Tolland County 4-H Fair Online Entries



This year, the Tolland County 4-H Fairboard is moving forward with the transition to online entries for our annual 4-H fair. We will be accepting both online entries and paper entries this year, however we **strongly** encourage youth to register via our online entries site, as we will be operating entries fully online next year. To register for the fair using Blue Ribbon Entries, use the link below and follow the instructions!

Register here:

https://www.blueribbonfair.com/BRFairProd/BlueRibbonStart.aspx?ID=2042

How to Register:

1. Click the blue "Create Account" button at the top of the screen.



2. Enter your personal information to complete your account set up, and hit "save account" at the bottom of the screen. Once you do this, accept the terms of service to finish setting up your account.

3. You are now logged into your exhibitor account. From here you can edit your account information, register entries for the fair, and review your entries.



- 4. To register for the fair, select the blue "Entries" button at the top of the page. This button is circled in red in the above image.
- 5. Using the drop down menu, select the class(es) you wish to register an entry in.

	Tolland County 4H Fair - Vernon, CT	
Log Out Home Edit Account	Entries Review Entries Items/Chackout History	
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6. Select the "+" in the grid to view available sections and lot numbers for the class you have chosen.

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List of Available Entry Selections			
250 - Tranquil Menagerie v			
Click on a Class in the list below to expand the List of Available Entry Selections			
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Exhibitor Division Senior 13-19			
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7. Select "add" for the appropriate section and lot you wish to register for.

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8. Select "save entry" after entering the required information. Keep in mind, different classes will have different required fields (i.e. livestock classes will require animal name, DOB, sex, etc. to be indicated on this screen). You will not be able to save entries if all required fields are not filled out!

Blue Ribbon Fair	
	Tolland County 4H Fair - Varnon, CT
Descriptive Entry	
Select Club for Entry: Class: Section: Lot: File Upload:	259 - Tranquil Menag v 001 Club Booth Boards A Club booth boards 00001 Home Arts Upload File
Enter Description Here:	Seve Entry Cencel & return to Entries

- 9. Repeat these steps until you have completed all of your entries. This year we are strongly encouraging 4-Hers to also register gold building projects ahead of time in addition to livestock and small engine projects.
- 10. Once you have added all of your entries, select the blue "Review Entries" button to double check your registrations. Once you submit your entries, you **will not be able to edit them again**, so be sure all the information is correct before moving on to the next step!

Tolland County 4H Fair - Vernon, CT
Log Out Home Edit Account Entries Review Entries Items/Checkout History
L Exhibitor: Test Account
Welcome Test Account!
L Exhibitor Accounts do not carry over from previous years or shows.
Click Edit Account 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**
• Click Entries to select and add entries from a list of available selections.
Click Review Entries 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 **
Click Items/Checkout to Submit and Checkout your selected entries.
Click History to review or print a list of entries/items that have been submitted previously.

11. Select "Items/Checkout," next to the review entries button, after you have double checked all your entries, and then hit "Submit" at the bottom of the screen.

1 Exhibitor: Test Account

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12. Congratulations! You've successfully registered for the Tolland County 4-H Fair, and will receive a confirmation email with a summary of all your entries. If you have any questions regarding online entries, feel free to contact the Entries and Tallies committee via email at <u>markkloter@sbcglobal.net</u>.