Stalls are required, click [here](#) to select \* Pen Count: 0 Pen Fees: \$0.00

Misc Items: \$0.00

Required Dept Items: \$2.50

Required Exhibitor Items: \$0.00

Online Convenience Fee: \$1.00

**Total Amount Due: \$3.50**

[Submit / Checkout](#)

[Display Fair Rules](#)

[Preview / Print Pending Items](#)

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.

[Submit / Checkout](#)

### 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.

Billing Information	Payment Information
<b>** Billing Information must match the Billing Information on file for the card **</b>	* Credit Card # <input type="text"/>
<a href="#">Click to Fill Billing Info with User Info</a>	* Expiration <input type="text" value="05"/> <input type="text"/>
* First Name on <input type="text"/>	Month <input type="text"/>
Card <input type="text"/>	* Expiration Year <input type="text" value="2014"/>
Middle Initial <input type="text"/>	* CVV # <input type="text"/>
* Last Name on <input type="text"/>	<a href="#">What is it?</a>
Card <input type="text"/>	Total Amount \$3.50 <input type="text"/>
* Address <input type="text"/>	<b>Optional Checkout Comment</b>
* City <input type="text"/>	<input type="text"/>
* Country <input type="text" value="United States"/>	
* State or Province <input type="text" value="Wisconsin"/>	
* Zip <input type="text"/>	
* Phone <input type="text"/>	
(999)999-9999	
* Email <input type="text"/>	





- Click Pay to complete transaction.
- Exhibitor will receive confirmation of payment via the email provided and the email will be from Jill Zich ([JillZich@co.manitowoc.wi.us](mailto:JillZich@co.manitowoc.wi.us))

## 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.manitowocountyexpo.com](http://www.manitowocountyexpo.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.manitowocountyexpo.com](http://www.manitowocountyexpo.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](mailto: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.