

BALTIMORE COUNTY 4-H FAIR – ON-LINE ENTRY SYSTEM PROCEDURES

Entry fees must be post marked by June 1st.
 Entries without timely entry fee payment, will not be accepted.

English Horse	@ \$2 per class	Meat Goat	@ \$2 per animal
Western Horse	@ \$2 per class	Swine	@ \$2 per animal
Beef	@ \$2 per animal	Rabbit/Cavy	@ \$1 per animal
Dairy Steer	@ \$2 per animal	Wool Sheep	@ \$2 per animal
Dairy	@ \$2 per animal	Market/Breeding Sheep	@ \$2 per animal
Goat	@ \$2 per animal	Retail Shirt Sales	See Dept for fee

BEFORE YOU BEGIN, gather this information; “POP UP” BOXES will require you to ENTER DATA IN THE BOX

NOTE: For all Required Livestock fields, accurate information must be entered. The word “PENDING” can only be used for Breeding Animal’s Registry# when animals are born after February 1, 2017. Entries without required and accurate information will not be accepted (including, Animal Name; Gender; DOB, Breed, Sire/Dam; Registry #; Farm Tag#; Scrapie #, Premise ID, Color, Tattoo#, Breed Codes).

A. Entries in these Departments will POP UP the following field in which you must enter the information listed below:

Enter Description Here:

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

- **Overnight** – Name Of Your Chaperone Must Be Entered
- **Animal Costume** –enter animal species and, if appropriate, team member’s names
- **Alpaca** – enter Animal Name; Breed
- **Cats** – enter Breed; Color; Variety (must mail copy of Shots and License by June 1st)
- **Dog** – enter Animal Name; Breed (must mail copy of Shots and License by June 1st)
- **Horse** – enter Animal Name; Breed; Gender; Height;
 Note: 1st class enter all four items; thereafter, enter only Animal Name.
- **Poultry** – enter Breed Code from online catalog list for Dept classes

NOTE: you must enter your “Premise #” when Creating logon Account;

- **Rabbits** – enter Color, Tattoo#, and Breed Code from online catalog list
- **Shepherd’s Lead** –enter animal species and name of exhibitor if sheep borrowed

B. For the following Departments, the required fields are shown.
Gather this information before you begin online process.

017 Dairy Heifers Cows

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Date of Birth

* Gender

*Tattoo/Ear Notch:

Entry Comment:

018 Dairy Steers

* Tattoo/Ear Notch **4-H TAG#**

*Date of Birth

Entry Comment:

019 Dairy Goats

Section: B Dairy Breeding Goats

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Date of Birth

* Gender

* Tattoo/Ear Notch

**Entry Comment: TYPE IN
SCRAPIE ID#**

Sections: C & D

* Tattoo/Ear Notch

* Scrapie ID

* Date of Birth

* Gender

* Animal Name

Entry Comment:

021 BEEF HEIFERS

Sections C to G Registered

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Animal Date of Birth

* Gender

Tattoo/Ear Notch:

Entry Comment

Section: H Commercial Heifers

* Tattoo/Ear Notch **4-H TAG#**

* Date of Birth

* Gender

Entry Comment:

Auction Comment:

Section: B Market Steers

* Tattoo/Ear Notch **4-H TAG#**

* Date of Birth

* Gender

Animal Name:

Entry Comment:

Auction Comment:

022 Meat Goats

Sections: B Meat Goats and

C Breeding Commercial

* Tattoo/Ear Notch **4-H TAG#**

* Scrapie ID

* Date of Birth

* Animal Name

Entry Comment:

Section: D Breeding Registered

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Date of Birth

* Gender

* Tattoo/Ear Notch

* Scrapie ID#

Entry Comment: **TYPE IN**

SCRAPPIE ID#

025 Market//Breeding Sheep

Section: B to I Registered Breeding

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Date of Birth:

* Gender

* Tattoo/Ear Notch

* Scrapie ID#

Entry Comment: **TYPE IN**

SCRAPIE ID#

Section: J Commercial Breeding

* Tattoo/Ear Notch **4-H TAG#**

* Scrapie ID

* Date of Birth

Entry Comment:

Section: K Market Lamb

* Tattoo/Ear Notch **4-H TAG#**

* Scrapie ID

* Date of Birth

Entry Comment:

026 Wool Sheep

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Date of Birth

* Gender

* Tattoo/Ear Notch

Entry Comment: **TYPE IN**

SCRAPIE ID#

027 Swine

Section: B Market Swine

* Tattoo/Ear Notch **4-H TAG#**

* Date of Birth

Entry Comment:

C Purebred Breeding

* Sire Name

* Dam Name

* Animal Name

* Registry Number

* Date of Birth

* Tattoo/Ear Notch

Entry Comment:

Section: D Crossbred Breeding

* Tattoo/Ear Notch **4-H TAG#**

* Date of Birth

Entry Comment:

On-line Entry Instructions

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

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.

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

┌ Valerie Harlan, 129 Greenmeadow Drive, Timonium, MD 21093-3454 ─┐
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For Forms, access <http://www.baltimorecounty4hfair.org/departments.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