

Entering On-line for the 2023 Sheboygan County Fair

- Junior Fair - Before you begin choosing items to exhibit, go to the 4-H online site, and review the project areas that you have enrolled in.
- All Exhibitors - go to the Sheboygan County Fair website –www. shebcofair.com
- Click on “Exhibitors” tab to find the “Exhibitors Page” tab for both Junior Fair and Open Class fair books.

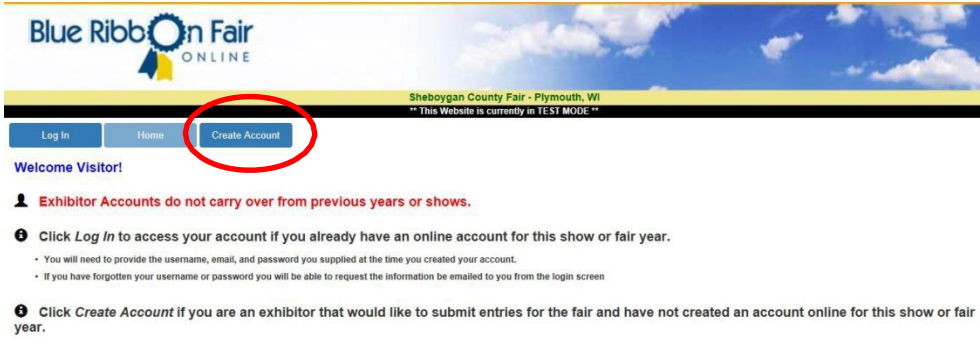


- Search for the book for the departments that coordinate with your project areas and read the requirements for each area. Write down the Dept., Class and Lot in which you wish to enter. This information will be used later in the process of entering.
- The entry book can be viewed on the screen or printed as a hard copy after June 1st.

- To begin the registration process, click on the “On-Line Enter” icon which will be available on
 - Junior Fair: June 15th to July 15th
 - Open Class: July 20th to August 10th
- You are now ready to enter this information into your on-line account.

2022 Exhibitors Page

A screenshot of the 2022 Exhibitors Page. It features a yellow background with text and three navigation icons. The text includes: "2022 Junior Fair 'On Line' Registration goes live June 15 9:00 a.m.", "2022 Open Class 'On Line' Registration open July 20 - August 10", and "2022 Open Class 'Paper Form' open July 20 - August 10". The navigation icons are: an information icon (i) for "Step 1: Jr Fair Exhibitors must read before entering online", a question mark icon (?) for "Step 2: Directions for online entry", and an "ENTER" icon for "Step 3: Online Entry". The "ENTER" icon and its corresponding text are circled in red.



You must create a new account each year!

- This is an area where all exhibitors will enter individual information. Please note that all areas marked with an *(asterisk) are areas where the information is required.

Junior Fair

- On the pull down menu for Division, select either Junior Fair (4-H & FFA) or Open. The Junior Fair and Open Class screen will have a different appearance.

Use the "drop down" menu to choose Junior Fair

Use the "drop down" menu to the name of your club

- When entering Junior Fair, please list your leader's e-mail in the Additional e-mail field.

Based on grade as of January of exhibit year

- A **Premise ID number is required** for any exhibitor entering any animal(s) with the exception of cats, rabbits and dogs.

Create a User Name and a Password

Remember to write down your user name and password before saving your Information! This will be needed to log in to your account in the future.

*Premise ID Information

- Why exhibitors need a premise ID
- Sign up and register for a New ID or to Renew

https://datcp.wi.gov/Pages/Programs_Services/PremisesRegistration.aspx

After completing the necessary fields, click on Save Account Information. All required information is needed prior to moving to the next screen. If other information is unavailable at the time, save and return to the site to complete the necessary information when available.



- The next page will list the Terms of Service. After reading the Terms described by the service providers, click **Accept** to continue.
- By accepting the Terms of Service, a page for site navigation will appear. These descriptions will help direct you through the process.
- The following page will give you options with descriptions. You can once again check out the premium book by choosing Premium Book/Catalog. You can now add your entries by locating the department containing the projects that you entered as a 4-H member and click to open the list of classes within that department. You can choose from the list as viewed in the book, or choose Quick Entries if the items have already been selected.

Terms Of Service

BLUE RIBBON ONLINE TERMS OF SERVICE

COPYRIGHT
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When a visitor comes to the website, our web server recognizes only the visitor's domain name, but not the email address. This means that we can track visits to our site, while visitors remain anonymous. We collect aggregate information on visits made to our pages. This information helps us improve the content of our site.

When you fill out an online registration form, we collect name, address, phone, email and demographic information. This information is transmitted to the fair requesting the information. The online registration information becomes the property of the fair requesting the information. MarTech Systems, Inc. only stores the information for archival purposes and will not sell, rent or distribute name or email addresses of individuals that use the online entry service.

For their protection, we ask that children do not submit information to us without the consent of a parent or guardian.

Use the Tabbed Links at the top to navigate the Website

[Account Info](#)

Where you can go to review or change the information you entered for your online account.

****Once you have submitted entries, the account information can be reviewed but can no longer be changed****

[Premium Book / Catalog](#)

Where you can go to Select and Add Entries from a List of Available Selections

[Quick Entries](#)

Where you can go if you want to input the Premium Book / Catalogue Codes for adding entries instead of picking from the Premium Book / Catalogue List

[Pending Entries](#)

Where you can go to review the list of entries you have selected

****Pending entries are entries that you have selected but have not yet submitted ****

****Pending entries can be modified or removed ****

****Once the entries have been submitted they are no longer considered pending and cannot be modified or removed ****

[Misc Items / Submit Entries](#)

Where you GO TO COMPLETE YOUR ENTRY PROCESS to Submit/Checkout your selected entries

[History](#)

Where you can go to review or print a list of entries/items that you have submitted.

Select Premium Book/Catalog to browse the book if the Dept., Class and Lot is unknown.

If you know the Dept., Class and Lot select Quick Entries

To add entries click "Premium Book/Catalog" and scroll through the department listings and click the desired department.

List of Available Entry Selections

Select Club for Entry

025 - Parnell Pals

Click on a Department in the list below to expand the List of Available Entry Selections

018	Junior Fair - Cultural arts	<input type="button" value="v"/>
020	Junior Fair - Photography	<input type="button" value="v"/>
022	Junior Fair - Woodworking	<input type="button" value="v"/>
023	Junior Fair - Electricity	<input type="button" value="v"/>
024	Jr. Fair - Mechanical science	<input type="button" value="v"/>
025	Junior Fair - Foods/nutrition	<input type="button" value="v"/>

- Select the class you wish to enter to view the choices available within that class.

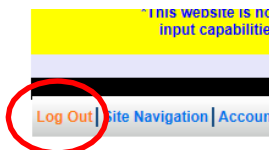
Select Class

	Dept.	Class	Lot	Class Desc	Lot Desc	Entry Fee	Pen Fee	Entry Type
+	018	A		COMMUNICATIONS				
+	018	B		CREATIVE WRITING				
+	018	C		CELEBRATE ARTS				
+	018	D		SCRAPBOOK				
+	018	E		RUBBER STAMPING				

Choose the desired lot(s) by clicking on **Add**. A message will appear stating this entry was placed in your pending entries file. Click OK to continue.

+	018	C		CELEBRATE ARTS				
+	018	D		SCRAPBOOK				
-	018	E		RUBBER STAMPING				
Add	018	E	00040	RUBBER STAMPING	Stamping/4 greeting cards	\$0.00	\$0.00	G
Add	018	E	00041	RUBBER STAMPING	Stamping, 4 Holiday cards	\$0.00	\$0.00	G
Add	018	E	00042	RUBBER STAMPING	Stamping, tag, bag,	\$0.00	\$0.00	G
Add	018	E	00043	RUBBER STAMPING	Any other rubber stamp item	\$0.00	\$0.00	G
+	018	F		LEATHER CRAFT				

- Continue these steps in all desired departments until all entries have been added. When completed, click on the tab "Pending Entries" to view all entries. At this point, you may save all of your information by clicking the **Log Out** button.



Click on Pending Entries

- Changes can be made at any time by logging back into the program and return to the Pending Entries screen. This is where changes can to be made prior to submitting.



- To make additional entries, return to the Premium Book/Catalog tab.
- Deletions can be made by selecting the box of the entry you would like to remove and click the **Remove** option within the Pending Entries Tab.

Pending Entries

Entry Fees: \$0.00 Entry Count: 3 Pen/Stall Fees: \$0.00 Pen/Stall Count: 0 Entry and Pen/Stall Total: \$0.00

Club	Dept.	Class	Lot	Lot Desc	Entry Fee	Pen/Stall Fee	Select Pen/Stall	Entry Type	
025	018	E	00042	Stamping, tag, bag,	\$0.00		<input type="checkbox"/>	G	Remove
025	018	E	00043	Any other rubber stamp item	\$0.00		<input type="checkbox"/>	G	Remove
025	022	B	00013	Article for home use	\$0.00		<input type="checkbox"/>	G	Remove

** When you are finished adding entries, go to the 'Misc Items / Submit Entries' page to read and accept the rules of the fair and click the Submit / Checkout button to complete the entry process **

You're not done yet!

***Important:**

We recommend that all Junior Fair exhibitors provide a copy of the "Pending Entries" to the General Leader for approval before choosing the Submit Entry button. Any changes prior to deadline will need to be made in person at the Fair Office.

Entries must be submitted after the final review!

- Final step: **Once you have reviewed all of the information and added all entries, you are ready to submit. Remember, any changes after submission and before deadline, must be made in person at the Fair Office.**

The screenshot shows the 'Blue Ribbon Fair ONLINE' submission interface. At the top, there is a 'securityMETRICS PCI Certified' logo and a disclaimer: '*This website is not compatible with the use of a Mobile Device or Phone and does not have touch or pen input capabilities. For reliable results Insure that there are not multiple browser tabs/windows open. Java Script must be enabled.*'. Below this, the page title is 'Sheboygan County Fair - Plymouth, WI' with a note: '** This Website is currently in TEST MODE **'. A navigation bar includes links for 'Log Out', 'Site Navigation', 'Account Info', 'Premium Book / Catalog', 'Quick Entries', 'Pending Entries', 'Misc Items / Submit Entries', and 'History'. The user is logged in as 'Hello Patti'.

Annotations on the screenshot:

- A blue star labeled 'Final Step' has a red arrow pointing to the 'Submit' button.
- A red circle labeled 'Must be checked' has a red arrow pointing to the checkbox: By Clicking this box, I affirm that I have read and understood the rules and regulations set forth by the Fair and will abide by them.

Submission summary table:

Entry Count:	3	Entry Fees:	\$0.00
Pen Count:	0	Pen Fees:	\$0.00
Misc Items:			\$0.00
Required Dept. Items:			\$0.00
Required Exhibitor Items:			\$0.00
Online Convenience Fee:			\$0.00
Total Amount Due:			\$0.00

Additional options: 'Display Fair Rules' and 'Preview / Print Pending Items'. Below the terms checkbox is an 'Optional Submission Comment' text area and a 'Submit' button.