

Monroe County 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 : <https://www.monroecountyfairwi.com>
3. Review the fairbook and fair rules. The entire fairbook is posted in the website and can be found under: **“Fair Rules and Forms”**
 - Search the fairbook for the departments that coordinate with your 4-H projects or for Open and Sr. Class exhibitors, your items of interest.
 - 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.

ADDITIONAL NOTES

1. All entry deadline is **June 30, 2019**
2. Mail: Entry Secretary, P.O. Box 908, Tomah, WI 54660.
3. **Online Entries – NEW in 2017 – Entry Method** - Online is the mandatory entry method for all Jr. Fair exhibitors. However if you must do a paper entry, please follow the deadline dates as noted in the schedule.
4. **Open and Sr. Citizen** entries need to be completed on proper forms. Please complete the forms in numerical order listing all Departments, Classes and Item numbers as well as the descriptions for each entry.
5. No entries will be accepted after the entry deadline of June 30.
6. **Online Entries** – If you do not have computer access, please visit the Extension office, fair office or your local library.
7. **Online Entries – Once you click “SUBMIT”** you are not able to make changes on your online entry. You will need to complete the Entry Tag Correction Form. If you have not submitted your entry and it is pending you can make changes. Adding entries after you have submitted can be done by adding this to your online account and submitting the new items.
8. **To enter Junior Fair animals**, be sure you have entered all possible group classes and showmanship, as they cannot be added after the entry is sent.
9. **If you enter animals**, check the health requirements in the forepart of the fairbook. Pigs need to be inspected by a veterinarian on the farm within 30 days of the fair. Poultry over 4 months must be blood tested. Cattle may need to be blood tested or accompanied by vaccination papers. All animals must be free of contagious diseases.
10. **Double-check for errors.** Contact the County Extension Office or the Entry Secretary for help in entering. Online Entries will be made mandatory in 2019 no paper entries accepted! Send entry forms to Entry Secretary: P.O. Box 908, Tomah, WI 54660. ALL entries must be received no later than June 30, of current year. THERE WILL BE NO LATE ENTRIES ACCEPTED.

Monroe County Fair website: <https://www.monroecountyfair.com>

4. Click on “**Exhibitor Online Entry Form** **“NEW”** or the **Online Entry Form** link for both Junior, Open Class or Sr. Citizen fairbook department items.



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

Click on Create New Account



Creating your Account

1. An account is needed for each division (Junior, Open Class and Sr. Citizen)
2. You will need to set up 2 accounts if you are entering in 2 different divisions.

- 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/FFA/4-H, Open Class. or Sr. Citizen. The Division screens 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.**

1.

Junior/FFA/4-H

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

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

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

Email *

Confirm Email *

Additional Email

Grade *

Premise Code

Login Information

User Name *

Password *

Confirm Password *

Security Question *

Your Answer *

Save Account Information

Create a User Name and a Password

Remember to write down your user name and password before saving your 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>

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

Use the "drop down" menu to choose Open Class

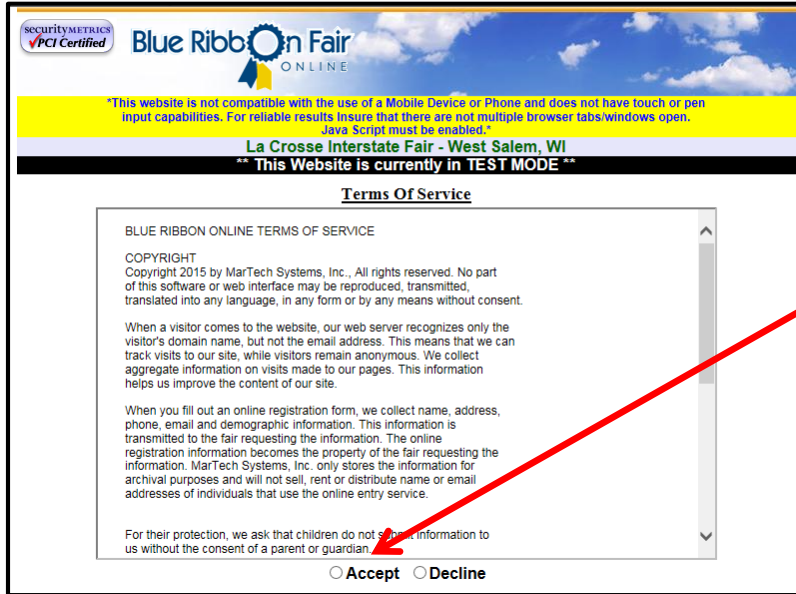
* A Premise ID is required for all animals with the exception of cats, dogs and rabbits

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

Open Class and Sr. Citizen

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.

2.



- 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.

3.

- 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 2015 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](#)

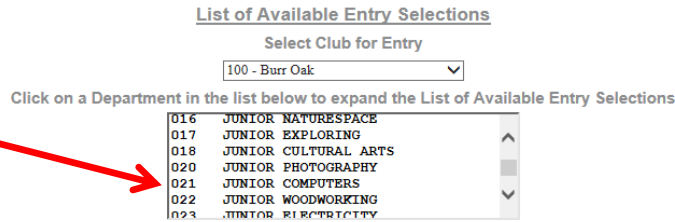
Where you GO TO COMPLETE YOUR ENTRY PROCESS to Submit/Checkout your selected entries

[History](#)

Where you can go to review or print a list of entries/items that you have submitted.

4.

Your Entry type will guide you to the appropriate Departments



- 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.



- 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



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

Pending Entries

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

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.

5. 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 starburst labeled 'Final Step' has a red arrow pointing to a 'Submit' button. A red wavy box labeled 'Must be checked' has two red arrows: one pointing to the 'Submit' button and another pointing to a checkbox. The checkbox is for the statement: '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.' Below the checkbox is an 'Optional Submission Comment' text area with a 'Submit' button. To the right of the checkbox is a summary table of fees.

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
		Total Amount Due:	\$0.00

6. 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 Monroe County website under the "Fair Rules and Forms" page.

7. Online Entries Close

Online Entries close on June 30 of the current year.

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.