

## Create Account

**Individual Account** – Select this option when the exhibitor is exhibiting themselves and is not a member of a group.

The Create Account screen varies based on the exhibitor requirements configured by the fair. Exhibitor Requirements “*Not Required, Required, or Don’t Show*” options are defined within the Online Fair Information screen.

The screenshot shows the 'Create New Exhibitor Account' form on the Blue Ribbon Online Fair website. The page header includes the logo and navigation links for 'Log In', 'Home', 'Create Account', and 'Create Ind Acct'. A message reads: 'THIS IS THE EXHIBITOR CREATE ACCOUNT MESSAGE SCREEN JOIN US TODAY!'. The form fields are as follows:

- \* Denotes Required Fields
- \* Division: - Select -
- \* First Name:
- Middle Initial:
- \* Last Name:
- \* Address:
- \* City:
- \* Country: USA - United States
- \* State/Province: WI - Wisconsin
- \* Zip/Postal Code:
- \* Email Address:
- \* Confirm Email Address:
- \* User Name:
- \* Password:
- \* Confirm Password:
- \* Security Question: - Select -
- \* Your Answer:

Buttons at the bottom: 'Save Account Information' (green) and 'Cancel'.

After creating an account, the user must accept the terms of service. Upon accepting the terms, the user will receive an email with their account login information for future reference.

The screenshot shows a 'Terms Of Service' dialog box with the following text:

**Terms Of Service**

BLUE RIBBON ONLINE TERMS OF SERVICE

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When a visitor comes to the website, our web server recognizes only the visitor's domain name, but not the email address. This means that we can track visits to our site, while visitors remain anonymous. We collect aggregate information on visits made to our pages. This information helps us improve the content of our site.

Buttons: 'Accept' and 'Decline'.

The exhibitor will be required to establish a username, e-mail address, and password for logging in to the account.

Future account logins will require the entry of the User Name, Email Address, and Password that were used at the time the account is created.

**Group Accounts** – Select this type of account when there are several exhibitors who are members of a specific group (school classroom, family, etc.).

The screenshot shows the 'Create Account' form for a Group Account. At the top, there is a navigation bar with 'Log In', 'Home', 'Create Account', and 'Guest User Profile'. Below the navigation bar, a note states: 'Nickname for Group is used as a general identification name for the online group account. Nickname for Group can be any name you would like to use to describe or identify your group.' The form is titled 'Group Information' and contains the following fields:

- Group Account Type: Please Select One (dropdown menu)
- Nickname for Group: [Text Input]
- Primary Email: [Text Input]
- Confirm Primary Email: [Text Input]
- User Name: [Text Input]
- Password: [Text Input]
- Confirm Password: [Text Input]
- Security Question: Please Select One (dropdown menu)
- Your Answer: [Text Input]

A green 'Enter Login Information' button is located at the bottom of the form.

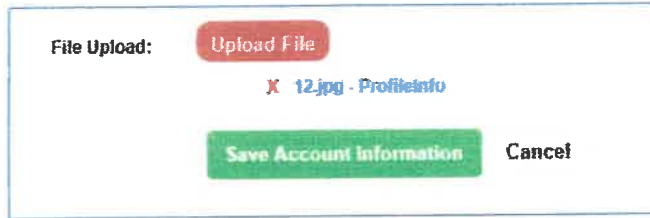
After the Group Account is created, the exhibitor accounts are added WITHIN the Group Account.

The screenshot shows the 'Manage Group Account' page. At the top, there is a navigation bar with 'Log Out', 'Home', and 'Manage Group Account'. Below the navigation bar, the page title is 'Group: Fruit'. The main content area is titled 'Current Exhibitors in Group' and contains a table with the following columns: 'Exhib Name', 'Has Submitted Items', 'Required Misc Items', and 'Ready To Checkout'. The table lists three exhibitors: 'Fruit, Apple', 'Fruit, Grape', and 'Fruit, Pear'. Below the table, there is a 'Showing 1 to 3 of 3 exhibitors' message and a pagination control with 'First', 'Previous', '1', 'Next', and 'Last' buttons. At the bottom of the page, there is a 'Validated' badge and the Blue Ribbon Online logo.

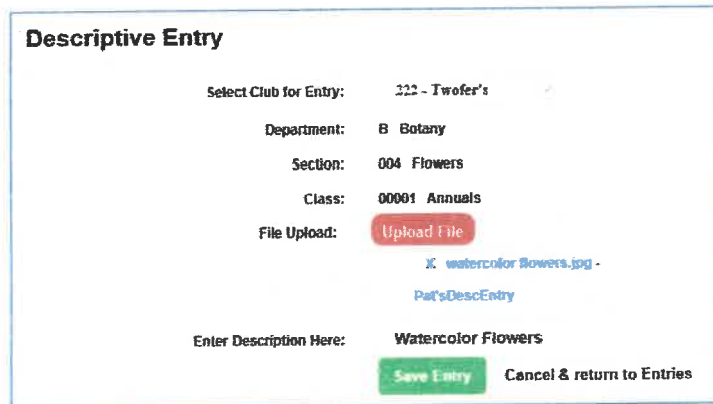
| Exhib Name   | Has Submitted Items | Required Misc Items | Ready To Checkout |
|--------------|---------------------|---------------------|-------------------|
| Fruit, Apple | Yes                 | No                  | No                |
| Fruit, Grape | Yes                 | No                  | No                |
| Fruit, Pear  | Yes                 | No                  | No                |

### Upload a File

After an online exhibitor account is created, exhibitors can upload and attach a file to their online profile and/or their selected entry(s) by selecting the “Upload File” button. The uploaded file will then be submitted to the fair’s Online Entries User Manager web site where the file may be accessed for printing by viewing the “Exhibitor Entries/Items/Fees/Payments Downloaded” screen.



Only Descriptive, Livestock, and Market entries have this option. Accepted file formats include PDF, JPG, and BMP.



### Log In

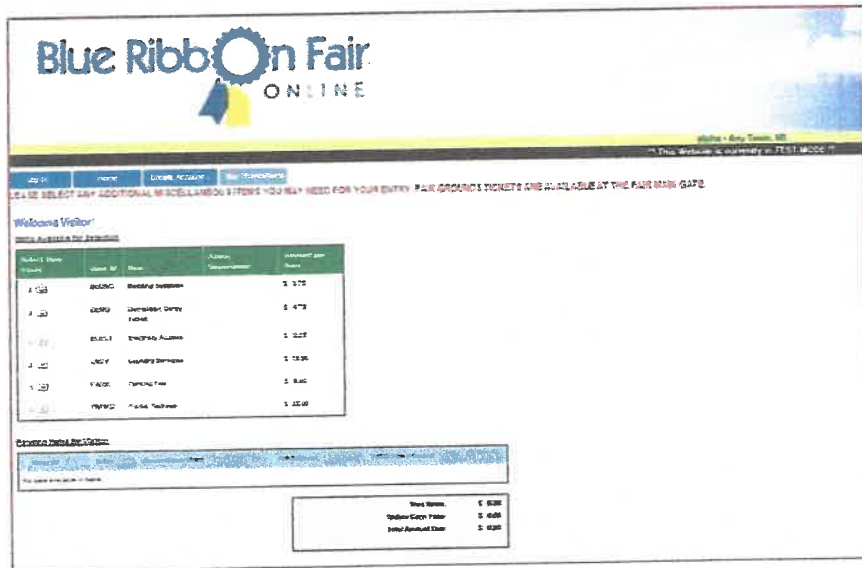
The Exhibitor can log in to the account they created by providing the User Name, User Email Address, and Password they entered when they created the account.

If the Exhibitor has forgotten the User Name or Password they can obtain the information via email by clicking Forgot your Password or by clicking Forgot your User Name. They will answer the secret question they selected when they created the account and provide the account email address to obtain the needed account login information.



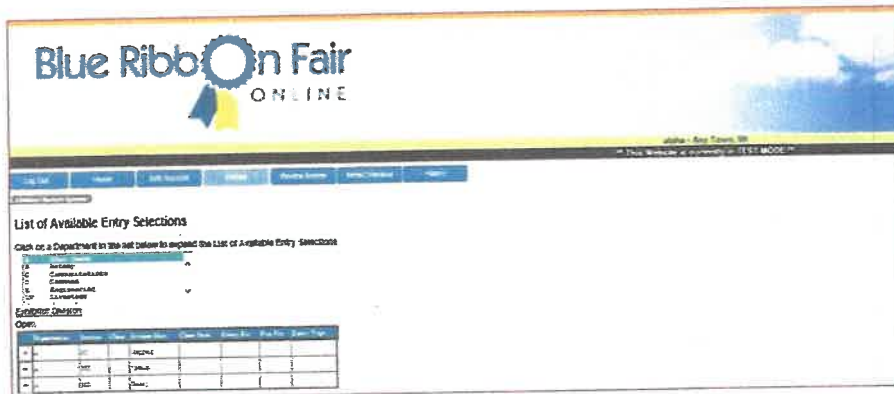
### Buy Tickets and Misc Items

If the fair has a credit card processing payment option setup and has Misc Items that non exhibitors (public) should be able to Purchase, the Buy Ticket and Misc Items will provide the non-exhibitor (public) a link to purchase items without creating an account.



### Entries

Select a Department, and then choose the Fairbook entry to add:



After adding an entry, a confirmation message appears to confirm the entry has been added.

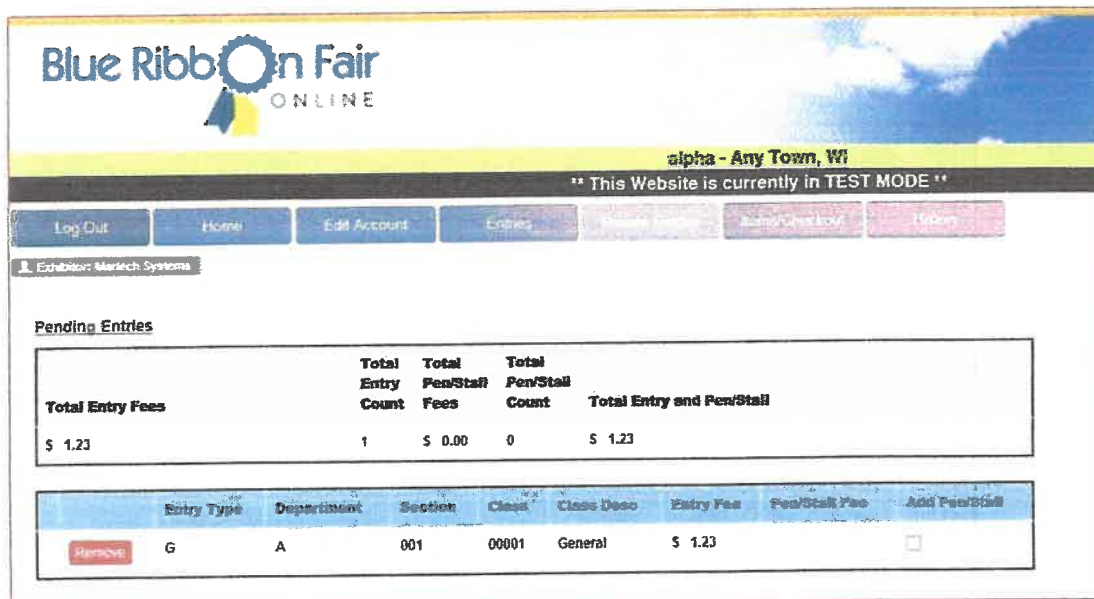


If an entry has been selected that requires a description, livestock information, or market information, the user will enter the required information prior to saving the entry.

**Review Entries**

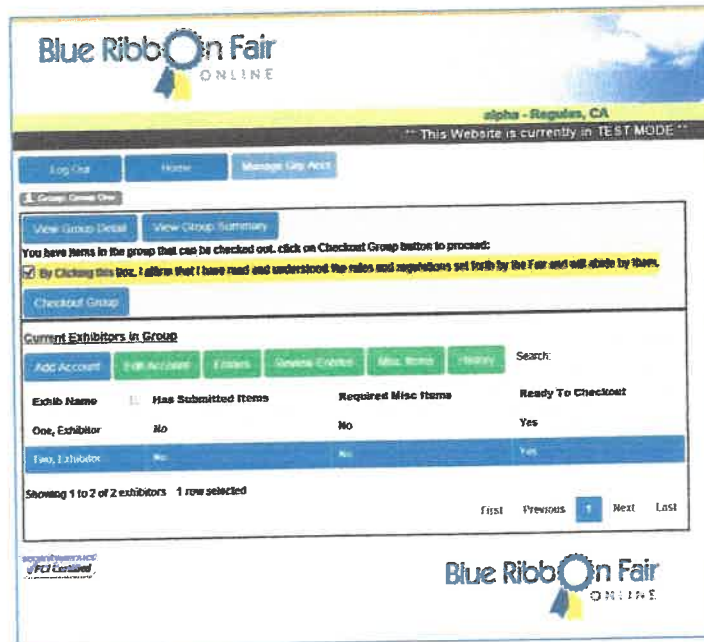
The entries selected can be reviewed prior to submitting them. The review entries screen is where the user has the ability to make changes to the entries or designate the entries that require a pen or stall.

When an exhibitor selects entries, the entries are considered pending until the exhibitor completes the “checkout” process to submit the entries. Once the exhibitor submits their entries they will show in the exhibitor’s History.





**Group Checkout** – The online group administrator selects the “Checkout Group button” to complete the group entry process and submit entries on those group members that are marked as “Yes” in the “Ready to Checkout” column. Group members that have a “Yes” in the “Required Misc Items” column will not be checked out until required fees have been assigned to the group exhibitor for their entries.



**Mark the Rules and Regulation box, and then click the Submit / Checkout Button.**

The user will see a confirmation screen and an entry confirmation email will be sent to the email address specified in the user’s online account and to the Fair email address specified in Windows Fair Management| Fair and Merchant Information.

