

Directions for on-line entering Cass County Fair – Youth Exhibitors

<https://www.blueribbonfair.com/BRFairProd/BlueRibbonStart.aspx?ID=1466>

Or go to the Cass County 4H Facebook page and click on the link

1	<ol style="list-style-type: none">1. Create Account2. Division<ol style="list-style-type: none">a. Drop down box – select ether 4-H, FFA, or Open Youth. If selecting <u>4-H ONLY SELECT YOUR PRIMARY CLUB</u>3. First Name – this is the name that will be used in all the judging books, show bills, and premium checks.4. Last Name5. Address – this is your current mailing address. The premium checks will be mailed to this address.6. Create a user name (remember this).7. Create a password (remember this).8. Select and answer a security question9. Save all your account information!10. Accept the terms of service when it pops up, the program will not continue if you do not accept this.
2	<ol style="list-style-type: none">1. Log-in Tab2. Fill in user name3. Email address4. Password (this is case sensitive)5. PRESS LOGIN
3	<ol style="list-style-type: none">1. Read instructions on page2. Go to Edit Account3. Select Club Name (Remember ONLY YOUR PRIMARY CLUB!)4. Enter any other needed information on this page – anything with an asterisk * is mandatory5. Hit save Account Information
4	<ol style="list-style-type: none">1. Go to Entries2. Click on Department you are exhibiting in3. Available classes for your age will appear4. Click the plus (+) sign to add a class<ol style="list-style-type: none">a. Another drop will appear – hit add for each class you are enteringb. This will take you to the next screen. If it is correct, hit SAVE ENTRY, and it will take you back to the previous screen.c. If you are entering the class twice (some livestock classes) make sure you add the class again.
5	<ol style="list-style-type: none">1. When you are finished entering all your classes, go to REVIEW ENTRIES.2. You can make changes or remove classes at this screen.
6	<ol style="list-style-type: none">1. When you are done, go to ITEMS/CHECKOUT<ol style="list-style-type: none">a. Nothing should appear in the first two boxes (green one and blue one).b. The large gray box, lower right, will have an entry count of your classes in the upper left corner.c. Put your exhibitor number (if you know it) – if you are new, the office will assign one to you.d. YOU MUST CLICK THE BOX THAT SAYS YOU HAVE READ THE RULES OR YOUR ENTRY WILL NOT SUBMIT.e. YOU MUST CLICK “SUBMIT” IN ORDER FOR THE ENTRY TO SUBMIT!

Make sure you print your email RECEIPT as your “yellow” copy to be used on entry day and for the release of your projects.

Do not print your entries from the website, the font is too small for people to be able to use. It will NOT be accepted.

If you do not receive an email confirming your entries, it means you did not complete the entire process. Make sure you hit save and submit every time you are asked to do so.

IMPORTANT NOTE – If you are trying to access a class, and the program will not allow it, **BEFORE** you call the Extension office, make sure you qualify for the class. If you are too old, or too young, you will be locked out of the class. If you have entered too many exhibits in the department, you will be locked out of the class.

If you think you are encountering a problem when trying to register, please call the MSU Extension office at 269-445-4438.

Thank you for using the on-line system!