



Enter the Fair

All of the information contained in this Fairbook can also be found online at greenlake.uwex.edu/fair. Please make note that the Fairbook online is in the exact order as the printed Fairbook.

The Green Lake County Fair offers two ways to enter exhibits; online or paper format. The Fair encourages all exhibitors to use the online method, if possible. The online entry site will be activated on June 1 and terminate on July 5, 2018 at 11:59 p.m. The site is available 24 hours/day, seven days/week during activation period. To enter online, please follow the steps below:

- Access Blue Ribbon Fair Online through the UW-Extension Fair website (greenlake.uwex.edu/fair). Click on third bullet point, FAIRBOOK (PREMIUM LIST) & ENTRY INFORMATION.
- Please read over pertinent information on this page, scroll down and click on the Blue Ribbon Fair Online logo. The site is available 24 hours/day, seven days/week.
- ALL exhibitors need to create a NEW ACCOUNT EVERY YEAR. After account is created, you will receive an e-mail confirmation. The Fair office will also receive an e-mail. At this time, entry selections can be made and you may access the system at any time (up to the termination/deadline date) with your log-in information.
- Now begin selecting entries. Click on the Department you wish to enter. Please make note that Junior Class Departments are listed first, followed by Open Class Departments that all begin with a zero. For example, Houseplants and Flowers, Junior Class=15 and Open Class=015. Please use caution and enter in the correct Departments. Once you have selected a Department, you may expand the Class letter by clicking on the plus symbol. You will then be able to view all the Lot numbers and select/check box of the appropriate one(s).
- After selecting your entries and you are finished, please click on **SUBMIT**. **The process is not complete until this step has been made.** Every time you submit an entry, the system will send you an e-mail confirmation of what you have submitted. The Fair office will receive an e-mail of entry form also. This should occur shortly after you have submitted your online entry. If you do not receive a confirmation e-mail within ONE day, contact the Fair office immediately at 920.294.4033.
- You may sign in and log off as many times as you'd like during the activation period. Even if you submit your entry and realize you have forgotten an entry, you may log back in, add entry and **SUBMIT** again. You will then receive another e-mail confirmation.
- **REMEMBER: Exhibitor must receive at least TWO E-MAIL CONFIRMATIONS for entry to be valid. One e-mail confirmation for creating an account and an e-mail confirmation each time you submit an entry.**



JUNIOR HORSE EXHIBITORS – Please make note that you must identify all classes you wish to enter. However, **YOU MUST DESIGNATE TWO (2) LOTS** in which you will be receiving premiums. If you are submitting online through Blue Ribbon, please follow up by sending an e-mail to the Fair office at kim.zills@ces.uwex.edu stating that you just submitted your Entry Form and specify in the e-mail the two (2) premium lots. If an exhibitor is submitting a paper copy, please circle

the two lots you wish to receive premiums for, as noted on the Entry Form. If no premium lots are specified by the deadline date, **NO PREMIUMS WILL BE PAID.**

An alternative option to the online entry system is a paper copy. The Junior/Open Exhibitor Forms are available online and in the Fair office. Deadline to submit the paper copy Entry Form is 4:00 p.m. on Wednesday, July 5, 2018.

ENTRIES FORMS ARE DUE WEDNESDAY, JULY 5, 2018 (NO EXCEPTIONS)

Late entries and faxed entries will not be accepted. No changes or additions will be allowed after this date. No appeals to any Committee will be allowed.

Please contact Kim at 294.4033 if you have any questions.

