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
- 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

Grounds Map

Little Squirts and Little Ewes Information



July 19-23, 2017
To be held at the La Crosse Interstale Fair Grounds
Highway 16 at CTH "N", West Salem
Sponsored By:
The La Crosse County Agricultural Society (T) 18
www.lacrossenitentatetair.com (81.5%)

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EXHIBITOR - ONLINE ENTRIES

NEW - 2017 Online Entries Link WIII Be Available June 1

Online Entries Accepted June 1-30

STEPS to CONSIDER

- Juniors Review your enrolled projects or area of educational curriculum.
- All Exhibitors Review the Fair Regulations, the Department Rules and Regulations and Items offered for exhibit. This is available in the Exhibitor Handbook tab.
- Make a list of what you would like to enter and check back to enter your items online.
- 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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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
- Click on "Exhibitor Handbook" link for both Junior and Open Class fairbook department items.

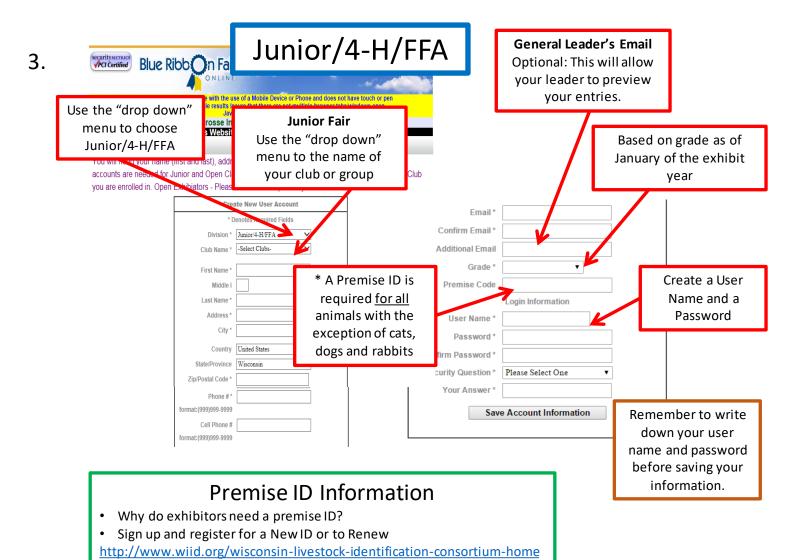


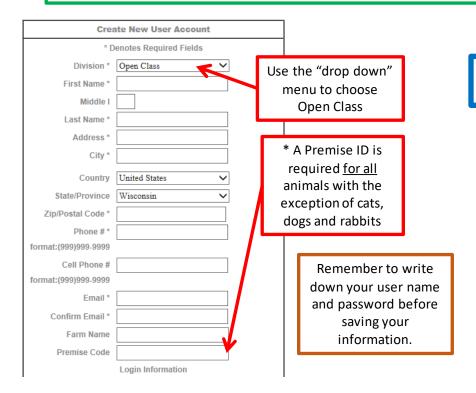


- Search the fairbook for the departments that coordinate with your 4-H projects or for Open Class exhibitors, your open class interests. Read the requirements for each area. Write down the Dept., Class and Item in which you wish to enter. This information will be used later in the process for entering.
- 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 1st.



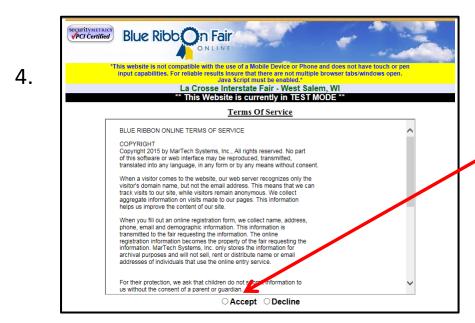
- This is an area where all exhibitors will enter individual information. Please note that all areas marked with an * (asterisk) are areas where the information is required. On the pull down menu for Division, select either Junior/4-H/FFA or Open Class. The Junior Fair and Open Class screen will have a different appearance. When entering Junior Fair, you may also choose to add your leader's email in the Additional e-mail field.
- A <u>Premise ID number is required</u> for any exhibitor entering any animal(s) with the exception of cats and dogs.





Open Class

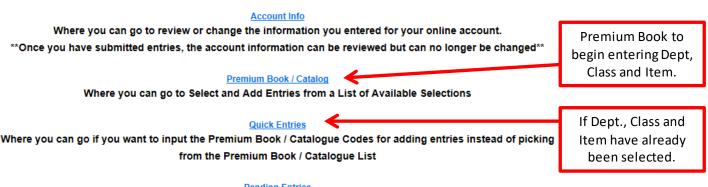
After completing the necessary fields, click on Save Account Information. All required information is needed prior to moving to the next screen. If other information is unavailable at the time, save and return to the site to complete the necessary information when available. You must create a password and user name. Please make note of the password and username as it will be needed later to reopen your account.



- 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 he 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



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.



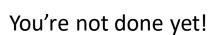
Select the class you wish to enter to view the choices available within that class.



• 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.



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





	Entr	y Fees: \$0.00	Entry Count: 4		Pen/Stall Fees: \$0.00 Pen/Stall C	Pen/Stall Count: 0		Entry and Pen/Stall Total: \$0.00			
C	lub	Department	Class	Item	Item Desc	Pen/Sta Fee		Select Pen/Stall	Entry Type		
1	00	018	2	00002	Outdoor scene, 3-5				G	Remove	
1	00	020	A	00001	Child(ren) 17 & unaccelor				G	Remove	
1	00	020	A	00018	Sunrise/sunset, B&W				G	Remove	
1	00	022	A	00002	Use out of doors				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 **

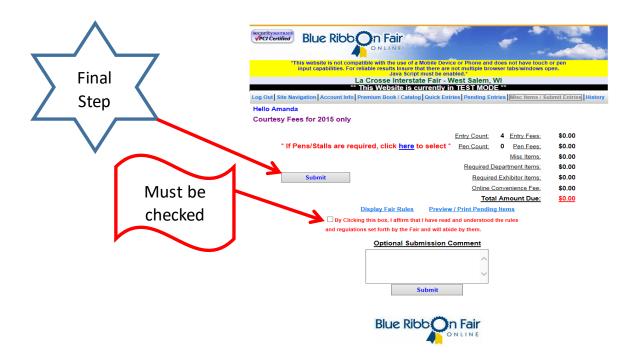


*IMPORTANT

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.

<u>Final Step:</u> 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.



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.