

# Online Entry System – Information Requirements

Opens May 1<sup>st</sup>. **Entry Deadline is June 1<sup>st</sup>, 11:59 pm**



The Fair Board is emphasizing the Fair's entry requirements for Livestock Exhibitors. These requirements ensure the Fair Board is in compliance with MDA's animal health requirements, will streamline the Office Managers' workload and reduce the Department Superintendents time commitment.

**ONLINE ENTRIES** – Requirements will be compulsory.

1. Non-refundable Entry Fees must be post marked by June 1<sup>st</sup>. **Entries received without entry fee payment, will not be accepted.** So start saving now.

English Horse Entry Fees:	@ \$2 per class	Meat Goat Entry Fees:	@ \$2 per animal
Western Horse Entry Fees:	@ \$2 per class	Swine Entry Fees:	@ \$2 per animal
Beef Entry Fees:	@ \$2 per animal	Rabbit/Cavy Entry Fees:	@ \$1 per animal
Dairy Steer Entry Fees:	@ \$2 per animal	Wool Sheep Entry Fees:	@ \$2 per animal
Dairy Entry Fees:	@ \$2 per animal	Market Sheep Entry Fees:	@ \$2 per animal
Dairy Goat Entry Fees:	@ \$2 per animal		

2. **BEFORE YOU BEGIN, GATHER INFORMATION; ACCURATE DATA REQUIRED**

**NOTE:** "Required" fields must be entered. "PENDING" only allowed for Breeding Animal's Registry# for animals born after January 1, 2018. **Entries without required information will not be accepted.**

Enter **highlighted information** in this PopUP Field: **Enter Description Here:**

### REQUIRED INFORMATION

- Overnight – **NAME OF YOUR CHAPERONE MUST BE ENTERED**
- Animal Costume – animal species and, if appropriate, team member's names
- Cats – Breed; Color; Variety (must mail copy of Shots and License by June 1st)
- Dog – Animal Name; Breed (must mail copy of Shots and License by June 1st)
- Market Animals – "Premise #" when Creating logon Account; 4-H Ear Tag#; DOB; Gender; "Auction box" indicate yes if want to sell at the auction
- Registered Breeding Animal – Animal Name; Sire/Dam; Registry #; Farm Tag#; DOB
- Horse – Animal Name; Breed; Gender; Height; (1<sup>st</sup> time enter all 4; then enter name)
- Poultry – "Premise #" when Creating logon Account; "Breed Codes" from catalog
- Rabbits – Breed Code from online catalog list, Color, Tattoo#
- Sheep/Goats – Scrapies #; **NOTE: add SCRAPIES # to "Animal Name" field in "POP UP" screen,** in addition to market/breeding information.
- Shepherd's Lead – animal species and name of exhibitor if sheep borrowed

### POULTRY EXHIBITORS

Warning – To show poultry, you must obtain your "Premise" ID # before you use the online entry system. To register your flock go to <http://mda.maryland.gov/AnimalHealth/Pages/poultry.aspx#Register>

### LIVESTOCK EXHIBITORS – Read carefully (cattle, goats, horse, poultry, rabbits, sheep, swine)

- In compliance with MDA requirements, livestock will be rejected for failure to provide all completed documentation and tag/testing requirements upon arrival.
- Must have registration and health papers upon arrival and have these readily available at all times.
- **Arrive** with completed "Self-Certification" form <http://www.baltimorecounty4hfair.org/catalog.html#certification>

**ALL REQUIRED EAR TAGS** (farm tag, 4-H tag, RFID tag, scrapie tag) **MUST BE IN PLACE PRIOR TO ARRIVAL AT THE FAIR GROUNDS. Animals without required tags upon arrival to the Fair Grounds will not be permitted on the grounds.** In the event that any animal loses the tag prior to the Fair, the 4-H Extension Educator must be notified immediately.

**NO NON-RFID TAGS WILL BE ACCEPTED ON CATTLE AND SWINE**

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/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
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**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.
  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 1<sup>ST</sup> 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