

**Green County Fair ONLINE ENTRY GUIDELINES**  
**Online Fair Entry Deadline = May 29<sup>th</sup>, 2018 @ 4:30 PM**

1. Before you begin this process, all 4-H members should review their enrolled projects on 4HOnline (<https://wi.4honline.com>.) Once logged in, select "Continue to Family". At the bottom of the "Member List" page you can print individual Member Reports. You will want to print a copy of the "Member–Fair Registration Form". This is your **list of enrolled 4-H projects you can enter in the Fair**. This form is strictly for your information. It CANNOT be turned in as your fair entry. *(Please ignore this step if you are entering through FFA).*
2. Please visit the Green County Fair website <http://greencountyfair.net/pageserver/fairbook-jr-class> and review all the **General Rules**. Also review the Animal Health Rules (if you are showing animals) for showing at the 2018 Green County Fair. You should also view the **rules for the department** you will be showing in and determine Class, Lot, and Descriptions. (Note for 4-H members: Finding the correct department/class for your 4-H project can be tricky. See the "Project vs. Department Chart" on page 4 of the May/June 4-H newsletter for assistance.)
3. Once you have completed Step 2, on the same webpage as the Fairbook, click on **2018 Green County Fair Entry Form** to complete your online entry process.
4. Click on **"Create Account"**. All exhibitors must create a new account every year. If you exhibited at last year's fair, your account will not carry over from last year.
5. Fill out the form on this page. Complete all sections with an (\*) asterisk.
  - A. Under division, you need to select "4-H/FFA" or another approved youth organization if it applies.
  - B. Select the 4-H Club/FFA Chapter you belong to. NEW THIS YEAR: If you are exhibiting under both a 4-H Club AND an FFA Chapter, you can select both groups to be part of your profile. You do not have to create two separate accounts. When selecting projects, be sure to check the appropriate club/chapter is selected for that exhibit.
  - C. NEW THIS YEAR - the system has the capability to enter two email addresses instead of one.
  - D. Grade – Enter your school grade as of January 1<sup>st</sup>, 2018.
  - E. **Premise ID – If you are showing Dairy, Beef, Swine, Sheep, Goats, Poultry or Horses, you MUST enter your Premise ID. If you are not showing any of these animals, enter "none"**.
  - F. Create a username and password. Whatever you choose, be SURE to write it down and hold onto it! Your username must be 5-20 characters, and your password must be 7-20 characters.
  - G. Click "Save Account Information." You will then receive a confirmation email of your account set up from the address [brf\\_webmaster@martechsys.com](mailto:brf_webmaster@martechsys.com). Keep this email!
6. **READ & ACCEPT** the terms and conditions on the next page.
7. From the Home screen, click on the "Entries" tab. This page shows the actual entry departments, classes, and lots.
  - A. Using the 2018 Fairbook located on the Green County Fair website to see full descriptions of entry options, begin the process of adding entries by selecting the Department. The available classes will appear. Select the "+" sign in front of the Class, and the Lots will appear. Click "Add" next to the Lot number(s) you are entering in. A message will appear saying "Entry has been added." An error message will appear if applicable.
  - B. For animal entries, you will select the department, class and lot number as described above. Then you will be redirected to another page where additional information may be needed. (For Example: For Horses--you must enter the Horse name; For Dairy, Beef, Swine, Sheep & Goats, enter the ear tag number in "Registry Number"; Please see the chart on the next page that explains the information required for entering each species.
  - C. Continue to add your entries until you are finished.
8. Click on the "Review Entries" tab on the top of the screen.
  - A. Double check that you've entered the correct departments, classes, and lots.
  - B. On this page, you can "Remove" anything unwanted or "Edit" your entries. Go back to "Entries" tab to add more lots.
  - C. Make note of the number of entries on this page, as you'll need it for the next step.
9. Click on the "Items/Checkout" tab at the top of the screen.
  - A. **There will not be anything listed under the "Items available for selection" or the "Pending items for exhibitor" charts.** In the box in the middle of the page, double check that the number next to "Entry Count" matches the number of entries you selected and reviewed prior to this in the "Review Entries" tab.
  - B. Click on "Print/Preview Receipt." Many people worry because this report says "This is not a receipt or a confirmation of entry." Simply use this list to double check that you've entered everything correctly one last time.
  - C. Click on "Review Fair Rules" – read the special rules you are agreeing to when submitting your entry. After reading "Review Fair Rules", click in the box stating "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."
  - D. For Final completion and submission, click "Submit". After clicking "Submit," you'll get a 2nd confirmation email, this one for your entries, also from the address [brf\\_webmaster@martechsys.com](mailto:brf_webmaster@martechsys.com). Please be sure to check your spam folder. The subject line will read "Green County Fair - Blue Ribbon Online Entries" and the header will say "Entry Confirmation for the 2018 Green County Fair." You should print or save both email confirmations as proof of your entries.
  - E. If you have already submitted and realize you forgot something, you can log in again and submit again. If you log in again after submitting once, you won't see your previous entries under the "Entries" tab - they will now be under the "History" tab. Once you submit again, you will receive an additional confirmation email with your additional entries.

If you have questions about submitting your online fair entries, please call either the Green County UW-Extension office at 608-328-9440 or the Green County Fair Office at 608-325-9159.

## TIPS FOR SUCCESSFUL ENTRIES

1. Entry Fees: **4-H/FFA Exhibitor \$6.00 and Cloverbud \$0**. Fees are due to your club/chapter leader. 4-H Club Leaders/FFA Advisors will turn in entry fees to the Fair Office, by club/chapter with check payable to the Green County Fair Association, **by June 15<sup>th</sup> at 4:00 PM**.
2. NO Paper Copies of entries will be accepted this year. If you do not have access to a computer, the Fair Office located on the Fairgrounds will have computers available for you to use during office hours.
3. **Cloverbuds** will also submit their entries online.
4. If you are showing Dairy, Beef, Swine, Sheep, Goats, Poultry or Horses, you should locate your Premise ID prior to beginning your entries.
5. It is helpful if you write all of your entries on a separate sheet first.
6. Check to see that you are in the right age/grade category.
7. Remember, you **MUST ENTER the SHOWMANSHIP class** on your online entries if you plan to participate. **NOTE: All Departments will go by grade, not age. Grade is determined by January 1<sup>st</sup> of the exhibit year.**
8. For Dairy, Beef, Swine, Sheep & Goats, you will need to enter the Ear tag, Registration #, or RFID # in the "Registry" box when making your entry for each animal entry.
9. ALL Horse Classes **MUST** have a horse name entered, and ALL Dog Classes **MUST** have a dog name entered.
10. No late entries will be accepted.

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<i>Specie</i>	<b>Premise ID Required on Fair Entry</b>	<b>Animal ID Required for Fair Entry</b>	<b>Maximum # Shown per Exhibitor</b>	<b>Special Notes</b>
<b>Dairy</b>	YES	*Ear Tag ID or Registration #, & Birthdate	Grades 3-6: Max 2 animals Grades 7-9: Max 3 animals Grades 10+: Max 4 animals	If registered animal, must enter registration number; if grade animal can enter farm ear tag number.
<b>Beef</b>	YES	*Ear Tag ID Birthdate	Breeding Lots Steers: Max. of 3 Markets, 1 carcass	For Breeding Lots, you will need to enter the birthdate and registry no. Can enter more than 1.
<b>Swine</b>	YES	*Ear Tag ID	4 pigs total allowed per exhibitor; Barrows: Max. of 3 (including carcass-max 1 carcass) Gilts: Max. of 2	If entering "3" Market Barrows, you must enter the Dept, Class & Lot 3 times with a diff ear tag number.
<b>Sheep</b>	YES	*Ear Tag ID Birthdate	Market Lambs: Max. of 3 per exhibitor; Performance Lambs: Max. of 1 per exhibitor	If entering breeding stock, you will need to enter the birthdate.
<b>Goat</b>	YES	*Ear Tag ID Birthdate	Max. of 1 entry per lot.	If entering breeding stock, you will need to enter the birthdate.
<b>Horse</b>	YES	Horse Name	1 <sup>st</sup> year exhibitors can show 1 horse or pony; Returning exhibitors can show 2 horses or ponies; Max. of 1 entry per lot	
<b>Dog</b>	NO	Dog Name		
<b>Poultry</b>	YES		Max. of 7, not including Showmanship	
<b>Rabbit</b>	NO		Max. of 5, not including Showmanship; Max. of 3 breeds per exhibitor	

**\*Note: For Registered Dairy, please enter the registration number of the animal. For all other Market Class Species, (Beef, Swine, Sheep, Goats) please enter the RFID ear tag # (example GR123) or scrapie tag number.**