

Anne Arundel County Fairgrounds

Online Entry Instructions

1. Navigate to the online entry site:

[Blue Ribbon Online \(blueribbonfair.com\)](http://blueribbonfair.com)

Once on the Blue Ribbon Fair website, click create account.



2. Enter exhibitor information

Log In Home Create Account

Create New Exhibitor Account

* Denotes Required Fields

| | |
|---------------------------|--------------------------|
| * Division: | Open |
| * First Name: | Bob |
| Middle Initial: | S |
| * Last Name: | Jones |
| * Address: | 1234 Sycamore Street |
| * City: | Harlington |
| * Country: | USA - United States |
| * State/Province: | MD - Maryland |
| * Zip/Postal Code: | 21133 |
| * Phone# (99)999-9999: | (443)954-9942 |
| Cell Phone# (99)999-9999: | (443)954-9942 |
| * Email Address: | bjones@gmail.com |
| * Confirm Email Address: | bjones@gmail.com |
| Farm Name: | |
| Premise Code: | |
| * User Name: | Bjones |
| * Password: | ***** |
| * Confirm Password: | ***** |
| * Security Question: | What is your pet's name? |
| * Your Answer: | Llama Fred |

3. Once all information has been entered, click save account information

* Password: [password field]

* Confirm Password: [password field]

* Security Question: [What is your pet's name? ▼]

* Your Answer: [Llama Fred]

Save Account Information Cancel

4. Accept Terms

Please Read the Following Terms

BLUE RIBBON ONLINE TERMS OF SERVICE

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When you fill out an online registration form, we collect name, address, phone, email and demographic information. This information is transmitted to the fair requesting the information. The online registration information becomes the property of the fair requesting the information. MarTech Systems, Inc. only stores the information for archival purposes and will not sell, rent or distribute name or email addresses of individuals that use the online entry service.

For their protection, we ask that children do not submit information to us without the consent of a parent or guardian.

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Accept Decline

5. Once the screen displays exhibitor, click on Entries

The screenshot shows the top of the Blue Ribbon Fair ONLINE website. The logo is on the left, and the text 'Anne Arundel County Fair - Crownsville, M' is on the right. Below the logo is a navigation bar with buttons for 'Log Out', 'Home', 'Edit Account', 'Entries', 'Review Entries', 'Items/Checkout', and 'History'. The 'Entries' button is circled in black. Below the navigation bar, the user is logged in as 'Exhibitor: Bob S Jones'. A welcome message 'Welcome Bob S Jones!' is displayed. Below that, there are several informational messages:

- Exhibitor Accounts do not carry over from previous years or shows.**
- Click **Edit Account** 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****
- Click **Entries** to select and add entries from a list of available selections.
- Click **Review Entries** 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 ****

6. The next screen will show the Departments that are open for online entries. Click on the department you would like to enter.

The screenshot shows the 'List of Available Entry Selections' page. The navigation bar is the same as in the previous screenshot, but the 'Entries' button is highlighted. Below the navigation bar, the user is logged in as 'Exhibitor: Bob S Jones'. The main heading is 'List of Available Entry Selections'. Below the heading, there is a instruction: 'Click on a Dept in the list below to expand the List of Available Entry Selections'. A dropdown menu is open, showing a list of departments. The 'EAT Fine Art - Teen' department is selected and circled in black. Below the dropdown menu, there is a table with the following columns: 'Lot Desc', 'Entry Fee', 'Pen Fee', and 'Entry Type'. The table is currently empty.

| Lot Desc | Entry Fee | Pen Fee | Entry Type |
|----------|-----------|---------|------------|
|----------|-----------|---------|------------|

7. You will then notice another box of the available entries of Department & Division.

Anne Arundel

Log Out Home Edit Account Entries Review Entries Items/Checkout

Exhibitor: Bob S Jones

List of Available Entry Selections

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

FAT Fine Art - Teen

Exhibitor Division

Open

| | Dept | Class | Lot | Class Desc | Lot Desc | Entry Fee | Pen Fee | Entry Type |
|---|------|-------|-----|-----------------------|----------|-----------|---------|------------|
| + | FAT | A | | Paintings | | | | |
| + | FAT | B | | Drawings | | | | |
| + | FAT | C | | Mixed Media | | | | |
| + | FAT | D | | Any Media | | | | |
| + | FAT | E | | Miniature | | | | |
| + | FAT | F | | 3-D (Gravure) Collage | | | | |

8. Click on the plus sign (+) next to the department number show all the classes listed under that department.

EXHIBITOR DIVISION

Open

| | Dept | Class | Lot | Class Desc | Lot Desc | Entry Fee | Pen Fee | Entry Type |
|---|------|-------|-----|-----------------------|----------|-----------|---------|------------|
| + | FAT | A | | Paintings | | | | |
| + | FAT | B | | Drawings | | | | |
| + | FAT | C | | Mixed Media | | | | |
| + | FAT | D | | Any Media | | | | |
| + | FAT | E | | Miniature | | | | |
| + | FAT | F | | 3-D (Gravure) Collage | | | | |
| + | FAT | G | | Digital | | | | |

9. Once you have identified the correct class, click add.

List of Available Entry Selections

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

FAT Fine Art - Teen


Exhibitor Division

Open

| | Dept | Class | Lot | Class Desc | Lot Desc | Entry Fee | Pen Fee | Entry Type |
|------------|------|-------|-------|-----------------------|-----------|-----------|---------|------------|
| + | FAT | A | | Paintings | | | | |
| + | FAT | B | | Drawings | | | | |
| + | FAT | C | | Mixed Media | | | | |
| - | FAT | D | | Any Media | | | | |
| Add | FAT | D | 00001 | Any Media | | | \$0.00 | G |
| Add | FAT | D | 00002 | Any Media | Anime | | \$0.00 | G |
| Add | FAT | D | 00003 | Any Media | Spiritual | | \$0.00 | G |
| + | FAT | E | | Miniature | | | | |
| + | FAT | F | | 3-D (Gravure) Collage | | | | |
| + | FAT | G | | Digital | | | | |
| + | FAT | H | | Maryland Pride | | | | |

10. Repeat steps for other entries.

11. Once you have entered all your open class items, click Review Entries. This will show total entries, total entry fees, etc.



Anne Arundel County Fair - Crownsville, MD

Log Out Home Edit Account Entries **Review Entries** Items/Checkout History

Exhibitor: Bob S Jones

Pending Entries

| Total Entry Fees | Total Entry Count | Total Pen/Stall Fees | Total Pen/Stall Count | Total Entry and Pen/Stall |
|------------------|-------------------|----------------------|-----------------------|---------------------------|
| \$ 0.50 | 2 | \$ 0.00 | 0 | \$ 0.50 |

| | Entry Type | Dept | Class | Lot | Lot Desc | Entry Fee | Pen/Stall Fee | Add Pen/Stall |
|------------------------|------------|------|-------|-------|-----------------------------|-----------|---------------|--------------------------|
| Remove | G | CFA | A | 00001 | Animals | | | <input type="checkbox"/> |
| Remove | G | CFA | A | 00019 | Holiday - Christmas - Glaze | | | <input type="checkbox"/> |



12. Once entries have been reviewed, click on submit.

Blue Ribbon Fair ONLINE

Anne Arundel County Fair - Cro

Log Out Home Edit Account Entries Review Entries Items/Checkout History

Exhibitor: Bob S Jones

Items Available for Selection

| Select Item Count | Item ID | Desc | Assoc. Dept | Amount per Item |
|----------------------------|---------|------|-------------|-----------------|
| No data available in table | | | | |

Pending Items for Exhibitor

| Item ID | Desc | Amount per Item | Item Count | Total Fee Amount |
|----------------------------|------|-----------------|------------|------------------|
| No data available in table | | | | |

Entry Count: 2 Entry Fees: \$ 0.50
Pen Count: 0 Pen Fees: \$ 0.00
Misc Items: \$ 0.00
Req'd Dept Items: \$ 0.00
Req'd Exhibitor Items: \$ 0.00
Online Conv Fees: \$ 0.00
Total Amount Due: \$ 0.50

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.

Review Fair Rules Print/Preview Receipt
Optional Checkout Comment

Submit

13. Once you have checked out, click on history & print.

Anne Arundel County Fair - Cro

Log Out Home Edit Account Entries Review Entries Items/Checkout History

Exhibitor: Bob S Jones

Use the Preview / Print function below to Print History, or simply Copy and Paste the text into a text document.

History

Bob S Jones
1224 Spymore Street
Washington, MD 21133
bsjones@gmail.com
(443) 824-7242

Entry History for Bob S Jones 1224 Spymore Street

| Club | Premium Entry | Type | Entry Fee | Pen Fee | Pen Cnt | Conf # |
|------|---------------|------|-----------|---------|---------|--------|
| | | | | | | |

Preview / Print History

Blue Ribbon Fair ONLINE