

Green County Fair ONLINE ENTRIES and GUIDELINES 2018

If you are showing Dairy or Beef, you should locate your Premise ID prior to beginning your entries.

1. 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. Once you have completed Step 2, on the same webpage as the Fair book, click on Online Entry Form to complete your online entry process.
2. 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. Premise ID – If you are showing animals, you MUST enter your Premise ID. If you are not showing any of these animals, enter "none". Next, **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. Click "Save Account Information." You will then receive a confirmation email of your account set up from the address brf_webmaster@martechsys.com. Keep this email!
3. READ & ACCEPT the terms and conditions on the next page. From the Home screen, click on the "Entries" tab. This page shows the actual entry departments, classes, and lots. A. Using the 2018 Open class 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. 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 dairy and beef--you must enter the animal name, enter the ear tag number in "Registry Number". Continue to add your entries until you are finished.
4. 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. Make note of the number of entries on this page, as you'll need it for the next step. Click on the "Items/Checkout" tab at the top of the screen. 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.

5. 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. 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." 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. 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.** 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 the Green County Fair Office at 608-325-9159.

TIPS FOR SUCCESSFUL ENTRIES

1. Entry Fees must be paid at the Fair Office, with check payable to the Green County Fair Association, by July 13th, 2018 at 4:00 PM. 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. It is helpful if you write all of your entries on a separate sheet first. Online Fair Entry Deadline = July 6th, 2018 @ 4:30 PM.