## Georgia National Fair Georgia Living

Youth Educational Exhibits and Competitions Online Registration Instructions

Email the Georgia Living office at <u>contests@gnfa.com</u> 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**

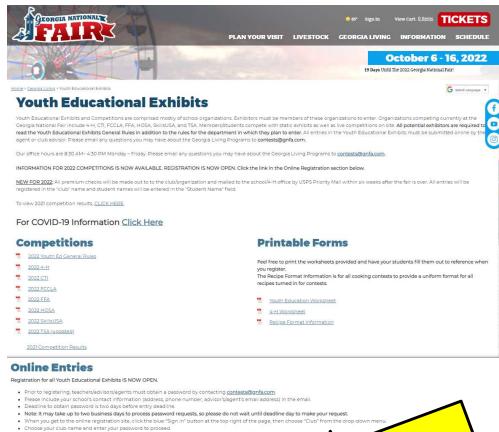
All entries will be registered in the "**club**" name and student names will be entered in the "**Student Name**" field.

EXAMPLE: First Name – Best High Last Name - FFA To begin online registration, go to: <u>www.georgianationalfair.com</u>. 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.\*\*\*



- NEW FOR 2022: ALL competitions must be entered with the school name (or county name for 4-H) in the first name field
- field. Student names will be entered in the Student Name field when the advisor/agent makes the entry.
  There will be no substitutions allowed. Placeholders may not be used for student names.
- Entries registered incorrectly will be disgualified.
- Be sure to read your department's information in the "Competitions" section; print to use as a reference during regis
- ONLINE REGISTRATION FOR YOUTH EDUCATIONAL ENTRIES IS NOW OPEN. To visit the registration site CLICK HERE

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.

Georgia Livi Georgia National Fa	ing Youth Educat	tional Exhibits			# Home	🐣 Sign In
ACCOUNT OF A COUNT OF	Image: Description         Image: Description         Image: Description	your entry. To begin registration, click YOU MUST LOG IN AS A CL TSA entries must be comp All other entries must be c No entries will be processe	halfair.com/p/georgialiving/youth the blue Sign In button at the to UB TO REGISTER. leted by September 7, 2022 at 11 ompleted by September 21, 202 ed after this time. used when creating entries; exhi	p right of this screen.	- (5) Finish	

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

Georgia Livir Georgia National Fai	ng Youth Educational Exhibits	🖶 Home	📤 Sign in
ShoWorks	Sign In  V Tip: Will you be working with more than one exhibitor?  Choose Quick Group if you will be submitting entries for multiple family members or a group of exhibitors and check out all in the same cart.		×
software and technology for fairs	I am a Choose a type Exhibitor Club Quick Group Administrator		
	💰 ShoWorks by Gladstone Inc. © 🛛 🔽 About Gladstone   Privacy Policy   Copyright Info   Company Products		

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#### Use the drop-down menu to choose your 'Club Name'.

Georgia Livin	g Youth Educational Exhibits	Choose a Club	Forme     A Sign in
	Club	A.R. Johnson Health Science & Eng. Magnet HOSA A.R. Johnson Health Science & Engin Magnet TSA Academy of Medical Sciences at West Hall High HOSA	
Sho Works software and technology for fairs	Login: You may login if you are a club leader for special privileges such a office.	Academy of Richmond County High CTI Academy of Richmond County SkillsUSA Academy of Richmond County TSA Adairsville High CTI	x re created under your club. Select a Club and provide the proper password as given to you by the entry
	Club Name	Adairsville High FCCLA Adairsville High FFA Adairsville High HOSA	
	Password	Adairsville High SkillsUSA Adamson Middle TSA	
		Alan C. Pope High FCCLA Albany High HOSA Albany High SkillsUSA Alcovy High DECA Alcovy High FCCLA Alcovy High FFA	o you.
		Alcovy High HOSA Alcovy High TSA	

#### Enter your assigned password.

Georgia Livir Georgia National Fair	ng Youth Educational Exhibits
Sho Works	Club Login: You may login if you are a club leader for special privileges such as creating multiple combinations of entries and exhibitors, or approving entries that were created under your club. Select a Club and provide the proper password as given to you by the entry office.
software and technology for fairs	Club Name Georgia National (Samp ~ Password •••••••
	Forgot your password? Click here to have it emailed to you.
	🖉 ShoWorks by Gladstone Inc. 🛛 🛛 💽
	About Gladstone   Privacy Policy   Copyright Info   Company Products Gladstone Inc. is not responsible for content posted by fairs. ® Gladstone Inc. All rights reserved.

#### Click 'Begin adding Exhibitors and Entries'.

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

Georgia Livi Georgia National Fa		🛿 Home 🛛 Hello, Georgia National (Sample) 🗸 🔻
*	Account Information	
ShoWorks software and technology for fairs Powered by ShoWorks	Welcome Georgia National (Sample)! Please select actions to add exhibitors and entries or review your Club account activities from the b you may also create multiple entries for many exhibitors all in one check-out process. Should you n adding entries, you may use the progress indicator near the top of page (once you have started the You can always cancel the process by logging out or closing your browser.	need to correct errors or skip sections while
	✓ Approve entries made under this Club 🔒 View/Print transactions made by this Club	← Begin adding Exhibitors and Entries

### To Register for Contests

 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. \*\*\*

Georgia Livin Georgia National Fair	g Youth Educational Exh	nibits				🖷 Home 🛛 Hello, Georgia National (Sample) 🗸
Showorks software and technology for fairs	Registration Tip:		Entries	Review	Confirm	Finish
	Please specify an Exhibitor for these entries.		Best High School FFA ew exhibitor OThis exh	ibitor has already been registered	1	
	<b></b>		2	ShoWorks by Gladstone Inc. ©	<b>₽</b>	

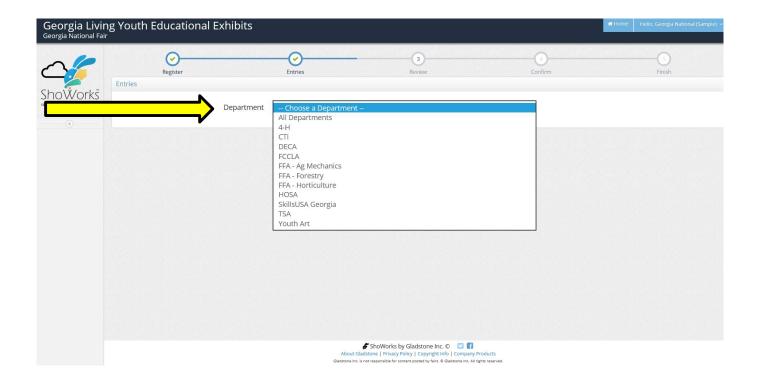
You will need to create a password to register for any competition. We suggest using the same password that we issued you to get into the registration site.

Georgia Livir Georgia National Fai	ng Youth Education	al Exhibits		🖶 Home 🛛 Hello, C
🖺 Save 💉 Edit	⊘		3	(4)
🏲 Your Entry Cart	Register	Entries	Review	Confirm
ABC SCHOOL TSA: TSA - (prejudg	Registration			
TSA -(on-site) TSA - (prejudg 3 Items	<b>Registration Information</b> Complete the following registration	and click the <b>Continue</b> buttor	a at the bottom.	
	First Name	Best High School		
	Last Name	FFA		
ShoWorkš	Password 🗱		~	
software and technology for fairs Powered by ShoWorks	Re-type Password 🗱			
			Continue 🔸	

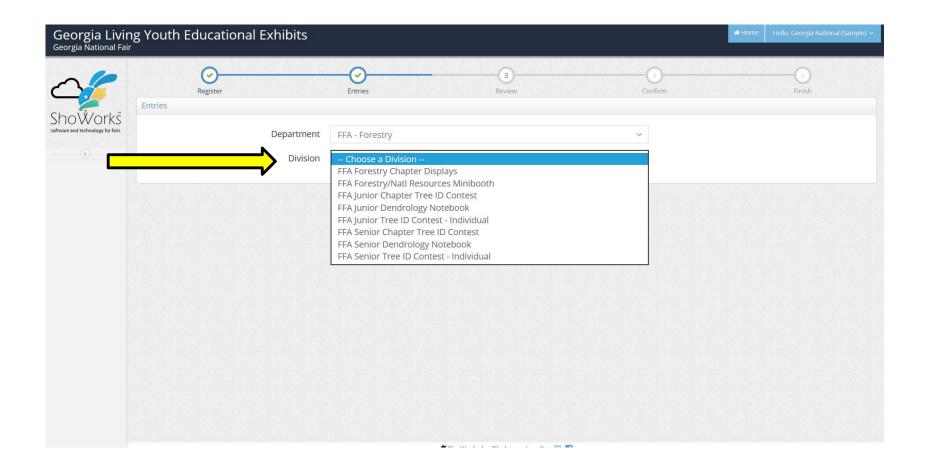
### You will confirm your registration information. If it is correct, click 'Continue'.

Edit	Register Entries Review Confirm Finish
ABC SCHOOL TSA: TSA - (prejudg	Registration
TSA -(on-site) TSA - (prejudg 3 items	Confirm Registration Information The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.
	First Name Best High School Last Name FFA
ShoWorks software and technology for fairs Powered by ShoWorks	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'.

🖹 Save 💉 Edit	<b>O</b>	3	4 (3)
🏲 Your Entry Cart	Register	Entries Review	Confirm Finish
DY BEAR: I Family Pum <b>ems</b>	Entries		
	Auto-fill from previous 🔻		
	* required		
1	Department	FFA - Ag Mechanics	~
	Division	FFA Chapter Built Projects - High Schoo	l ~
ShoWorks software and technology for fails	Class 🛊	01 : Chapter Built Projects - High Schoo	~
Powered by ShoWorks	Title 🗱	Picnic Table	
	Description 🋊	picnic table with umbrella stand	<i>B</i>
	Club 🇚	Georgia National (Sample)	~
	Dimensions 🗱	12x24	
	Student Name 🗱	Jane Doe	

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

Georgia Livin Georgia National Fair	g Youth Educational Exhibits				# Home	Hello, Georgia National (Sample) 🗸
Showorks software and technology for fairs	Register Entries  One '4-H Healthy Commodity Contest - Cloverleaf (6th)' entry has	Entries	3 Review e next section at this time or select another Div	Confirm		Finish
	Department	Choose a Department		$\sim$		
		+ Add different Entry	2 Add similar Entry Continue 🔶	í.		
		About Gladstone   Priva	cs by Gladstone Inc.  C  G G G G G G G G G G G G G G G G G G			

You are now ready to review the cart. You will notice a **RED STRIPE** <u>across the top that is **WARNING** you that your registration is **NOT** yet <u>confirmed</u>. 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.</u>

Georgia	gia Livin National Fair	ng Youth Educational Exh	ibits			🕷 Home 🛛 Hello, Georgia National (Sample) 🗸
0	6	Register	Entries	3 Review	Confirm	Finish
WARNING:	/orks <sup>™</sup> mology for fairs	Review of Cart Continue to Check-out The following is a list of items in your cart. To ren	nove an item, click the 🗙 button next to the item that you w	ant to remove. To edit an Item, click the 🖋	button.	
Registration			A You are not finishe	ed yet! You will still need to confirm in the ι	upcoming steps.	
is NOT Complete!		♥ Tip: Since you are also logged in as a Club, you may s	ave time by adding entries for all of your exhibitors before c	hecking out. To do this, click the ' <u>Add Entri</u>	<u>es for a different Exhibitor</u> ' button before att	* rempting to check-out.
	J		Item	Description	Amount Edit Remove	
			Best High School FFA's items:		1	
			FFA Forestry/Natl Resources Minibooth	Class: 01 - Forestry Minibooth Title: Natural Resources Description: Soil samples with minerals labeled Club: Georgia National (Sample)	\$0.00 🧪 🗙	
			Total for Best High School FFA with	1 entries	\$0.00	
			1 TOTAL ITEMS IN CART: PAYMENTS:		\$0.00	
			BALANCE DUE:		\$0.00	
		E	Add more Entries for Best High School FFA 3 Empty C	Cart 🛛 Save this cart for later Cf	neck-out 🔶 🕂 Add Entries for a differen	t Exhibitor
1				noWorks by Gladstone Inc. © 🛛 😨 😭 e   Privacy Policy   Copyright Info   Company	Products	

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

Add Entries for a different Exhibitor

Check-out

C Empty Cart

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.

Georgia Livir Georgia National Fai	ng Youth Educational Exhibits					🖶 Home 🛛 Hello, Georgia National (Sample) 🗸
Showorks software and technology for fairs	Register Confirm Do you agree to the following?	Entries		Review	4 Confirm	G Finish
Red Stripe	Below are items which are about to be entered.	A You have one mo	ore step remaining. Your	items will NOT be added until you type 'YES' in t	the box below and click 'Submit'.	1
WARNING: Registration			Item	Description	Amount	
is NOT Complete!			Best High School FFA's FFA Forestry/Natl Resources Minibooth	items: Class: 01 - Forestry Minibooth Title: Natural Resources Description: Soil samples with minerals labeled Club: Georgia National (Sample)	\$0.00	
			Total for Best High Sch 1 TOTAL ITEMS IN CAR		\$0.00 \$0.00	
			PAYMENTS: BALANCE DUE:		-\$0.00 \$0.00	
		For a copy of these r		gree and will abide with the terms as defined in the se visit www.georgianationalfair.com or contact the rpe YES if you agree)		

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. <u>We recommend you do both</u>.
- 3. After printing/emailing confirmation, click 'Finish'.

Georgia Livir Georgia National Fair	ng Youth Educational Exh	ibits				🖷 Home 🛛 Hello, Georgia National (Sample) 🗸
Showorks	Register Completed!	Entries	Revie	)	Confirm	O Finish
software and technology for fairs	Submission Successful Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.					
	🖨 Don't forget to print!		Transaction Summary for Confirmation ID: gnf			
			Total Exhibitors:	1		
			Total Entries:	1		
			Total Additional Items:	0		
			Transaction Time:	7/12/2018 9:07:43 AM		
			Transaction Amount:	\$0.00		
			Transaction Payment:	\$0.00		
		5	Transaction Balance:	\$0.00		
		2	o, email a copy of my receipt to	2:		
			Print Detailed Receipt	Finish 🔶		
https://gnfay.fairwire.com/default.as	px.			one Inc. © 💟 🚮	5	
			<u> </u>	7		

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.