

HOW TO ENTER ONLINE:

Visit: buttecountyfair.org or <http://www.blueribbonfair.com/BRFairProd/BlueRibbonStart.aspx?ID=2174>

Note: Helpful hint see specific page of your species you're entering in the resource box, this will help you with what class and division you are entering.

1. Click on “**CREATE A NEW ACCOUNT**” & follow the instructions on the screen to create an account, be sure to check either junior or adult exhibitor. You have to create a new account each year.
2. Complete the required fields.
3. Read the Terms of Service and click “**ACCEPT**”.
4. Once your account is created you are logged in and will see different tabs on the top of the page, click on “**ENTRIES**”
5. Click on the appropriate department in the drop down options. For breeding animals, showmanship and supreme exhibitor chose “L Youth Livestock”.
6. Pick the department you then click on the “+” sign and this will expand to display all the available classes, if it has an * it is a required field, if it does not have an * you can leave blank.
7. Once you see the class you will enter click on “**ADD**” input additional information as requested
8. After you click “**ADD**” a pop up box will appear that states your entry has been added.
9. To add another entry, scroll to the top of the page a select another department/class/lot.
10. When you have finished adding your fair entries, go to “**REVIEW ENTRIES**” and double check your entries are correct, make corrections as needed.
11. When you have entered all your entries go to “**ITEMS/CHECKOUT**” from the top of the screen and follow the onscreen directions. Be sure to print a receipt for your records.
12. Once confident you have entered all your entries and have read the fair rules the last step is to click “**SUBMIT/CHECKOUT**”, be sure to click the box stating you have read and agree to all rules of the fair and click “**SUBMIT/CHECKOUT**”, if you do not click submit, your entries will not be entered.
13. **Your entries are not complete and accepted until payment is made. If you do not receive a confirmation email, contact the fair office immediately.** There are two emails one is confirmation you created an account and the other is confirmation of your entries.
14. The confirmation on the screen serves as your invoice. Print the receipt for you records. You will receive a confirmation email as well.
15. For help please contact the fair at 530-846-3626
16. COMPLETE THE PARENT SIGNATURE/LIABILITY PAGE AND SUBMIT TO THE FAIR OFFICE BY THE ENTRY DEADLINE DATE THE FORM IS LISTED IN THE RESOURCE BOX UNDER PARENT SIGNATURE FORM. YOUR ENTRIES WILL NOT BE COMPLETE UNTIL THIS FORM IN COMPLETE.

Reminder: You should receive two emails, created an account email witch does not mean you are entered. You have to finish our entries and go through the payment process and you will then receive another email with confirmation. You must print and sign the Parent Signature form and send in to the Fair Office.

