

On-line Entry Instructions

1. Make a list of all entries you want to make—Dept/Section/Class— from Catalog
<http://www.baltimorecounty4hfair.org/catalog.html>

Access Blue Ribbon System - <http://www.blueribbonfair.com/BRFairProd/BlueRibbonStart.aspx?ID=1828>

2. Click “Create New User Account” from menu bar. You will select/enter the following personal data.
 - ✓ Division: Click “4-H Member” or “4-H Club” (Club entry by Leader) or “Adult/Open” (Dept 1 Adult)
 - ✓ Club Name
 - ✓ Name; Address; Phone; e:mail (to verify entries); DOB; Gender; Age
 - ✓ **Premise# (Required for Poultry Exhibitors)**
 - ✓ Login Information- **Write down “Login Info”**. You can sign back on to add, correct or change entries.

3. Click “Save Account Information”

4. “Terms of Service” Screen. Read and then Click “Accept”

5. Welcome Screen. Find this “Menu Bar” displayed:

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

Note: If you log out before you “Submit” your entries, data is stored in “Review” file. Log back on & select “Review Entries” on Welcome Screen “Menu Bar” to add/correct/changes data before you “submit” entries.

- ✓ Animal Exhibitors - Pop Up” screens require data entry (see above “BEFORE YOU BEGIN”)

6. Select “Entries” & navigate drop down menus to select Dept, Sec, Class

7. Select “Review Entries” from menu bar to review your selections.

8. Select “Items/Checkout” from menu bar. It will include the amount of fees owed.

Need help, call Carolyn Sellman at 410-655-0042 or casellman@verizon.net.

9. Click “Submit” to send your entries.

10. **You will receive an email confirming entries and fees incurred. If you do not, submission was not completed.** Use the email information to complete and send the “Entry Fee Voucher” form and payment.

11. Select “History” for a list of classes you have officially entered in the Fair.

12. **BY JUNE 1ST MAIL THESE DOCUMENTS** to ensure entries will be validated/accepted. Mail to

Valerie Harlan, 129 Greenmeadow Drive, Timonium, MD 21093-3454

For Forms, access <http://www.baltimorecounty4hfair.org/catalog.html>

- ✓ **Entry Fee Form and payment** (cash, check, money order) (confirmation e:mail displays fees owed)
- ✓ **Youth Release form** (**Adult Release form** if over age 18);

And as appropriate:

- ✓ “**MD Code of Ethics**” (beef, dairy, goat, poultry, rabbit, sheep, swine, horse, dog & cat.)
NOTE; If you tagged a market animal (steer, goat, sheep swine) do not mail form.
- ✓ **Health** form; overnight youth, adults & UME volunteers who did not complete form during online enrollment
- ✓ **Cat/Dog** proof of shots and license