

## 2019 OPEN CLASS ENTRY INSTRUCTIONS

If at any time you need assistance please feel free to call the Fair Office at 262-878-3895 or e-mail us at [fairadmin@racinecountyfair.com](mailto:fairadmin@racinecountyfair.com)

- Go to our website: [www.racinecountyfair.com](http://www.racinecountyfair.com), fairbook/entries tab, online entries. Alternatively you can navigate to this site: <https://racino.fairmanager.com> which is the online entry website.
- You will need to enter your First Name and Last Name and select the “I am a new exhibitor or have yet to register this year” option.
  - o Families may enter together using the “quick group” option in the Tip line.

The screenshot shows a registration form with a progress bar at the top. The progress bar has five steps: 1 Register, 2 Entries, 3 Items, 4 Review, and 5 Pay. The current step is 1, Register. Below the progress bar, the form is titled "Registration". There is a "Tip" section that says: "Are you a family or group with multiple exhibitors? Sign in as a Quick Group to submit entries for multiple family members or a group of exhibitors and check out all in the same cart." Below the tip, there are two input fields: "First Name" with the value "Test" and "Last Name" with the value "Entry". Below the input fields, there are two radio buttons: "I am a new exhibitor or have yet to register this year" (which is selected) and "I have previously registered this year". At the bottom right of the form, there is a red "Continue" button with a right-pointing arrow.

- On the next screen you will be required to enter a password along with all of your other information including date of birth and premise ID if you are showing livestock.

**Registration Information:**  
Complete the following registration and click the Continue button at the bottom.

First Name Test

Last Name Entry

Password \*

Re-type Password \*

Address \*

Address2

City \*

State/Prov \*

Postal Code \*

Phone Number \*

e-mail \*

Re-type e-mail \*

Date of Birth \*

Premise ID (Animals)

[Continue](#) →

- Once registered you will be able to start choosing your entries.
  - Choose Department
  - Choose Division
  - Choose which class you want to enter
  - Choose “Open Class” for the club.

1 Register 2 Entries 3 Items 4 Review 5 Pay

**Entries**

\* required

Department

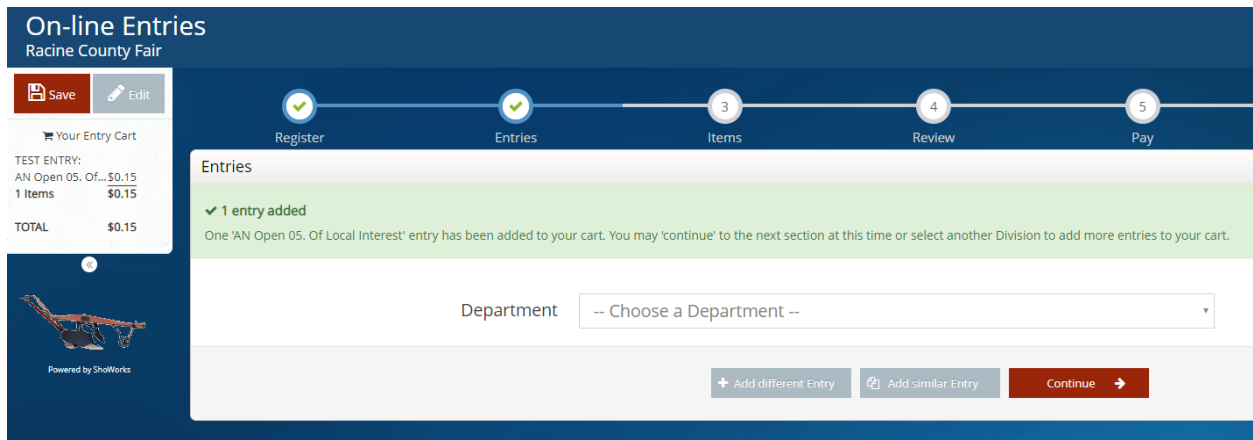
Division

Class \*

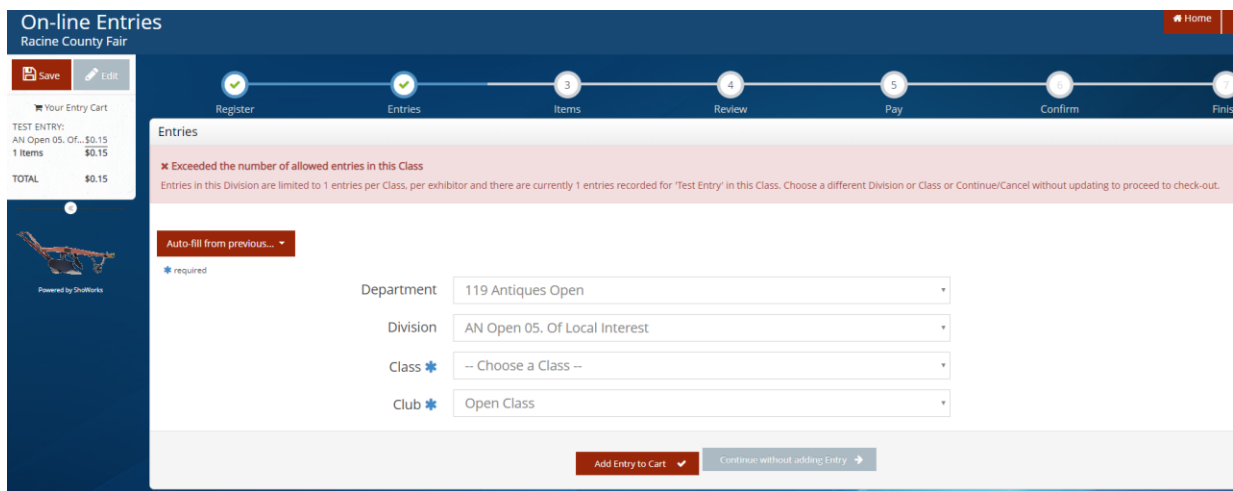
Club \*

[Add Entry to Cart](#) ✓

- Then you can add the entry to your cart which will show up on the left hand side of the screen.



- NOTE: You will only be allowed 1 entry per class. If you try and enter more than 1 time in any class you will receive an error message.



- Once finished with all entries go to the Items section to choose additional items. You MUST choose either the Open Class Entry Fee or the Senior Open Class Entry Fee. This is also where you can choose animal stalls or additional season passes.

## Additional Items

### Choose Quantities:

Type in the quantities for any items you wish to add, then click 'Continue'.

| Fee Items   | Amount  | Qty   | Total  |
|---|---------|-------|--------|
| Beef Stalls   | \$1.00  | 0 + - | \$0.00 |
| Dairy Stalls  | \$1.00  | 0 + - | \$0.00 |
| Goat Pens   | \$1.00  | 0 + - | \$0.00 |
| Horse Stalls  | \$1.00  | 0 + - | \$0.00 |
| Open Class Entry Fee<br><small>5 day pass included</small>        | \$30.00 | 0 + - | \$0.00 |
| Poultry Coop(s)   | \$1.00  | 0 + - | \$0.00 |
| Rabbit Coops  | \$1.00  | 0 + - | \$0.00 |
| RCF Additional Season Pass<br><small>5 Day Pass</small>           | \$30.00 | 0 + - | \$0.00 |
| Senior Open Class Entry Fee<br><small>5 day pass included</small> | \$25.00 | 0 + - | \$0.00 |
| Sheep Pens  | \$1.00  | 0 + - | \$0.00 |

Reset Values

Continue →

- After hitting continue, you will be able to review and edit your cart. If you wish to remove an item just click the red X on the right hand side of the list. This is where you can also save the cart for later. If you are satisfied with your entries click "Check Out".



Register



Entries



Items



Review



Pay

## Review of Cart

### Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✏ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

| Item                                       | Description   | Amount         | Edit | Remove |
|--|---|----------------|------|--------|
| <b>Test Entry's Items:</b>                 |   |                |      |        |
| AN Open 05. Of Local Interest              | Class: 07 - Racine County Fair Item<br>Club: Open Class | \$0.15         | ✏    | ✖      |
| Open Class Entry Fee                       | \$30.00 x 1   | \$30.00        | ✏    | ✖      |
| <b>Total for Test Entry with 1 entries</b> |   | <b>\$30.15</b> |      |        |
| <b>2 TOTAL ITEMS IN CART:</b>              |   | <b>\$30.15</b> |      |        |
| <b>BALANCE DUE:</b>                        |   | <b>\$30.15</b> |      |        |

+ Add more Entries for Test Entry

↺ Empty Cart

💾 Save this cart for later

Check-out →

- You will then enter the Payment screen. Enter your credit card information of a Visa or Mastercard ONLY

Payment

Provide Payment Information

Your balance is \$30.15. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$30.15

Payment Method

Account Number

CW

Expiration Date

Use my previous address

Name on Card

Billing Address

Billing City

Billing State/Prov

Billing Postal Code

Billing Country

- Once you enter your credit card information you will be taken to the Confirmation screen. YOU WILL NOT BE ENTERED until you type YES in the signature box and hit submit.

Confirm

Do you agree to the following?  
Below are items which are about to be entered.

**⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.**

| Item  | Description  | Amount         |
|---|--|----------------|
| <b>Test Entry's items:</b>  |  |                |
| AN Open 05. Of Local Interest                                     | Class: 07 - Racine County Fair Item Club: Open Class | \$0.15         |
| Open Class Entry Fee  | \$30.00 x 1  | \$30.00        |
| <b>Total for Test Entry with 1 entries and 1 additional items</b> |  | <b>\$30.15</b> |
| <b>2 TOTAL ITEMS IN CART:</b>                                     |  | <b>\$30.15</b> |
| <b>BALANCE DUE:</b>   |  | <b>\$30.15</b> |

**Signature**

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations in the Fair Premium Book. For a copy of these rules and regulations, please go online to [www.racinecountyfair.com](http://www.racinecountyfair.com) and download our Fair book.

- After submission you are now entered for the 2019 Racine County Fair! You can print your receipt here. You will also receive an e-mail receipt with your entries. We will see you July 24-28!