

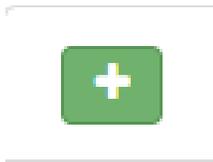
FairEntry—Choosing Ribbons

Setting up Ribbons to be Used

Here you will be selecting the ribbons that you will be using throughout your entire fair.

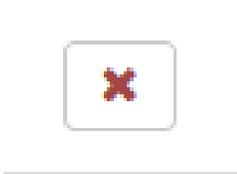
Start by selecting “Setup” from the top menu bar. Below the menu bar, you will select “Ribbons” from the lower menu bar.

Here you will see “Un-selected Ribbons”. From this column, choose which ribbons you will be using for your ENTIRE fair. Do this by clicking the green plus sign next to each ribbon. See below:



Once this is chosen, you will see that the ribbon pops over to the left into a column named “Selected Ribbons”.

To delete a ribbon you selected, click the red “x” button next to the ribbon you are wanting to un-select. See below:



In the “Selected Ribbons” column, you will want to put them in order of value with the highest being on the top of the list. To re-arrange the ribbons, right click and hold the arrow button and drag the ribbon up or down to the appropriate location. See below:



You now will have your **COMPLETE** list of all the ribbons that will be used in your fair. **Adding point/premium values to your ribbons will be covered in a later section along with adding them to divisions and classes.**

Selected Ribbons

↕	Lavender	✕
↕	Pink	✕
↕	Purple	✕
↕	Blue	✕
↕	Red	✕
↕	White	✕
↕	Multi-Color	✕
↕	Green	✕

Un-selected Ribbons

+	Dark Blue	📌
+	Light Blue	📌
+	Brown	📌
+	Gray	📌
+	Dark Green	📌
+	Light Green	📌
+	Orange	📌
+	Tan	📌
+	Yellow	📌

Note: You do not need to have the same ribbons chosen as the fair you will be synchronizing to or promoting to.

Note: You cannot change the name of the ribbons.

Example: You can not change the Lavender ribbon to be called “Grand Champion”.