

# GRATZ FAIR

## ONLINE REGISTRATION INSTRUCTIONS

USE OF ONLINE REGISTRATION TO SUBMIT ENTRIES.

Entries Online accepted through:

- September 8th except those noted below.
- September 20th for Talent, Thumbprint Cookie & Decorated Cookie.
- September 24th for Antique Tractor Pulls, Kids Korner.

Review these important instructions below before you start to register your entries.(Online Registration may be easier to understand if you print this document for review).

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Have your personal information (as noted in next section below) available since it will be needed in CREATE NEW ACCOUNT.

In the **Exhibitors Tabloid**:

Review the EXHIBITOR TABLOID for RULES AND REGULATIONS, DEPARTMENTS, SECTIONS/DIVISIONS/BREEDS, CLASSES offered/requirements, entry deadline, exhibits/livestock received and released.

Locate the classification for the entry. Keep a list of all information requested as if you are entering on a form and repeat for each entry.

Bring your entries to the fairgrounds on the applicable dates and times in September as noted.

Online Entry or Exhibits questions, call Bruce at (717) 319-1518 or email [gratzfair@comcast.net](mailto:gratzfair@comcast.net).

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Personal information will be noted as required/optional during online registration (upon account creation):

- ◆ DIVISION (required) .. Select from the drop-down list: 4-H/VOC, OPEN(adult), YOUTH and SCHOOL. If you fit into more than one DIVISION, select the first that applies. The DIVISION that applies indicates the information requested.
  - ◆ NAME (FIRST-required; MIDDLE INITIAL-optional; LAST-required) Note: Jr, Sr, etc. – include as part of Last Name
  - ◆ ADDRESS (required)
  - ◆ CITY (required)
  - ◆ COUNTRY (required) .. Select from the drop-down list
  - ◆ STATE (required) .. Select from the drop-down list
  - ◆ ZIP/POSTAL CODE (required)
  - ◆ EMAIL (required) and confirm email
  - ◆ USER NAME (required)
  - ◆ PASSWORD (required) and confirm password
  - ◆ SECURITY QUESTION (select from the drop-down list) and ANSWER
  - ◆ AGE (4-H/VOC and YOUTH)
  - ◆ GRADE (SCHOOL)
  - ◆ PHONE (optional) [place CELL PHONE here if no home phone, then leave CELL PHONE below blank]
- Click on BLUE RIBBON FAIR ONLINE logo on this EXHIBITORS page to enter the registration system.

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In the Blue Ribbon Fair Management System:

1. Click **CREATE NEW ACCOUNT** and have your personal information as noted above. (If you are returning to your online entries in the same year, select 'LOG IN' to use your USERNAME, EMAIL and PASSWORD).

- a. Complete all required fields and select 'SAVE ACCOUNT INFORMATION'.  
Password must be between 7-20 characters.
  - b. Remember your login! If you create another account, your entries may not be kept together under same exhibitor number
2. Read the Terms of Service and click 'ACCEPT'.
  3. Once you are logged in, you will see different tabs on the top of the page.
    - a. Click on **ENTRIES**.
    - b. Click on a DEPARTMENT in the list to expand the 'LIST OF AVAILABLE ENTRY SELECTIONS'. Listings are in DEPARTMENT order (ie. 4 Sheep-Open).
    - c. After a DEPARTMENT is expanded, click the (+) sign to the left of a SEC/DIV/BREED to display CLASS(es).
    - d. After displaying CLASS(es) for a particular SEC/DIV/BREED, click ADD next to specified CLASS you want to enter. NOTE: The classes listed have a short description due to length limit. Refer to the Exhibitor Tabloid for a specific entry's requirements; otherwise, your entry may be disqualified. For example, YEAST BREAD-WHITE(1/2) states YEAST BREAD-WHITE-1/2 RECTANGULAR LOAF, IN PLASTIC BAG; NO FORK PRICKS.
    - e. After you add an entry, a pop-up box will appear that states 'ENTRY HAS BEEN ADDED' [For market animals, you will be requested to add other information that would pertain to a particular animal].
    - f. To add another entry, scroll up and select another DEPARTMENT / SEC/DIV/BREED / CLASS.
  4. When you have finished adding your fair entries, go to **REVIEW ENTRIES** and double check your entries. Make any corrections as needed.
  5. When you have reviewed the entries, go to **ITEMS/CHECKOUT** located at the top of the screen and follow on-screen instructions.
    - a. PRINT/PREVIEW RECEIPT is available for your records.
    - b. Once you are confident you have entered ALL your entries and have read the fair rules, the last step is to click 'SUBMIT'.
  6. After your entries are submitted, you will receive a confirmation on the screen and an email. Print/keep the confirmation for your records.

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After you submit your entries, any changes, corrections, deletions, or after the deadline, contact Bruce.

When you arrive at the fairgrounds to pick up your entry tags at Entries Office or check-in at Livestock Area, any TOTAL AMOUNT DUE will be collected.