

# La Crosse Interstate Fair – Online Entry Process

## Important - Before You Begin

1. Junior Exhibitors - Go to the 4-H online site, and review the project areas that you have enrolled in. Make a list if needed.
2. Proceed to the fair website to review the fairbook items and what you want to exhibit. The fair website is : [www.lacrosseinterstatefair.com](http://www.lacrosseinterstatefair.com)
3. Click on “**Exhibitor Handbook**” link for both Junior and Open Class fairbook department items.

## La Crosse Interstate Fair

### EXHIBITOR HANDBOOK

### NEW - 2017 Fairbook Information and Forms (UPDATED)

Please click on one of the links below to view the document. You will need Adobe Reader to view the document. Click on the icon to download the program if you do not already have Adobe Reader.  
[Adobe Reader](#)

#### For Entry Tag Pick-up Important Dates / Times

TBD

### GENERAL FAIR INFORMATION

[Fair Judging Schedule](#)

[Exhibitor Entry Form](#)

[General Rules and Regulations](#)

[Animal Health Rules](#)

[Junior Livestock Project and Auction Rules](#)

[Animal ID Check In Form](#)

[Special Awards](#)

[Rooster Crowing Entry](#)

[Rooster Coloring Entry](#)

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Below is a image view of the Exhibitor Online Entry page.



# La Crosse Interstate Fair

## EXHIBITOR - ONLINE ENTRIES

**NEW - 2017 Online Entries Link Will Be Available June 1**

**Online Entries Accepted June 1-30**

### STEPS to CONSIDER

1. Juniors - Review your enrolled projects or area of educational curriculum.
2. All Exhibitors - Review the Fair Regulations, the Department Rules and Regulations and Items offered for exhibit. This is available in the Exhibitor Handbook tab.
3. Make a list of what you would like to enter and check back to enter your items online.
4. Keep all your entries in pending until you are ready to finalize and submit your entry.
5. Retain a copy for your records.

### KEY EVENTS and DATES

- Paper Entry Deadline is June 16
- Paper Entry Late Fee \$10 June 17-30
- Online Entry Deadline is June 30
- Entry tags will be available - Week of July 10
- Fair Clean-up Night - July TBD
- Fair Premium Checks will be available August 25

**Thank you for entering your fair items online. It is appreciated.**

### HELPFUL FILES

[Online Entry Overview](#)

[Online Entry User Guide](#)

[Tag Correction Form](#)



### ONLINE ENTRY LINK

**Click Here** - Link will be active by 6/1 to launch the Blue Ribbon Fair Online software. Use the [Online Entry User Guide](#) to help you navigate the site.



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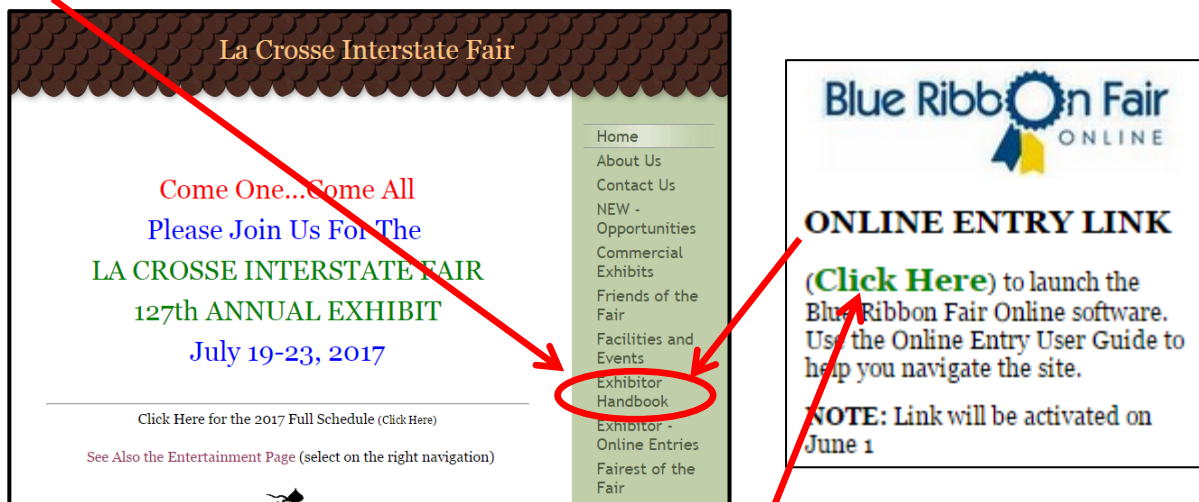
Photo Gallery

Links of Interest

Interest

## Entering Online for the 2017 La Crosse Interstate Fair

- Jr Exhibitors - 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 La Crosse Interstate Fair website – [www.lacrosseinterstatefair.com](http://www.lacrosseinterstatefair.com)
- Click on “**Exhibitor Handbook**” link for both Junior and Open Class fairbook department items.



- Search the fairbook for the departments that coordinate with your 4-H projects or for Open Class exhibitors, your open class interests. Read the requirements for each area. Write down the Dept., Class and Item in which you wish to enter. This information will be used later in the process for entering.
- The fairbook departments can be viewed online or printed as a hard copy.
- You are now ready to enter this information into your online account.
- The online entry link will be active and available June 1.

1. To begin the registration process, click on the Online Entry Link “Click Here” which will be available on June 1<sup>st</sup>.

2.



- 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. On the pull down menu for Division, select either Junior/4-H/FFA or Open Class. The Junior Fair and Open Class screen will have a different appearance. **When entering Junior Fair, you may also choose to add your leader’s email in the Additional e-mail field.**
- A Premise ID number is required for any exhibitor entering any animal(s) with the exception of cats and dogs.

3.



# Junior/4-H/FFA

Use the "drop down" menu to choose Junior/4-H/FFA

Junior Fair  
Use the "drop down" menu to the name of your club or group

General Leader's Email  
Optional: This will allow your leader to preview your entries.

Based on grade as of January of the exhibit year

\* A Premise ID is required for all animals with the exception of cats, dogs and rabbits

Create a User Name and a Password

Remember to write down your user name and password before saving your information.

Create New User Account

\* Denotes Required Fields

Division \*

Club Name \*

First Name \*

Middle I

Last Name \*

Address \*

City \*

Country

State/Province

Zip/Postal Code \*

Phone # \*

format:(999)999-9999

Cell Phone #

format:(999)999-9999

Email \*

Confirm Email \*

Additional Email

Grade \*

Premise Code

Login Information

User Name \*

Password \*

Confirm Password \*

Security Question \*

Your Answer \*

Save Account Information

## Premise ID Information

- Why do exhibitors need a premise ID?
- Sign up and register for a New ID or to Renew  
<http://www.wiid.org/wisconsin-livestock-identification-consortium-home>

# Open Class

Use the "drop down" menu to choose Open Class

\* A Premise ID is required for all animals with the exception of cats, dogs and rabbits

Remember to write down your user name and password before saving your information.

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. You must create a password and user name. Please make note of the password and username as it will be needed later to reopen your account.

Create New User Account

\* Denotes Required Fields

Division \*

First Name \*

Middle I

Last Name \*

Address \*

City \*

Country

State/Province

Zip/Postal Code \*

Phone # \*

format:(999)999-9999

Cell Phone #

format:(999)999-9999

Email \*

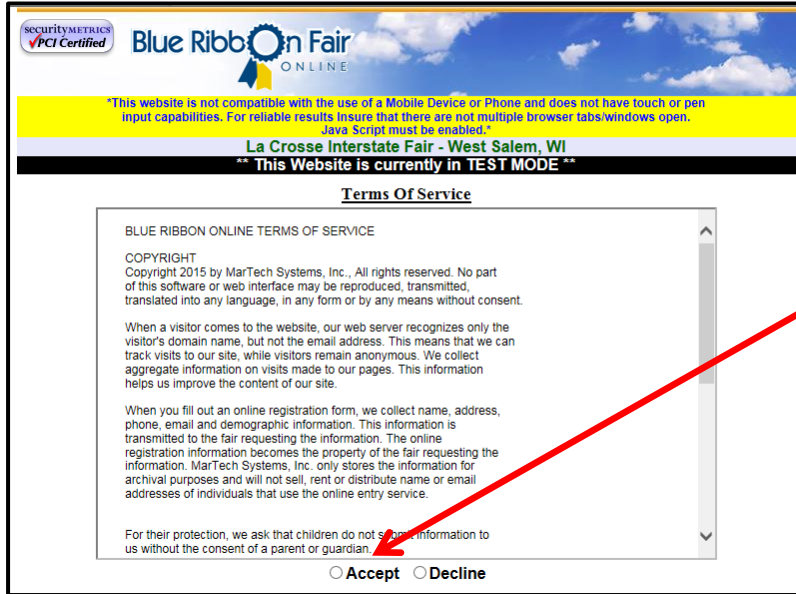
Confirm Email \*

Farm Name

Premise Code

Login Information

4.



- 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.

5.

- 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.

**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 to begin entering Dept, Class and Item.

[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

If Dept., Class and Item have already been selected.

[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.

6.

Your Entry type will guide you to the appropriate Departments

List of Available Entry Selections  
Select Club for Entry

100 - Burr Oak

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

016	JUNIOR NATURESPACE
017	JUNIOR EXPLORING
018	JUNIOR CULTURAL ARTS
020	JUNIOR PHOTOGRAPHY
021	JUNIOR COMPUTERS
022	JUNIOR WOODWORKING
023	JUNIOR ELECTRICITY

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

Select Class

	Department	Class	Item	Class Desc	Item Desc	Entry Type
+	018	A		Drawing / Ink		
+	018	B		Drawing / Pencil		
+	018	C		Drawing/Pastel-Chalk-Charcoal		
+	018	D		Drawing / Crayon		
+	018	E		Painting / Watercolors		
+	018	F		Painting / Acrylics and Oils		
+	018	G		Painting / Tempra		

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

	Department	Class	Item	Class Desc	Item Desc	Entry Type
+	018	A		Drawing / Ink		
+	018	B		Drawing / Pencil		
-	018	C		Drawing/Pastel-Chalk-Charcoal		
Add	018	C	00001	Drawing/Pastel-Chalk-Charcoal	Still life, 3-5	G
Add	018	C	00002	Drawing/Pastel-Chalk-Charcoal	Outdoor scene, 3-5	G
Add	018	C	00003	Drawing/Pastel-Chalk-Charcoal	Animal(s), 3-5	G
Add	018	C	00004	Drawing/Pastel-Chalk-Charcoal	Human portrait/figure, 3-5	G

- 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.

\*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.\*

La Crosse Interstate Fair - West Salem, WI

\*\* This Website is currently in TEST MODE \*\*

Log Out | Site Navigation | Account Info

- 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 be made prior to submitting.

Click on Pending Entries

securityMETRICS  
PCI Certified

Blue Ribbon Fair  
ONLINE

\*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.\*

La Crosse Interstate Fair - West Salem, WI

\*\* This Website is currently in TEST MODE \*\*

Log Out | Site Navigation | Account Info | Premium Book / Catalog | Quick Entries | Pending Entries | Misc Items / Submit Entries | History

- To make additional entries, return to the Premium Book/Catalog tab. Deletions can be made by using the **Remove** option.

Pending Entries

Entry Fees: \$0.00    Entry Count: 4    Pen/Stall Fees: \$0.00    Pen/Stall Count: 0    Entry and Pen/Stall Total: \$0.00

Club	Department	Class	Item	Item Desc	Pen/Stall Fee	Select Pen/Stall	Entry Type	
100	018	B	00002	Outdoor scene, 3-5		<input type="checkbox"/>	G	<a href="#">Remove</a>
100	020	A	00001	Child(ren) 17 & under color		<input type="checkbox"/>	G	<a href="#">Remove</a>
100	020	A	00018	Sunrise/sunset, B&W		<input type="checkbox"/>	G	<a href="#">Remove</a>
100	022	A	00002	Use out of doors		<input type="checkbox"/>	G	<a href="#">Remove</a>

You're not done yet!

\*\* 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 \*\*

## \*IMPORTANT

Be sure your Pending Entries are correct. Once you choose the Submit Entry button, you will no longer be able to make any changes to your online entry. You will need to submit an Entry Tag Correction Form.

### 7. Entries must be submitted after your final review.

**Final Step:** Once you have reviewed all of the information and added all entries, you are ready to submit. Online changes CANNOT be made after you have clicked the submit button.

The screenshot shows the 'Final Step' of the online submission process. A blue star-shaped callout labeled 'Final Step' points to the 'Submit' button. A red wavy callout labeled 'Must be checked' points to the '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.' checkbox. The page header includes 'Blue Ribbon Fair ONLINE' and 'La Crosse Interstate Fair - West Salem, WI'. A table of fees is visible:

Entry Count:	4	Entry Fees:	\$0.00
Pen Count:	0	Pen Fees:	\$0.00
		Misc. Items:	\$0.00
		Required Department Items:	\$0.00
		Required Exhibitor Items:	\$0.00
		Online Convenience Fee:	\$0.00
		<b>Total Amount Due:</b>	<b>\$0.00</b>

### 8. Corrections

Once your online entry is submitted you can no longer make changes. You may add but not edit. Changes need to be submitted on the "Tag Correction Form" found on the Exhibitor Handbook page of the fair website.

### 9. Online Entries Close and Entry Tags

Online Entries close on June 30, 2017. Entry tags will be available the week of July 10. Watch for communication on exact date and times. In 2017 no entry fees are being collected. Locations and times will be posted on the fair website on the Online Entry page.

Thank you for entering your fair items online. This is a new process and we truly appreciate your patience and understanding as we work through the new details.