

4-H CLUB ONLINE ENTRY INSTRUCTIONS

1. Create a club account.

- If this is your club's first year at the Chilliwack Fair or your club hasn't been at the Fair for a few years, please call the Fair office and we'll make sure that your club's name has been entered into our database. This is important for step 2.



- Select Group Account if you're a 4H leader entering your club.

- Fill out the required boxes and any additional information you may wish to add. In the Group Account Type dropdown, please select the "Club or Group Account" option. Once this is completed and you save your account information you'll be asked to accept the terms and conditions of the service. After you've agreed the site will take you to the homepage of your account, and will also send an email to you with your account information.

Create New Exhibitor Account

* Denotes Required Fields

* Division: Junior/4H
 County: 100 - Brown County
 * Club Name: - Select -

Club ID	Name	
001	Pecky Pig	Remove

* First Name: Ryan
 Middle Initial:
 * Last Name: Britz
 * Address: 7590 Lickman Road
 * City: Chilliwack
 * Country: CAN - Canada
 * State/Province: BC - British Columbia
 * Zip/Postal Code: V2R 4A7
 Phone# (999)999-9999: (604)858-8191
 Cell Phone# (999)999-9999:
 * Email Address: ryan@chilliwackfair.com
 * Confirm Email Address: ryan@chilliwackfair.com
 Additional Email Address:
 Additional Email Address:
 * Birthdate (mm/dd/yyyy): 01/01/2000
 Age as of 01/01/2017: 17
 * Gender: Male
 School Code:
 SSN#:
 Federal ID#:
 Farm Name: Chilliwack Fair
 Premise Code:
 Save Account Information Cancel

2. Add 4H members into your club's account.

- Select Manage Group Account and then Add Account to enter a new member into the system. Please ensure that the division this member is entered into is "Junior/4H" to make sure the exhibitor's entries are properly organized by our database.

List of Available Entry Selections

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

001	Beef Cattle
002	Goats
003	Swine
004	Rabbits

Exhibitor Division

Open

	Department	Section	Class	Section Desc	Class Desc	Entry Fee	Pen Fee	Entry Type
-	001	A		Angus				
Add	001	A	00001	Angus	Jr Bull Purebred	\$2.00	\$0.00	L
Add	001	A	00002	Angus	Sr Bull Purebred	\$2.00	\$0.00	L
Add	001	A	00003	Angus	Heifer - Junior Purebred	\$2.00	\$0.00	L
Add	001	A	00004	Angus	Calf - Senior Purebred	\$2.00	\$0.00	L
Add	001	A	00005	Angus	Summer Yearling - Purebred	\$2.00	\$0.00	L
Add	001	A	00006	Angus	Heifer-Junior Yearling Purebrd	\$2.00	\$0.00	L
Add	001	A	00007	Angus	Heifer-Senior Yearling Purebrd	\$2.00	\$0.00	L
Add	001	A	00008	Angus	Cow, over 2, Purebred	\$2.00	\$0.00	L
Add	001	A	00009	Angus	Pair of Calves Purebred	\$2.00	\$0.00	L
+	001	B		Hereford				
+	001	C		Shorthorn				
+	001	D		Charolais				
+	001	W		Market Pair-Market				



Livestock Entry

* Denotes Required Fields

Fill Fields from Previous Livestock Entry

Department: 001 Beef Cattle

Section: A Angus

Class: 00001 Jr Bull Purebred

* Sire Name: Bob

* Dam Name: Betty

* Animal Name: Bill

* Animal Date of Birth(mm/dd/yyyy): 09/13/2016

* Gender: Male

* Tattoo/Ear Notch: 34G

Entry Comment:

Save Entry

Clear

Cancel

3. Add 4H members' entries.

- Select a specific club member and select the Entries tab, and use the menus shown to choose which department you wish to enter. Next, select the "+" next to the section you wish to enter, and click the "add" button that is shown next to the specific class you wish to enter.
- The webpage will then provide a list of boxes to fill out for the details of your entry, such as the name and birth date of the animal, its gender, and its tattoo or ear tag ID. You can then press Save Entry, and you'll return to the original entry menu so that you may continue entering additional classes if you so wish.
- **Please put the breed of the animals into the Entry Comments box provided.**

4. Review your entries.

- Select the Review Entries tab along the top of the webpage to see all of your entries. This is divided into submitted entries and pending entries. You can edit any of your entries from this page if changes need to be made.

5. Purchase gate passes, camping passes, and 4-H entry fees.

- Select the Misc Items tab, and choose the gate passes and camping passes that each member may require during the Fair. You'll also need to select the correct number of 4-H entry fees per member as well. The entry fee is charged per section that the member enters. For example, if a club member is only entered into the 4-H sheep section, their entry fee will be \$5 (or one entry fee). If that club member is entered into the 4-H sheep section and the 4-H photography section, their entry fee would instead be \$10 (or two entry fees). Please note that Young Farmers do not need to pay the \$5 entry fee.

6. Submit your entries.

- Once you are satisfied that the information you've provided is correct, you can select the "Checkout Group" button listed in the Manage Group Account tab. Please note that once you have submitted the entry information you will no longer be able to edit the entries.
- You will be taken to an invoice page; we strongly recommend that you print a copy of this invoice for your personal records.

7. Pay for your entries.

- An E-Transfer payment will need to be received by the Fair shortly after your entries have been submitted. You can send the E-Transfer to info@chilliwackfair.com. Please include the Invoice Number with your E-Transfer payment. The Invoice Number has been highlighted on this example invoice for your convenience. Please also include your Herdsmanship judge (and the days they are available to judge) as well as a contact for the club.

Ryan Britz

Subject: demo - Blue Ribbon Online Entries

Thank you for using Blue Ribbon Online, Britz, Ryan
Your Confirmation # is: 0601300366170614151141938
Your Invoice # is: 0036606141511
Please review your Invoice information below

Ryan Britz
 7590 Lickman Road
 Chilliwack, BC V2R 4A7
ryan@chilliwackfair.com
 (604)824-8191

Confirmed Entry Items for Ryan Britz 7590 Lickman Road

Club	Premium	Entry	Type	Entry Fee	Pen Fee	Pen
1 -	A -	1 Jr Bull Purebred	L	\$2.00		
Animal Name: Bill						
1 -	A -	5 Summer Yearling - Purebred	L	\$2.00		
Animal Name: Tom						
1 -	A -	7 Heifer-Senior Yearling Purebrd	L	\$2.00		
Animal Name: Tom						
2 -	C -	6 2-3 Year Old	L	\$2.00		
Animal Name: Billy						
TOTALS:				\$8.00	\$0.00	

Confirmed Tickets/Misc Items for Ryan Britz 7590 Lickman Road

Misc ID	Misc Item/Ticket Desc	Pricing	Total
EXHIB	Exhibitor Day Pass	1 @ \$7.00	\$7.00
TOTAL:			\$7.00

Confirmed Required Tickets/Misc Items for Ryan Britz 7590 Lickman Road

*** No Items ***

TOTAL ENTRY FEES:	\$8.00
TOTAL PEN FEES:	\$0.00
TOTAL TICKETS/MISC FEES:	\$7.00
TOTAL CONVENIENCE FEES:	\$0.00
GRAND TOTAL:	\$15.00

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