

# Blue Ribbon Livestock Entry Instructions

## Blue Ribbon Online Entries Information Entry Deadline June 1<sup>st</sup>

1. Go to the following link <https://www.BlueRibbonFair.com/BRFairProd/BlueRibbonStart.aspx?ID=1695>
  - a. The link can also be found on the Ottawa County Fair website at [www.ottawacountyfair.org/forms](http://www.ottawacountyfair.org/forms)

**\*\*Please Note:** User accounts do NOT carry over from previous years. If you had an online account in previous years, you will have to create a new account for this year.

2. Making a list of entries for each exhibitor prior to entering data may make it easier and quicker for you. The departments & codes can be found in the Ottawa County Fair Handbook. An electronic copy of the handbook can be found on the Ottawa County Fair Website ([www.ottawacountyfair.org/forms](http://www.ottawacountyfair.org/forms)).
3. Click 'Create New Account' and **follow on-screen directions**. (If you are returning to your on-line entries *in the same year*, select 'Log In' to use your password as a return exhibitor)
  - a. Complete all required fields and select 'Save Account Information'
    - i. Division – Junior/4H – 4H members
      - FFA – FFA Members
      - Open – for Open Class Members
    - ii. Club Name – select the club or FFA Chapter that you belong to
    - iii. Password must be between 7-20 characters
4. Read the Terms of Service and click 'Accept'
5. 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 number order. (Please reference the Ottawa County Fair Handbook for specifics for each species)
  - c. Select one entry at a time.
    - i. The Field Tattoo/Ear Notch is for your animal tag/ID number. Sheep/Goats need to enter into the complete scrapie ID line (please enter the entire 2 letters and 8 numbers).
  - d. After a department is expanded click the (+) sign on the left of the page to expand the display a specific class and lot numbers.
  - e. After displaying a particular class, click **ADD** to add the specified Lot number you want to enter.
  - f. After you add an entry a pop up box will appear that tells you "Entry has been added."
  - g. To add another entry scroll to the top of the page and select another department/class/lot.
6. You Must click on the green button **Misc Items** in order to choose your amounts for pen fees.
7. Each department that you have a project selected for will appear, and you have to choose which fee that is associated with the number of head of animals that you are bringing.

8. When you have entered all of your entries go to **'Items/Checkout'** from the top of the screen and follow on-screen directions.
  - 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.'**

The pen fee required for animal projects are listed under entry fees. The following departments require a pen fee: 001 Dairy, 002 Beef, 003 Swine, 004 Sheep, 005 Goats, 007 Poultry, 008 Rabbits, 010 Animal & Vet Science. If you have any questions or concerns call 920-386-3790.

Select	Item Count	Item ID	Desc	Assoc. Department	Amount per Item
No data available in table					

Item ID	Desc	Amount per Item	Item Count	Total Fee Amount	Required for
EXFEE	Exhibitor Fee	\$ 2.00	1	\$ 2.00	Exhibitor

Entry Count: 2      Entry Fees: \$ 0.00  
 Pen Count: 0      Pen Fees: \$ 0.00  
 Misc Items: \$ 0.00  
 Req'd Department Items: \$ 0.00  
 Req'd Exhibitor Items: \$ 2.00  
 Online Conv Fees: \$ 0.00  
 Total Amount Due: \$ 2.00

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.

[Review Fair Rules](#)   [Print/Preview Receipt](#)  
 Optional Checkout Comment

**At the bottom of the page be sure to click the box saying you have read and understood the rules of the fair and will abide by them. You cannot continue if you do not click this box.**

- c. **The confirmation on the screen is your invoice.** You can print the receipt for your records. You will receive a confirmation email and this is also considered your invoice.
9. Once your entries are submitted you will receive a confirmation on the screen and a confirmation e-mail. Print the confirmation for your records - this is your invoice. If you do NOT receive an email, then you have not completed the checkout process.

Questions, call 419-898-3631 or email Rhonda at Mahaney.23@osu.edu

Entry deadline is Thursday, JUNE 1, 2023.

Entries and payments submitted by **June 8, 2023** you will be charged a \$50.00 late fee per child.

**If entries and payments are not submitted by June 8th, you will not be eligible to exhibit at the Ottawa County Fair.**