

GRATZ FAIR – ONLINE REGISTRATION INSTRUCTIONS

Exhibitors **MUST** use Online Registration to submit entries.

Online Entries will be accepted through August 31, 2020.

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)

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 **GENERAL EXHIBITOR INFORMATION** (Important Exhibitor Information, Order Of Exhibition And Rules And Regulations, Some Advice To Exhibitors, and Announcements). Also, review **LIVESTOCK** (Livestock General Rules, Code of Show Ring Ethics, Health Rules For Livestock [An Animal Owner or Caretaker’s Verification of Veterinarian Consultation Relationship statement for the animals being exhibited that must be signed [rabbit exhibitors only]; also, health papers (CVI) where applicable]), **YOUTH** (Youth Eligibility, Showmanship Rules, Youth Livestock Sale).

Locate the classification for the entry. Keep a list of all information requested and repeat for each entry.

Bring your entries to the fairgrounds on the applicable date and times in September as indicated by the **ENTRY PROCESS** on the last page. If you need to contact us with questions, etc., email gratzfair@comcast.net or phone (717) 319-1518.

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

- ◆ **DIVISION** (required) .. Select from the drop-down list: **YOUTH**
- ◆ **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**
- ◆ **PHONE** (required) [place **CELL PHONE** here if no home phone, then leave **CELL PHONE** below blank]
- ◆ **CELL PHONE** (optional)
- ◆ **BIRTH DATE** (required)

Click on **BLUE RIBBON FAIR ONLINE** logo located at the end of **EXHIBITORS** page to enter the registration system.

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.
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.

- Click on **ENTRIES**.
 - Click on a DEPARTMENT in the list to expand the 'LIST OF AVAILABLE ENTRY SELECTIONS'. Listings are in DEPARTMENT order (ie. 106 Goats-Youth).
 - After a DEPARTMENT is expanded, click the (+) sign to the left of a SEC/DIV/BREED to display CLASS(es).
 - After displaying CLASS(es) for a particular SEC/DIV/BREED, click ADD next to specified CLASS you want to enter.
 - After you add an entry, a pop-up box will appear that states 'ENTRY HAS BEEN ADDED' [For livestock, you will be required to enter an ID (use last 4 digits of RFID or other identifier) in Tattoo/Ear Notch and RFID (optional for most species; however, required for swine - enter only digits). In addition, you can enter a comment requesting to be stalled/penned with/next to someone.]
 - To add another, entry scroll up and select another DEPARTMENT / SECT/DIV/BREED / CLASS.
- NOTE: maximum of 2 market animals per class. Maximum of 3 market animals combined for all species at check-in. To participate in the Market Showman, you must enter that class.**

Gratz Fair - Gratz, PA
** This Website is currently in TEST MODE **

Log Out Home Edit Account Entries Review Entries Items/Checkout History

List of Available Entry Selections

Click on a Dept in the list below to expand the List of Available Entry Selections

106 Goats-YOUTH

Ex 103 BeefCattle-YOUTH
Yc 104 Sheep-YOUTH
105 Swine-YOUTH
106 Goats-YOUTH
109 Rabbits-YOUTH

				Div/Breed Desc	Class Desc	Entry Type
				Market Goats		
Add	106	021	00001	Market Goats	Market Goats	M
Add	106	021	00051	Market Goats	Junior Showman (8-12)	G
Add	106	021	00052	Market Goats	Intermediate Showman (13-15)	G
Add	106	021	00053	Market Goats	Senior Showman (16 & up)	G

- When you have finished adding your fair entries, go to **REVIEW ENTRIES** and double check your entries. Make any corrections as needed.

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Pending Entries

		Entry Type	Dept	Sec/Div/Breed	Class	Class Desc
Edit	Remove	M	106	021	00001	Market Goats
	Remove	G	106	021	00053	Senior Showman (16 & up)

5. When you have entered all 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'.

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Log Out
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Items Available for Selection

Select Item Count	Item ID	Desc	Assoc. Dept	Amount per Item
No data available in table				

Pending Items for Exhibitor

Item ID	Desc	Amount per Item	Item Count	Total Fee Amount
No data available in table				

The "Items Available for Selection" and "Pending Items for Exhibitor" do not apply.

You will be required to check the box to the right stating you have read and understood the rules and regulations.

Entry Count: 2	Entry Fees: \$ 0.00
Pen Count: 0	Pen Fees: \$ 0.00
	Misc Items: \$ 0.00
	Req'd Dept Items: \$ 0.00
	Req'd Exhibitor Items: \$ 0.00
	Online Conv Fees: \$ 0.00
	Total Amount Due: \$ 0.00

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.

[Review Fair Rules](#) [Print/Preview Receipt](#)
[Optional Checkout Comment](#)

✔ 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.

Online Entry Questions, call Bruce at (717) 319-1518 or email gratzfair@comcast.net

You can make additions to your online entries until Entries Close on August 31, 2020. All other requests (i.e. changes, deletions) or after the deadline, email to gratzfair@comcast.net