

LYCOMING COUNTY FAIR

ONLINE REGISTRATION INSTRUCTIONS

USE OF ONLINE REGISTRATION TO SUBMIT ENTRIES.

For Departments 1-9 and 101-109, Online Entries will be accepted through June 21, 2021.

For Departments 12-21, 23-24 and 110-174, Online Entries will be accepted through July 5, 2021.

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 EXHIBITOR TABLOID for RULES AND REGULATIONS, DEPARTMENTS, SECTIONS/BREEDS, CLASSES offered, entry deadlines, exhibits/livestock received and released (hard copy or online).

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 July as noted.

Online Entry questions, call Bruce at (717) 319-1518 or email webmaster@lycomingfair.net.

Exhibits questions, call Sandy at (570) 494-0628, (570) 220-1295 or email entries@lycomingfair.net.

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) or SCHOOL/YOUTH. 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
- ◆ BIRTH DATE (4-H/VOC)
- ◆ AGE (4-H/VOC and SCHOOL/YOUTH)
- ◆ GRADE (4-H/VOC and SCHOOL/YOUTH)
- ◆ PHONE (required) [place CELL PHONE here if no home phone, then leave CELL PHONE below blank]
- ◆ CELL PHONE (optional)
- ◆ FARM NAME (4-H/VOC[livestock] and OPEN[livestock])
- ◆ CLUB NAME (4-H/VOC)[select primary club applicable. If your club isn't listed, email your name and club name using |ADD CLUB NAME in subject line| to entries@lycomingfair.net. It will be added to your information when downloaded at the Entries Office.]
- ◆ PARENT LAST NAME (4-H/VOC)
- ◆ PARENT FIRST NAME (/4-H/VOC)

Click on BLUE RIBBON FAIR ONLINE logo on this 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.
 - 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/BREED to display CLASS(es).
 - d. After displaying CLASS(es) for a particular SEC/BREED, click ADD next to specified CLASS you want to enter.
 - e. After you add an entry, a pop-up box will appear that states 'ENTRY HAS BEEN ADDED' [For livestock, you may be requested to add other information that would pertain to a particular entry form. HORSES-place ANIMAL NAME, SEX, AGE, HEIGHT in the DESCRIPTION field. RABBITS/CAVIES-place TATTOO, # IN LITTER (where applicable) in the DESCRIPTION field].
 - f. To add another entry, scroll up and select another DEPARTMENT / SEC/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. Departments 12-21, 23 and 24 is per 24 exhibits. Go to Items Available for Selection and select Item Count that corresponds to your per 24 exhibits. For example: you had 66 total exhibits in these departments, select Item Count of 3.
 - 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.

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

OPTION 1 - print a copy of your entries, horse stall registration form (if applicable), stabling form (if applicable), camper form (if applicable) and mail with payment(s) to Sandy Knipe, 3932 Beautys Run Road, Cogan Station PA 17728.

OPTION 2 - email horse stall registration form [use HORSE STALL REGISTRATION FORM in subject line] (if applicable), stabling form [use STABLING FORM in subject line] (if applicable) to entries@lycomingfair.net.

When you arrive at the fairgrounds to pick up your entry tags and/or for your photo ID at the Entries Office, any TOTAL AMOUNT DUE will be collected.

NOTE: If camping, Camper form and payment MUST be mailed to Sandy Knipe, 3932 Beautys Run Road, Cogan Station PA 17728.