

WATERFORD COMMUNITY FAIR

BLUE RIBBON FAIR SOFTWARE ON-LINE ENTRY GUIDE



Registering and entering your competitive exhibits at Waterford Community Fair now made simple through the features of the Martech Systems, Inc. Blue Ribbon Fair Software.

Please take a moment to familiarize yourself with this guide to before accessing the system to help make the transition from paper to on-line entry an easy process.

A few points before we begin:

1. **Animal Exhibits must be pre-registered** and entered on-line.
 - a. Last day to register, all species, is August 20th of the fair year. Entries received after the deadline may be subject to a late registration fee.
 - b. Animal exhibits are classified as:
 - i. **LIVESTOCK** entries - (Breeding Classes)
(1) Note: Rabbits are excluded
 - ii. **MARKET** entries - (Animals which will be sold at auction)
2. Non-Animal exhibit Pre-registration is optional but must be entered through the on-line entry system.
3. You must register in one of two divisions to submit entries in the on-line system:
 - a. **OPEN** Division - Can submit entries in all departments except Departments 10 and 11.
 - b. **JUNIOR/4H** Division - Can submit entries in all eligible classes, including BOTH DIVISIONS in all departments
 - i. Junior/4H exhibitors are required to enter a valid birth-date. Exhibitor age will be calculated as age on January 1st of the fair year.
4. **IMPORTANT: IF YOU WISH TO ENTER YOUTH, JUNIOR, 4H OR FFA CLASSES (Departments 10 and 11) YOU MUST REGISTER in JUNIOR/4H DIVISION.**

If you have any questions or difficulty with entering your exhibits, please reach out to

Nadine Merry, Entries Chairman
(814) 796-4012, nadinecrossmerry@gmail.com or

your respective department head. Department Chair phone numbers are listed on-line and in the premium book.

Good luck and THANK YOU for “Being a part of...” The Waterford Community Fair!

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- LOG ON TO THE WATERFORD FAIR WEB SITE AT WWW.WATERFORDFAIR.ORG
- NAVIGATE TO THE ON-LINE ENTRY PAGE AND LEFT-CLICK ON THE LINK FOR ON-LINE ENTRIES
- **THE BLUE RIBBON FAIR ONLINE WELCOME PAGE**
 - **Exhibitors must create an exhibitor account, one time each year, regardless of exhibiting in prior years.**
 - **LOG IN**
 - If you've already created an exhibitor account, log in to the entry system using your User Name and Password to access the WELCOME PAGE
 - **CREATE ACCOUNT** - Click here on your first visit to the site and complete the "Create New Exhibitor Account" form. Click "SAVE ACCOUNT INFORMATION" to return to the home screen.
 - **REQUIRED FIELDS**
 - **DIVISION - IMPORTANT**
 - Select "General" or "Junior/4H" from the pull down menu.
 - **OPEN DIVISION**
 - Entry of exhibits in Departments 10 and 11 excluded.
 - Enter BIRTH-DATE (not required) to be eligible for premiums awarded in age restricted classes.
 - **JUNIOR/4H DIVISION -**
 - Can enter exhibits in all departments
 - CLUB is optional (select club name from pull down menu)
 - BIRTH-DATE required.
 - PARENT FIRST, LAST NAME
 - FIRST NAME
 - LAST NAME
 - ADDRESS
 - CITY, COUNTRY, STATE, ZIP
 - PHONE - FORMAT (999)999-9999
 - EMAIL ADDRESS
 - USER NAME
 - SECURITY QUESTION & ANSWER

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- **THE BLUE RIBBON FAIR ONLINE HOME PAGE**
 - **LOG OUT**
 - Exits the On Line Entry Site
 - **EDIT ACCOUNT**
 - Review/Modify information previously submitted for your on-line exhibitor account
- **ENTRIES**
 - Select and add entries from eligible classes
 - [NOTE:] Entries are identified by DEPARTMENT/SECTION/CLASS
 - Select a DEPARTMENT from the pull-down list to see eligible entry sections
 - Department Number, Section and Section Description is displayed
 - **GENERAL ENTRIES**
 - Click the “+” sign next to a section to expand and see eligible entry classes
 - Click ADD next to the class in which you are entering eligible entry classes
 - A screen image is briefly displayed indicating “Entry has been added”
 - **LIVESTOCK ENTRIES**
 - Click the “+” sign next to a section to expand and see eligible entry classes
 - Click ADD in the left-most column next to the class you are entering
 - A second entry screen will be displayed showing the department, section and class designation of the entry. The system will prompt for any additional required information (i.e. Animal ID, Animal Gender, RFID Number, etc.)
 - Tattoo/Ear Notch is NOT required and can be used as additional animal identification, such as distinguishing markings or other unique id characteristics.
 - VALID VCPR (3 PA.C.S.A.2501 ET SQ)? is a REQUIRED YES OR NO response field and represents the minimum Pennsylvania Department of Labor requirement for evidence of veterinary care for the animal in question. If NO is selected a valid CVI form will be required when the animal is off-loaded at the fair.
 - Click “CLEAR” to discard and re-enter screen data
 - Click “CANCEL” to discard entry and return to previous screen..
 - Click “SAVE ENTRY” when complete. A screen image is briefly displayed indicating “Entry has been added”
 - [NOTE:] The UPLOAD FILE BUTTON is for optional uploaded additional documentation such as veterinary forms, etc. and presently not used at the Waterford Fair
- Repeat above steps for on-line entry in all departments and classes

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- **THE BLUE RIBBON FAIR ONLINE HOME PAGE**

- **REVIEW ENTRIES**

- Displays all entry exhibits pending upload to the fair's entry database.
- Also shows applicable entry fees for the animal/class and number of class entries (not animals)
- \$3.00 entry fee is assessed only once per animal per department. No additional fee is assessed for a single animal entered in multiple classes.
- Presently there is no Pen/Stall fee assessed in any instance.
 - **EDIT**
 - Allows user to alter information previously entered
 - **REMOVE**
 - Allows user to DELETE entries previously entered.

- **ITEMS/CHECKOUT**

- When you've completed your entries and are prepared to upload entries to the fair's entry database:.

- **OPTIONAL**

- **Items Available for Selection**

- Exhibitors have the option of ordering and/or paying for Weekly Admission Booster buttons as well as Exhibitor Camper Fees
 - **NOTE: MUST APPLY FOR A CAMPER PERMIT** issued by the fair prior to paying camper fee.
 - Enter number of buttons or camper fees desired to have amounts added to your checkout total.
 -

- **Pending Items for Exhibitor**

- Displays a summary of items (Buttons & Camper Fees) with number of selections and total amount due for items selected.
- Option to remove any items previously selected.
- Re-enter in above section if you wish to re-order any items prior to submission

- **ENTRY SUMMARY** (Bottom right of page)

- **Provides a visual summary**

- Number of entries submitted
- Dollar amount of any fees associated with the entries
- Dollar amount of miscellaneous amounts due
- Total amount to be remitted with entries

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- **ENTRY SUMMARY** (Bottom right of page - Continued)
 - Click on the check box to indicate your agreement with fair rules and regulations.
- **REVIEW FAIR RULES**
 - Click this tab to review Fair Rules and regulations prior to checking the “Rules Disclaimer” Check box.
- **PRINT/PREVIEW RECEIPT**
 - Click this tab to print and/or preview a hard copy of your submission and payment receipt.
 - Print an additional copy to accompany payment when mailed to the department chair.

The screenshot displays a summary of entry statistics and fees. It includes a table with the following data:

Entry Count:	19	Entry Fees:	\$ 30.00
Pen Count:	0	Pen Fees:	\$ 0.00
		Misc Items:	\$ 125.00
		Req'd Department Items:	\$ 0.00
		Req'd Exhibitor Items:	\$ 0.00
		Online Conv Fees:	\$ 0.00
		Total Amount Due:	\$ 155.00

Below the table is a yellow highlighted disclaimer box with a checkbox and the text: "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." Underneath the disclaimer are two green buttons: "Review Fair Rules" and "Print/Preview Receipt". Below these buttons is a text input field labeled "Optional Checkout Comment" and a blue "Submit" button with a checkmark icon.



- **LIVESTOCK ENTRIES AND PAYMENTS DUE BY AUGUST 20TH.**
- **LAST DAY TO SUBMIT ON-LINE ENTRIES: Thursday before Labor Day.**
- **CLICK SUBMIT** to upload your entries to the fair entry database.

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- **ENTRIES COMPLETE?**
 - All entries in the online system are deleted after you submit.
 - Notify department chair if any submitted entries are to be deleted.
 - *Additional entries* in any department can be made by following the above processes until the close of on-line registration.
 - Non-Livestock entries can always be entered on registration day, typically Sunday, the day before Labor Day.

- **NON-LIVESTOCK ENTRIES**
 - No additional steps or payment required. Entry tags will be printed and held for pick up at the registration desk on entry day (Sunday before Labor Day).
 - If you wish to arrange for an earlier pick-up of your entry tags, contact:
 - **NADINE MERRY**
1738 Rt. 97
Waterford, PA 16441
(814) 796-4012 or
nadinecrossmerry@gmail.com

- **LIVESTOCK ENTRIES**
 - Mail copy of on-line receipt and payment to department chair:
 - HORSES / DRAFT & PLEASURE
 - **SANDY KAFFERLIN**
20804 Ongley Road
Centerville, PA 16404
 - DAIRY CATTLE / 4H & FFA DAIRY GOATS
 - **DALE CHAPMAN**
11362 West Greene Road
Waterford, PA 16441
 - BEEF CATTLE / 4H & FFA BEEF CATTLE
 - **CHAR PROCTOR**
10065 Kidder Rd
Cranesville, PA 16410
 - SHEEP / 4H & FFA MARKET GOATS
 - **SARAH KOSACK**
60 Pine Leaf Drive
Erie, PA 16510
 - SWINE / 4H & FFA SWINE
 - **ERNIE BUHL**
10320 Donation Road
Erie, PA 16509

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APPENDIX A

- **LIVESTOCK ENTRIES**
 - **HORSES, DAIRY CATTLE, BEEF CATTLE**
 - REQUIRED
 - GENDER
 - RFID/NATIONAL ID
 - VALID VCPR FORM
 - OPTIONAL
 - ANIMAL NAME
 - TATTOO/EAR NOTCH
 - **BEEF CATTLE**
 - REQUIRED
 - GENDER
 - ANIMAL BIRTH DATE
 - RFID/NATIONAL ID
 - VALID VCPR FORM
 - OPTIONAL
 - ANIMAL NAME
 - TATTOO/EAR NOTCH
 - **SHEEP, DAIRY GOATS**
 - REQUIRED
 - GENDER
 - REGISTRY NUMBER (SCRAPIES ID)
 - VALID VCPR FORM
- **MARKET ENTRIES**
 - **MARKET BEEF, FEEDER BEEF, SWINE**
 - REQUIRED
 - GENDER
 - RFID/NATIONAL ID
 - VALID VCPR FORM
 - **MARKET LAMB, MARKET GOAT**
 - REQUIRED
 - GENDER
 - REGISTRY NUMBER (SCRAPIES ID)
 - VALID VCPR FORM