Georgia National Fair
Georgia Living

Youth Educational Exhibits and Competitions
Online Registration Instructions

Email the Georgia Living office at contests@gnfa.com to obtain your password. You must include your club contact information (address, phone number, advisor's/agent's email address) in the email.

The deadline to request a password is September 19, 2022 (September 5 for TSA). You will not be able to register your club without a password. Please allow up to 2 days to receive your password after it has been requested. **Entry deadline is September 21 (September 7 for TSA)**.

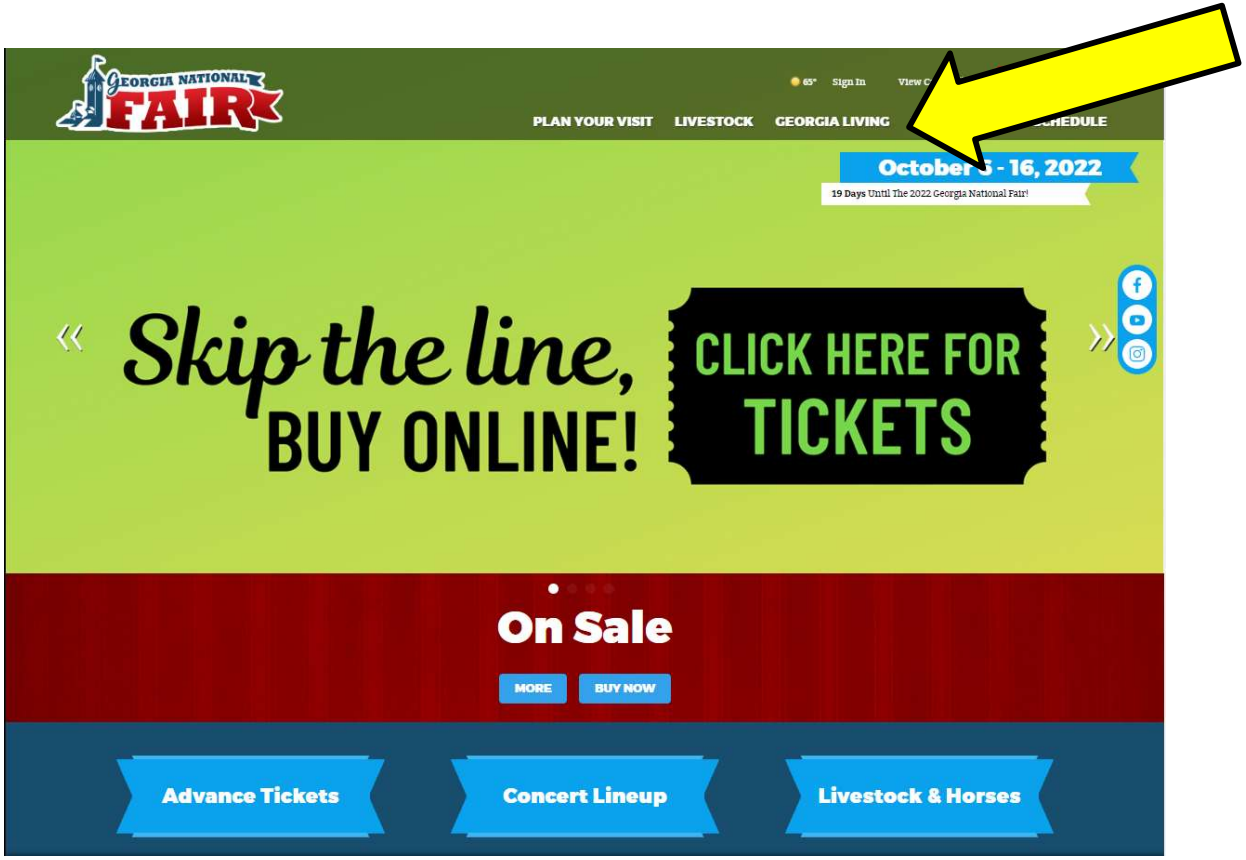
Once you receive your password, you are ready to enter.

NEW THIS YEAR

All entries will be registered in the "**club**" name and student names will be entered in the "**Student Name**" field.

EXAMPLE: First Name – Best High
Last Name - FFA

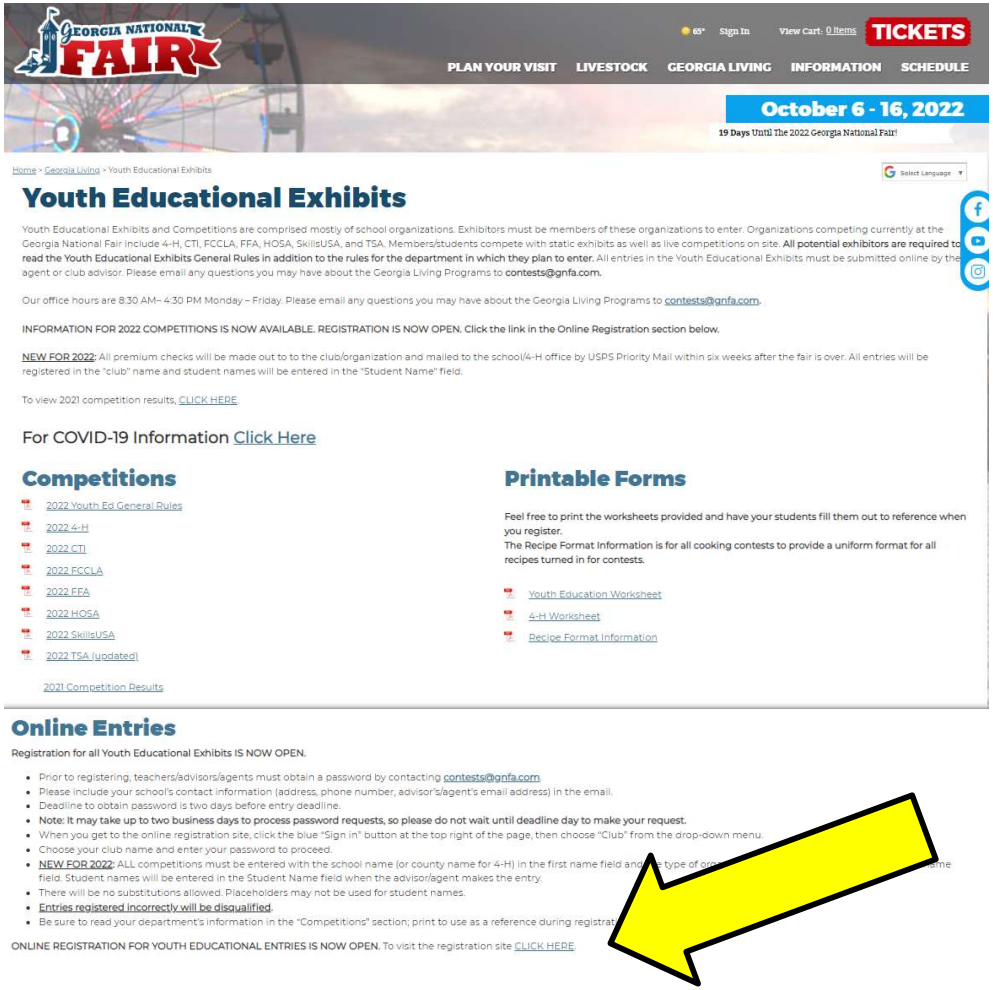
To begin online registration, go to:
www.georgianationalfair.com.
Place your curser over Georgia Living.



When the drop-down list appears, click on Youth Educational Exhibits.

You are now on the ‘Youth Educational Exhibits’ page. Please take the time to read the rules and information about the competitions, as well as information about online registration. We recommend that you print the competition information for your department to refer to as you register.

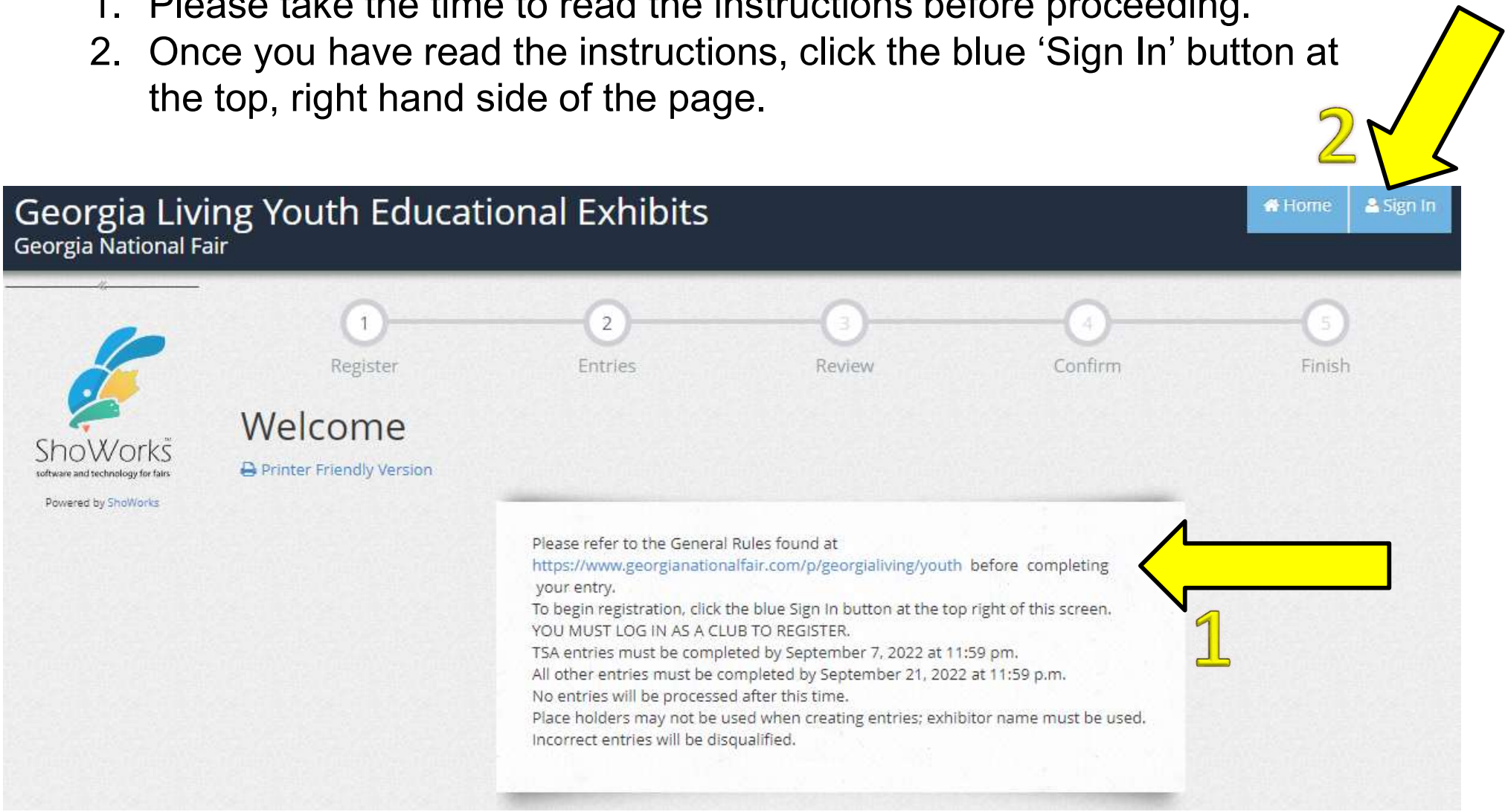
******Entries registered incorrectly will be disqualified.******



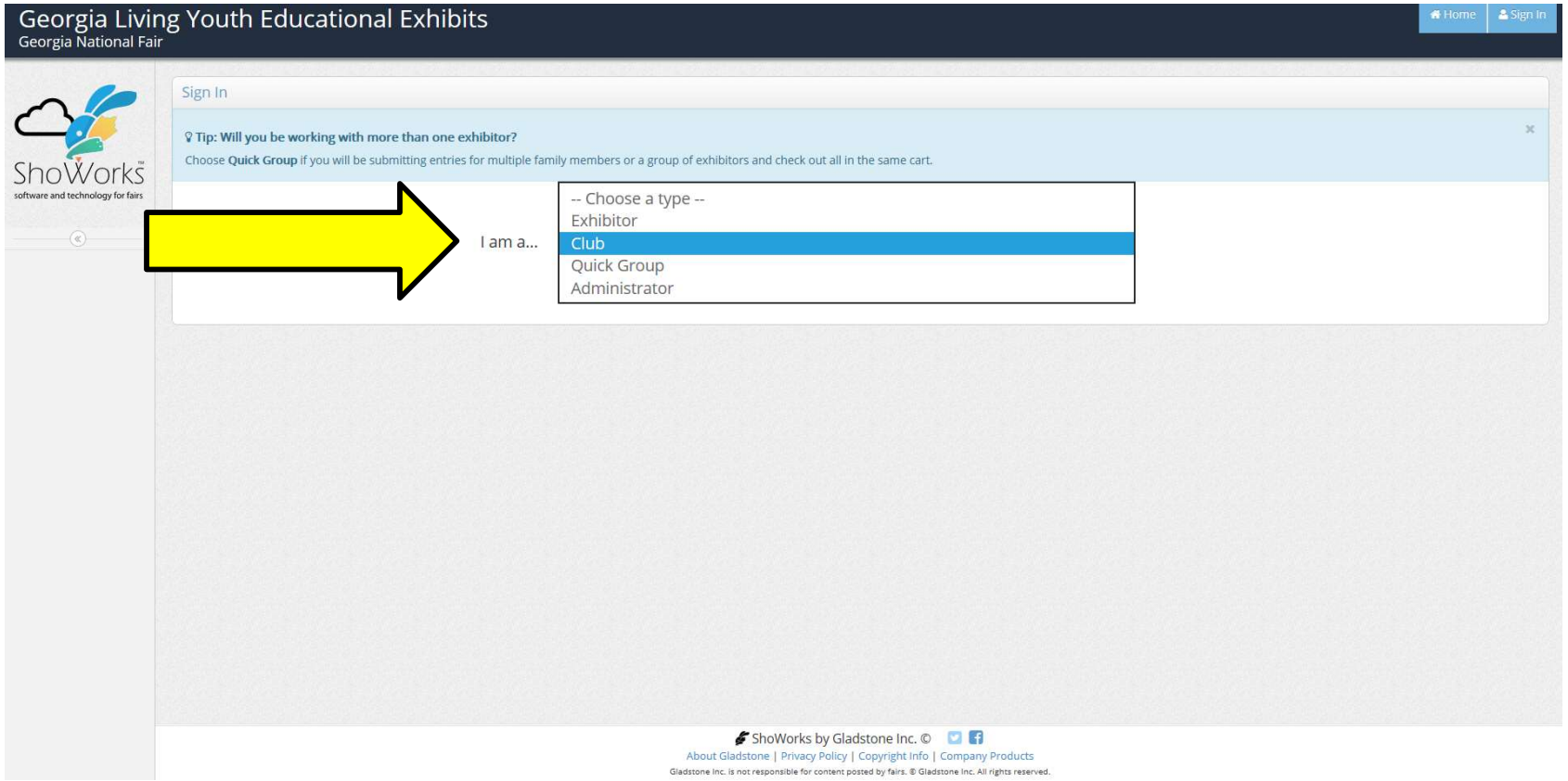
The registration link is located at the bottom of the Online Entries sections.

You have now entered the online registration site.

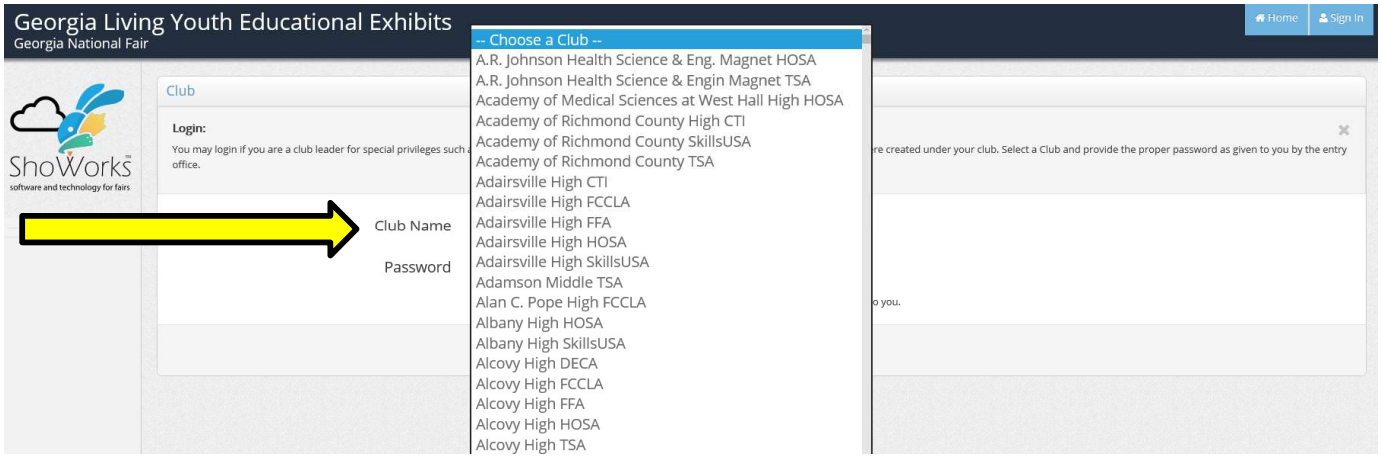
1. Please take the time to read the instructions before proceeding.
2. Once you have read the instructions, click the blue ‘Sign In’ button at the top, right hand side of the page.



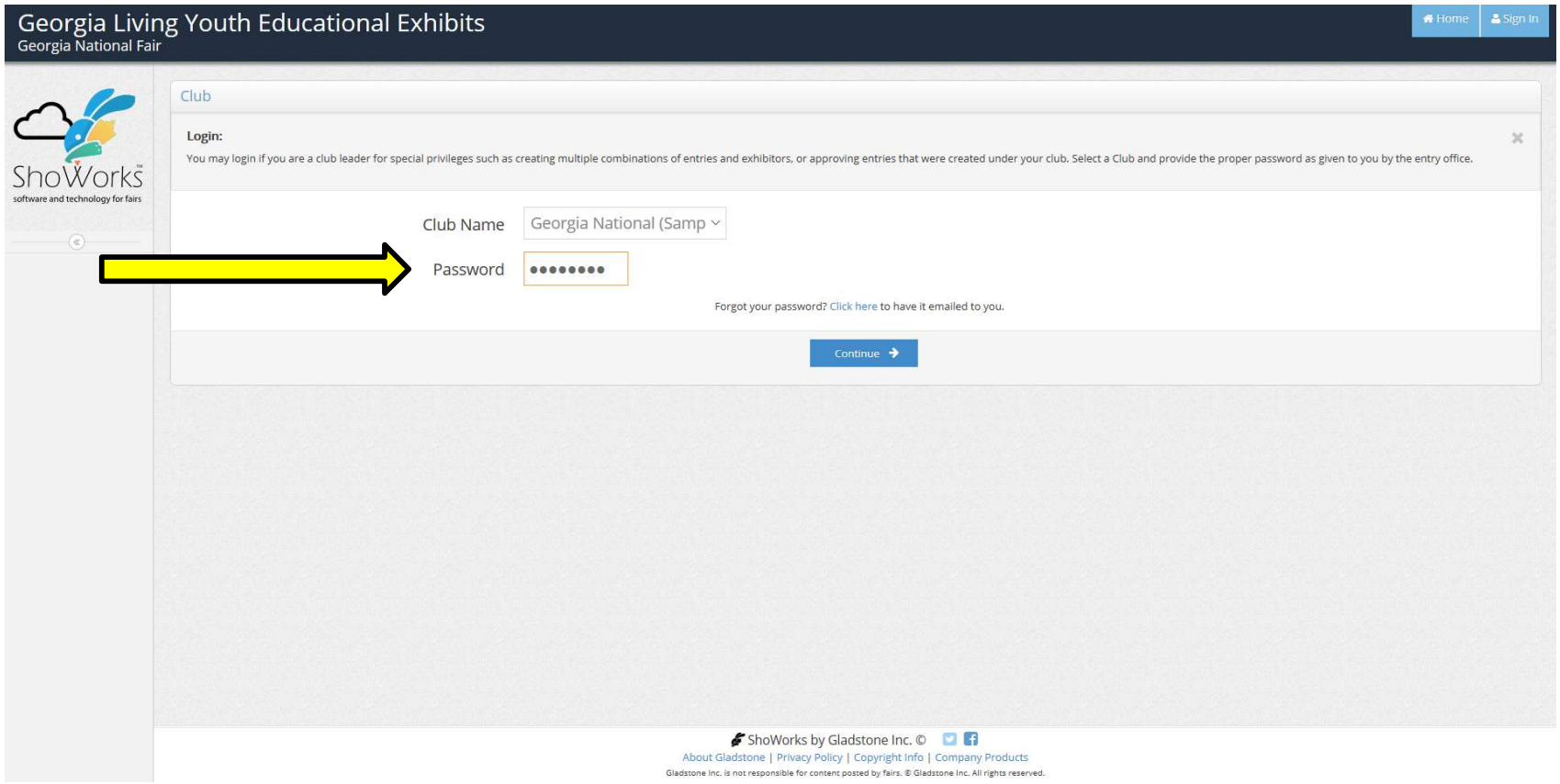
You will need to sign in as a ‘Club’. Use the drop-down menu to choose ‘club’ in the ‘I am a’ field.



Use the drop-down menu to choose your ‘Club Name’.

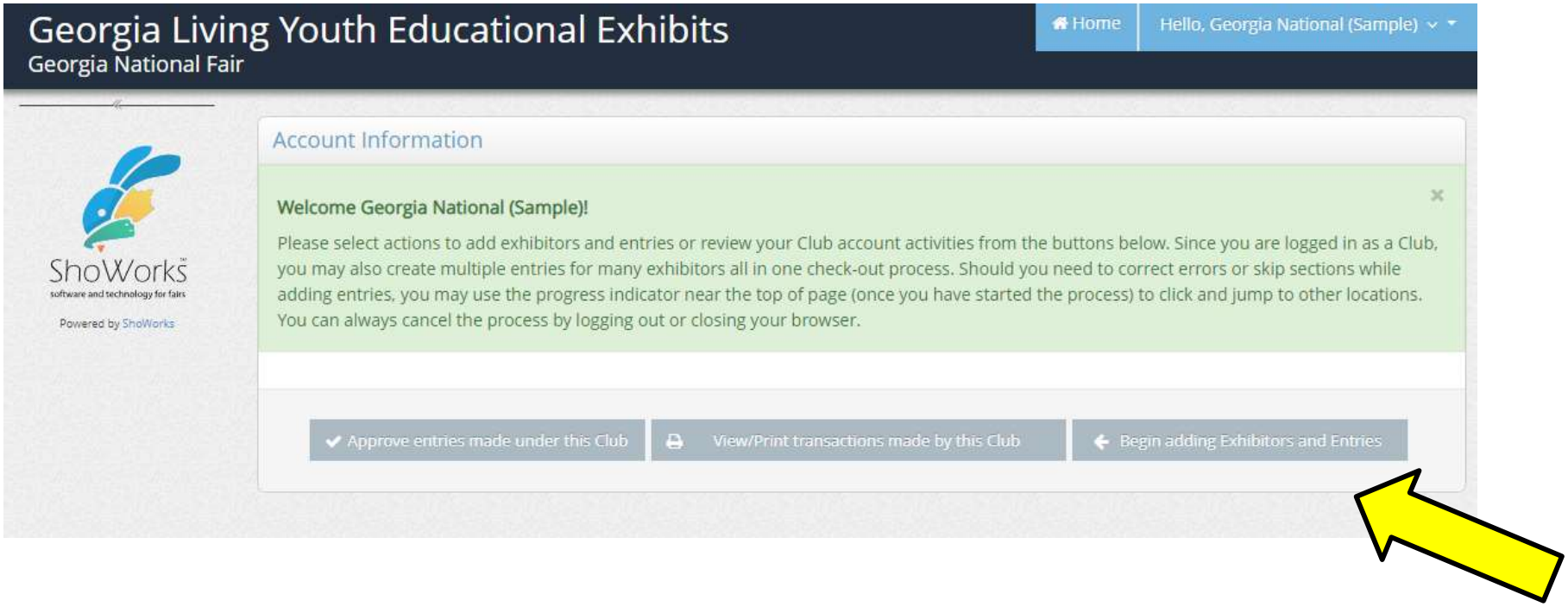


Enter your assigned password.



Click ‘Begin adding Exhibitors and Entries’.

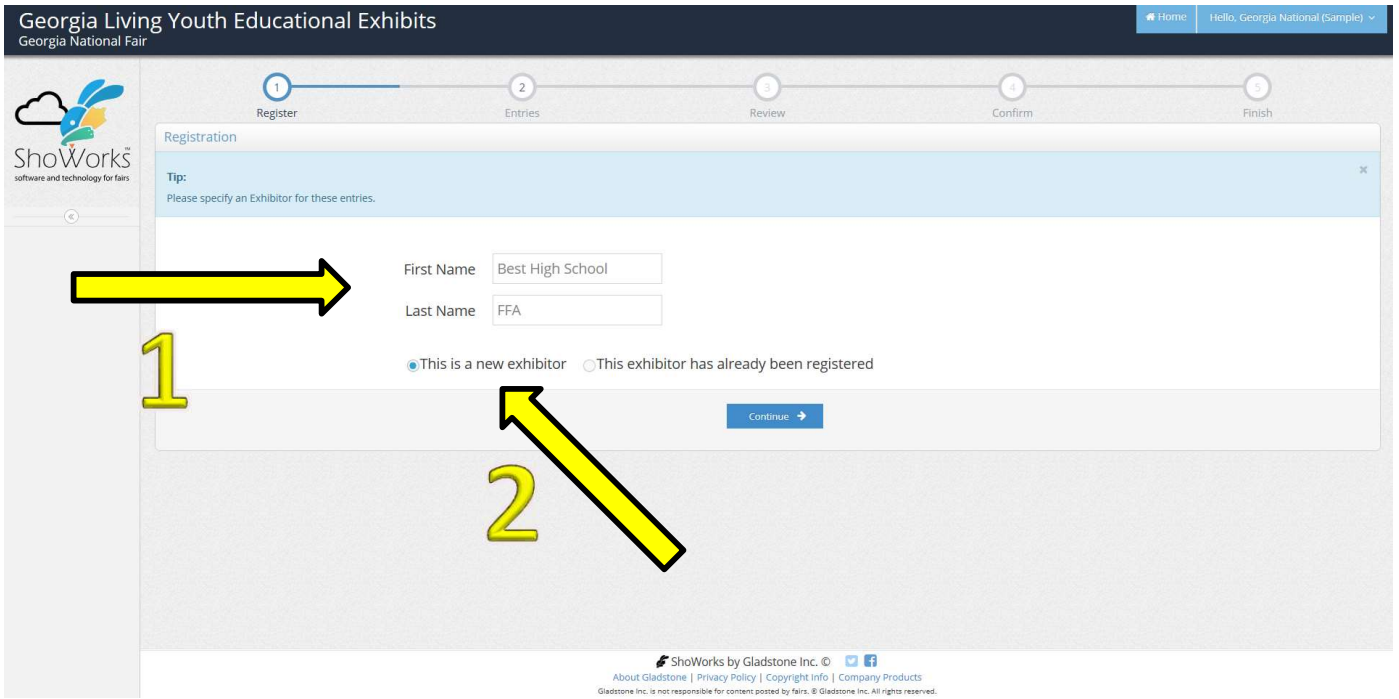
Please note that all contests must be entered in the club name.



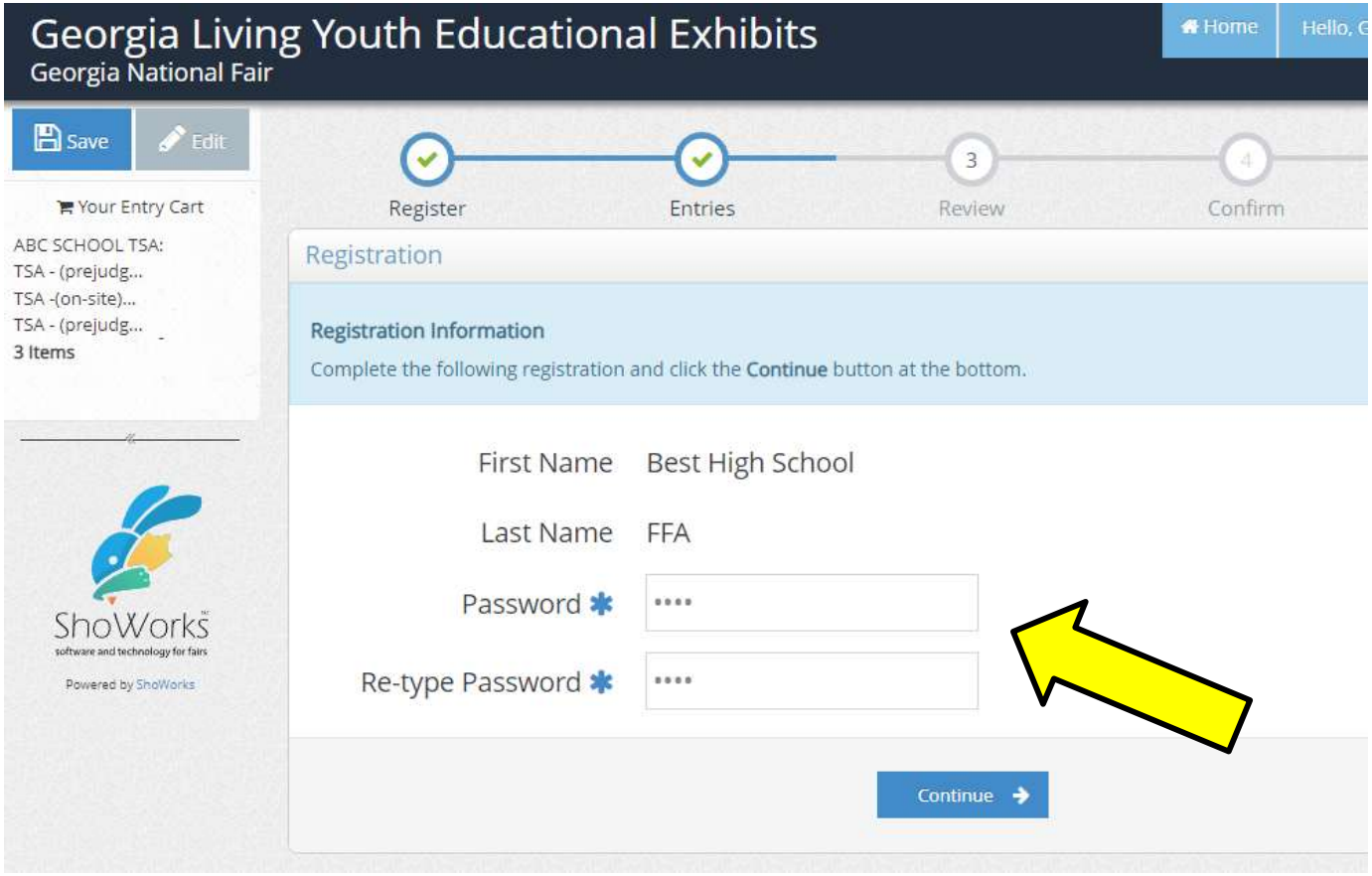
To Register for Contests

1. **Enter all contests in the Club Name** (example: Best High FFA) you will need to enter the school name in the ‘First Name’ field and the ‘club type’ in the ‘Last Name’ field
   (example: **‘First Name’** Best High,
   ‘Last Name’ FFA)
2. Select ‘This is a new exhibitor’.

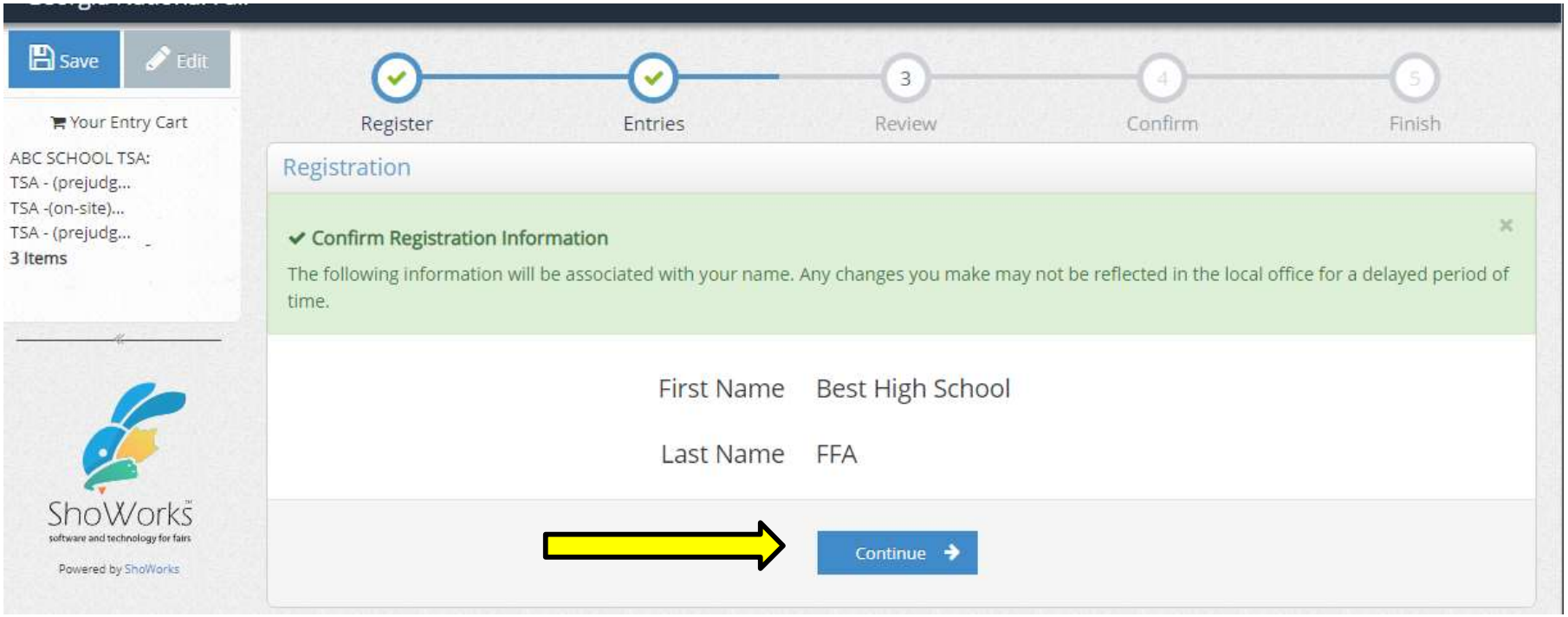
******After the Fair, checks will be printed the way the names are entered here. ******



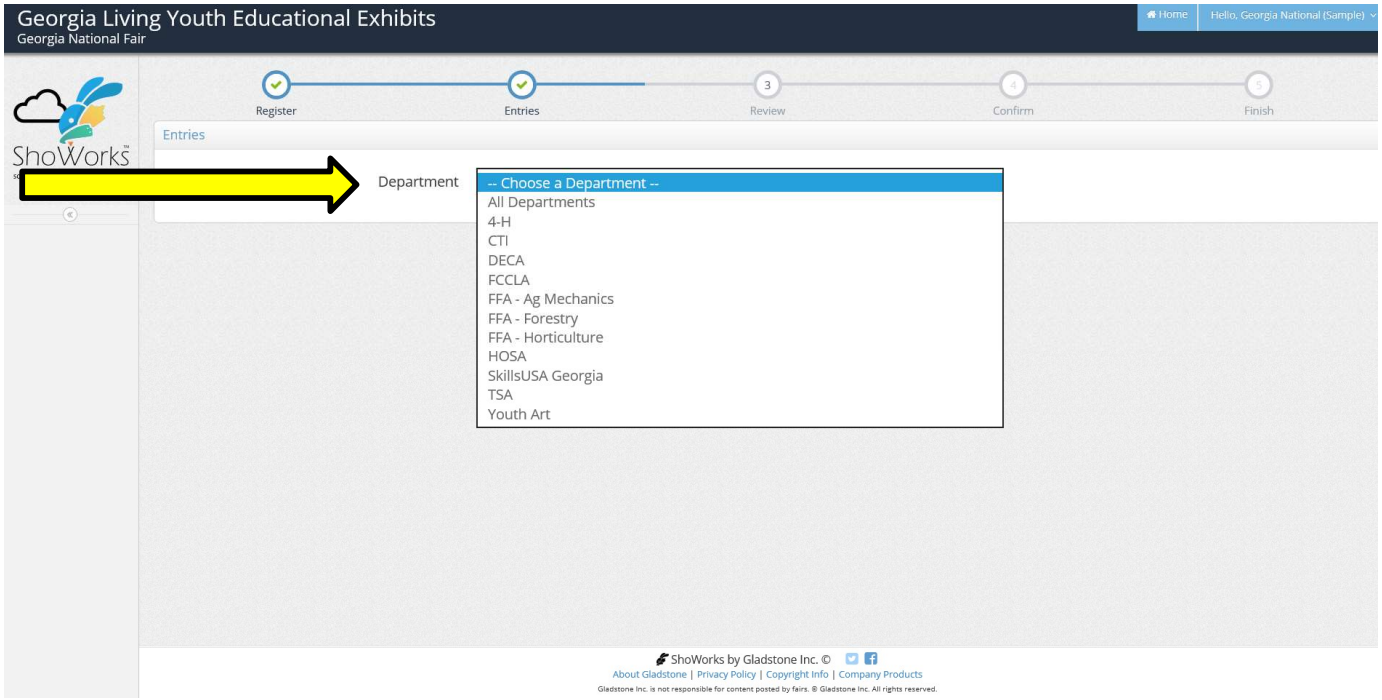
You will need to create a password to register for any competition. We suggest using the same password that we issued you to get into the registration site.



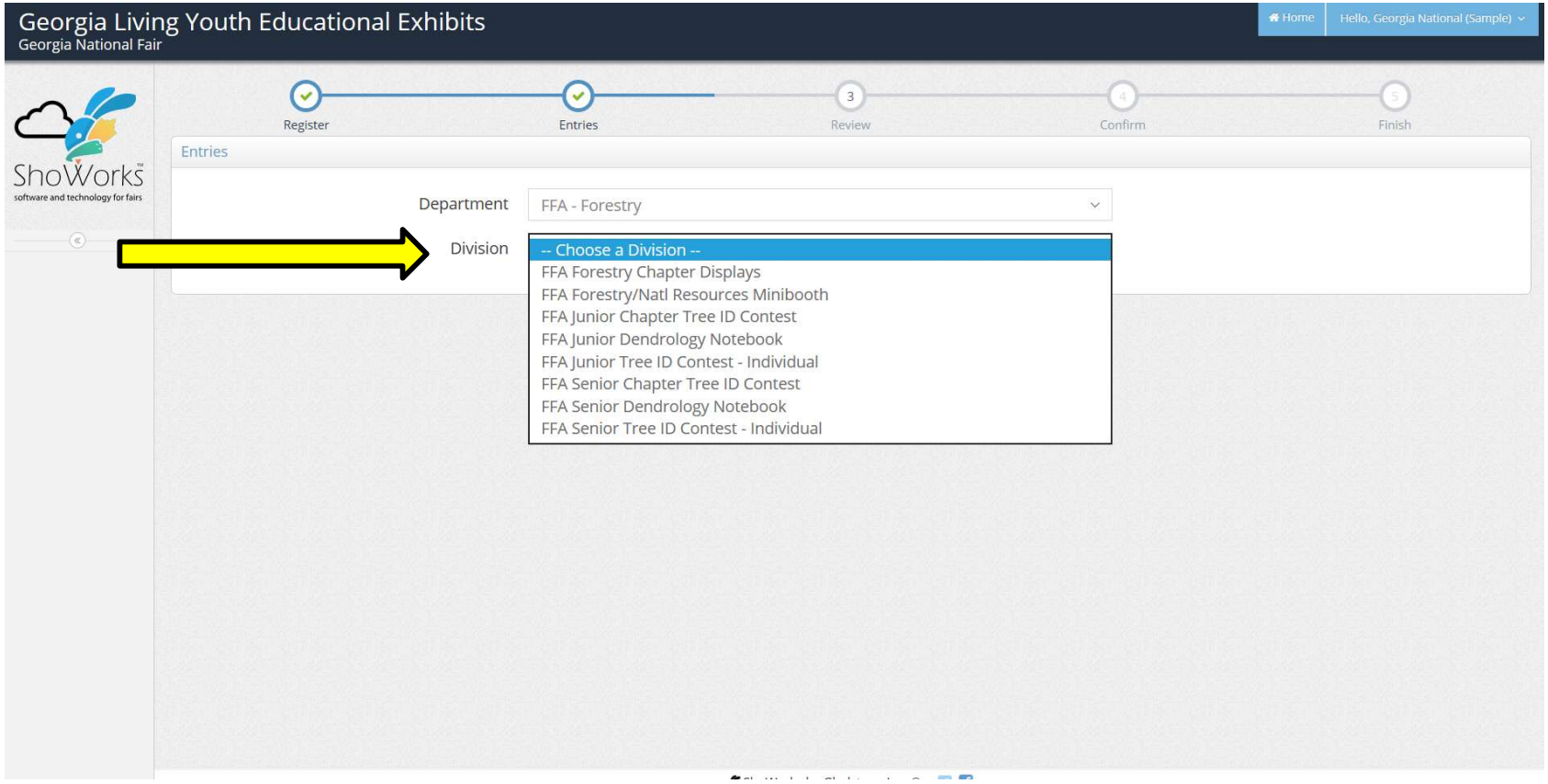
You will confirm your registration information. If it is correct, click ‘Continue’.



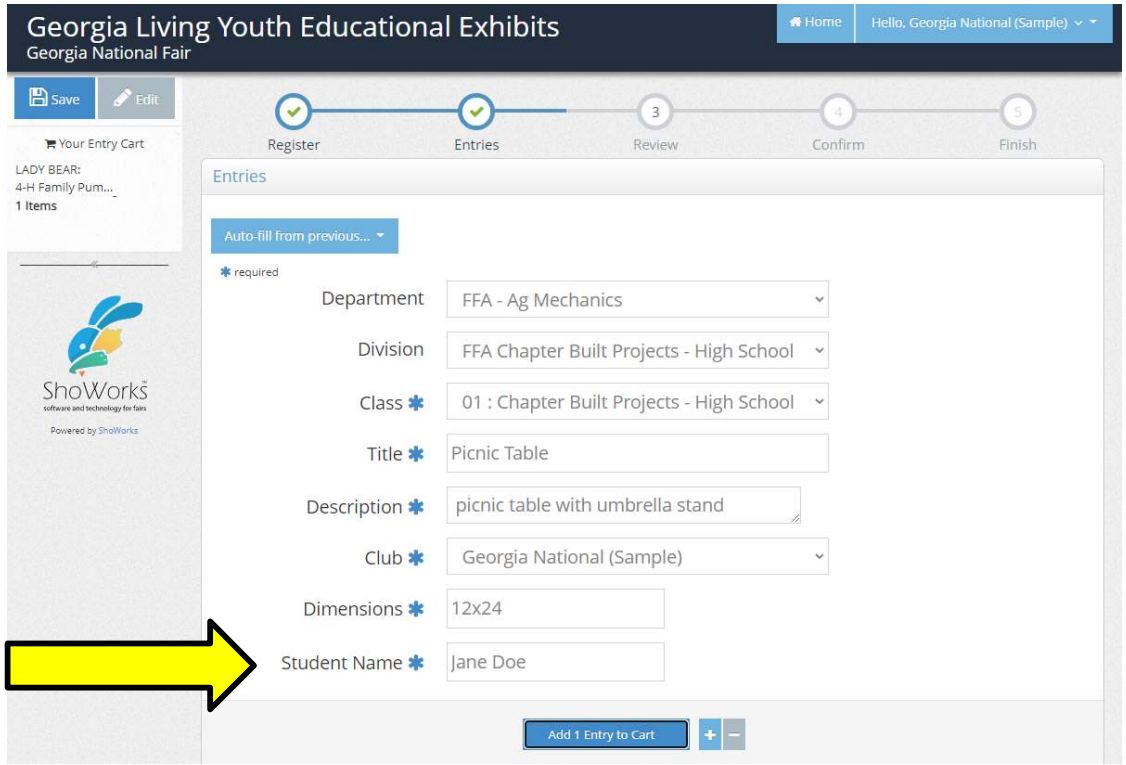
Use the drop-down menu to choose your department.



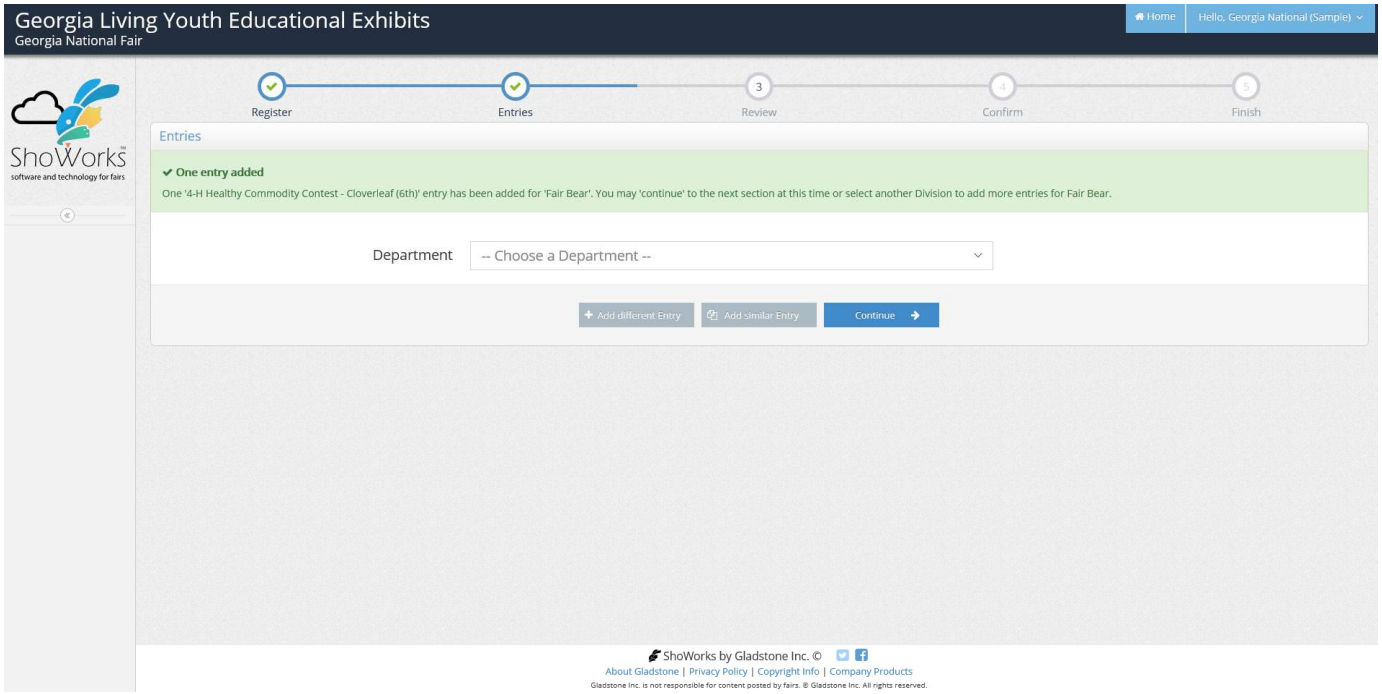
Use the drop-down menu to choose your division.



1. Use the drop-down menu to choose your ‘Class’ (example: 01: Forestry Minibooth).
2. Enter your ‘Title’ (example: Natural Resources – **Minibooth is NOT a title**)
3. Enter the ‘Description’ for your entry. (If we have to look for this one entry out of a thousand, what should we look for?) (example: soil samples w/minerals labeled)
4. The ‘Club’ field will automatically fill with your club name. Enter student name(s) in the ‘Student Name’ field.
5. Click ‘Add Entry to Cart’.

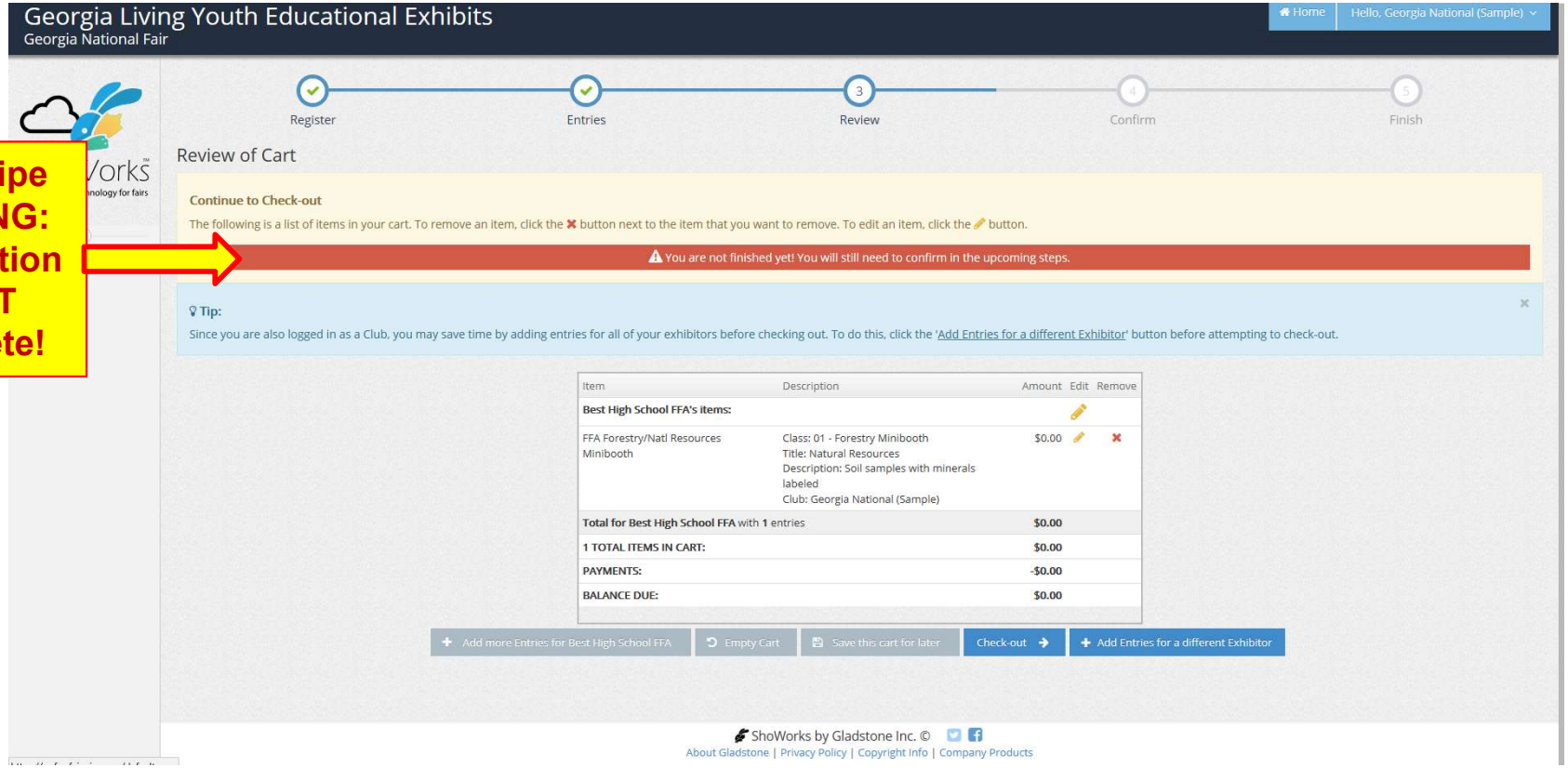


You are now given the option to:
‘Add a Different Entry’,
‘Add a Similar Entry’,
Or, if finished adding entries, ‘Continue’.

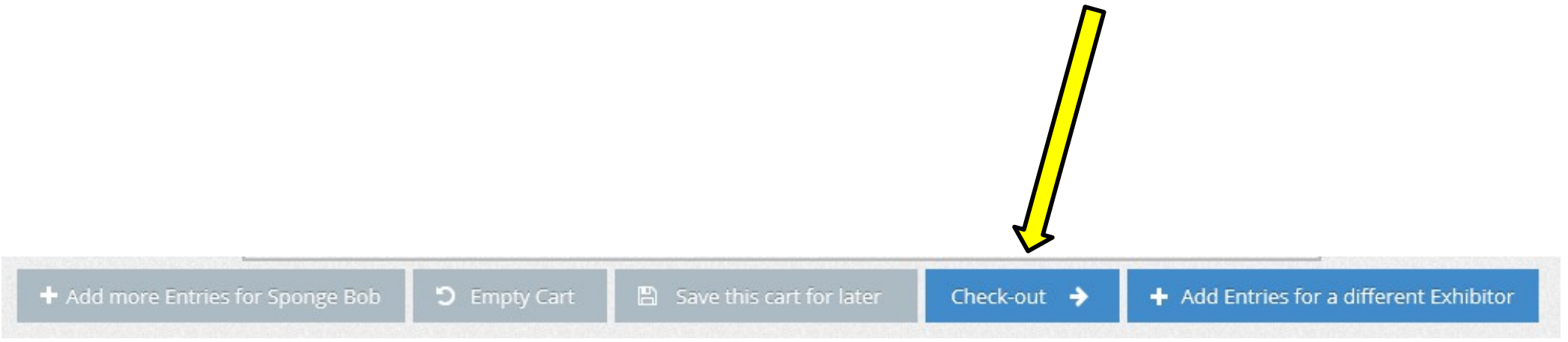


You are now ready to review the cart. You will notice a **RED STRIPE** across the top that is **WARNING** you that your registration is **NOT** yet confirmed. At this point you can choose to either 'Add More Entries for this Student', 'Empty Cart', 'Save This Cart for Later', 'Check-out', or 'Add Entries for a Different Exhibitor'. DO NOT add entries for another exhibitor. You will have only one exhibitor.

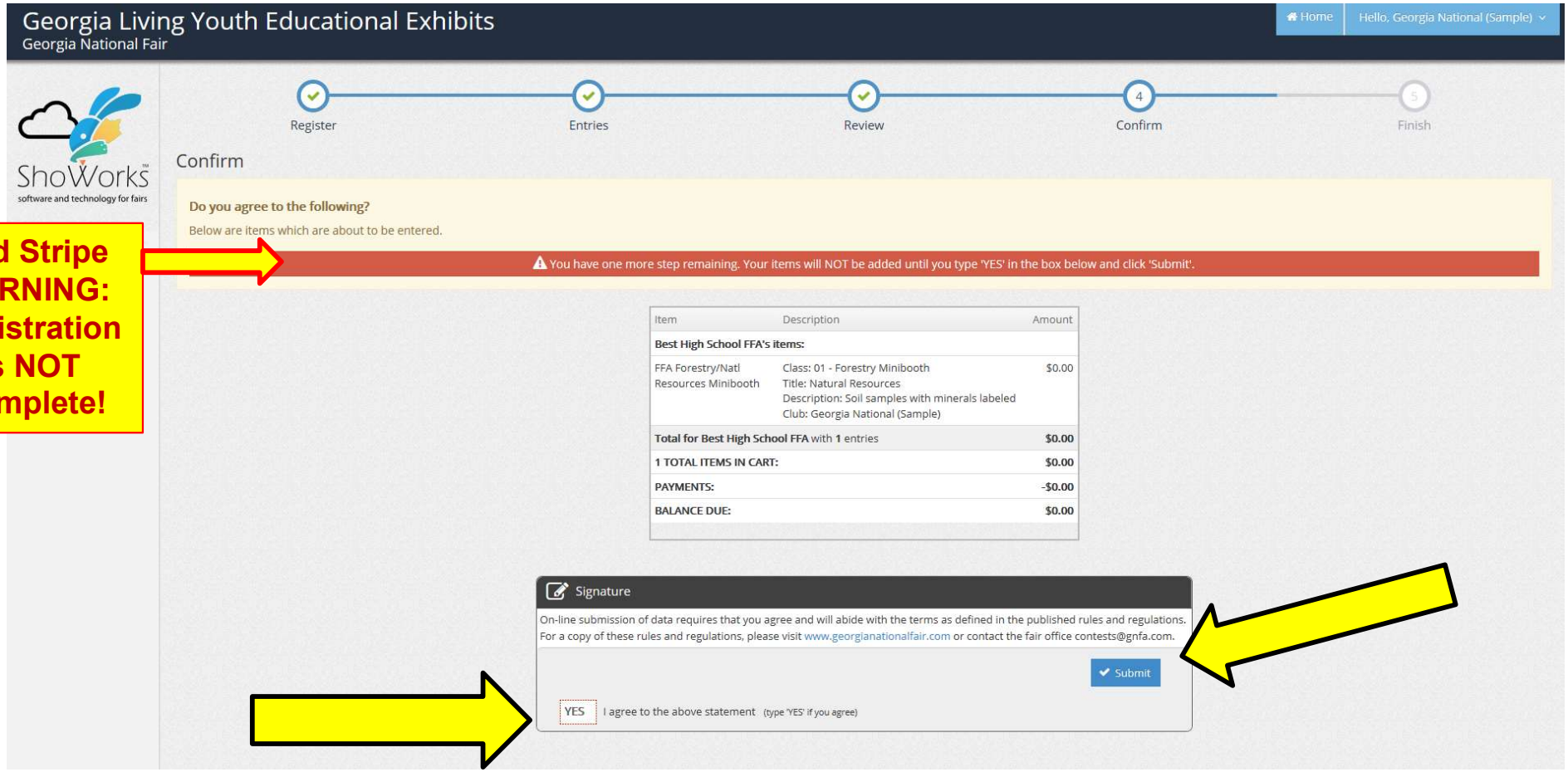
Red Stripe WARNING: Registration is NOT Complete!



‘Save this cart for later’ will enable you to go back in and edit your entries. **Saved entries will not be processed until you go back in and follow through to the confirmation**. When you are finished adding or editing entries, click ‘Check-out’ to proceed to confirmation.



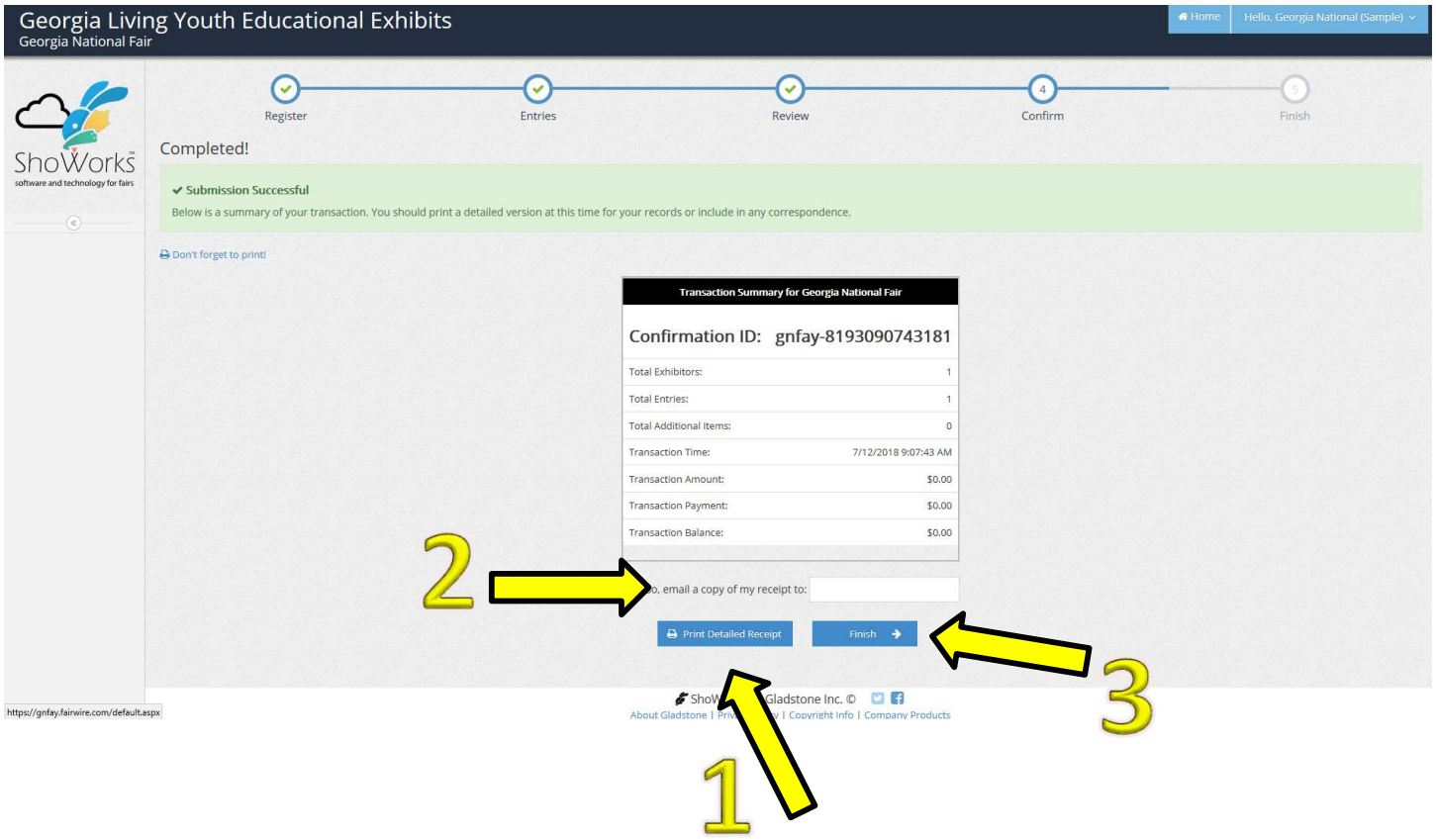
Review your entries. You will not be able to go back in to make changes once registration is complete and you receive a confirmation number. You are required to type YES in the box before you click the ‘Submit’ button. This acts as your online signature.



Red Stripe WARNING: Registration is NOT Complete!

You will receive a confirmation number. This means your student or chapter is successfully entered.

1. You have the option to print the confirmation and/or
2. You have the option to have the confirmation emailed to you. You will need to enter your email address. **We recommend you do both**.
3. After printing/emailing confirmation, click 'Finish'.



Your club is now registered. You will be required to bring a copy of the confirmation to check-in on the day of the contest. **If you did not receive a confirmation, then you are not registered**.

To view or reprint your confirmation, log back in as your club, and choose ‘View/print transactions made by club’ button.