### Georgia National Fair

#### Georgia Living

### Youth Art Online Registration Instructions

Email the Georgia Living office at <a href="mailto:contests@gnfa.com">contests@gnfa.com</a> 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 18, 2023. 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 20.** 

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

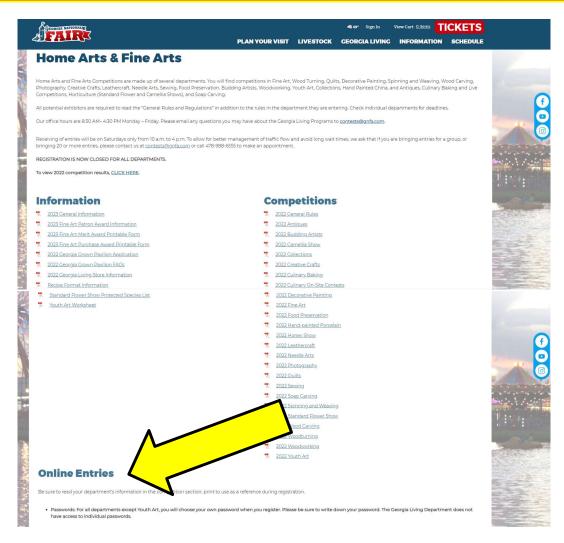
# To begin online registration, go to: <a href="https://www.georgianationalfair.com">www.georgianationalfair.com</a>. Place your curser over **Georgia Living**.



When the drop-down list appears, click on 'Home Arts & Fine Arts'.

You are now on the 'Home Arts & Fine Arts' 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. \*\*\*



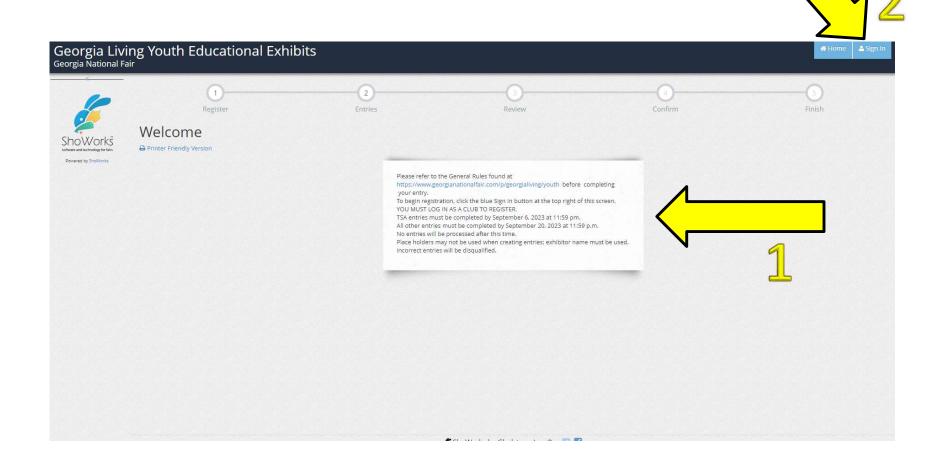
The registration link is located at the bottom of the 'Online Entries' section.

You have now entered the online registration site.

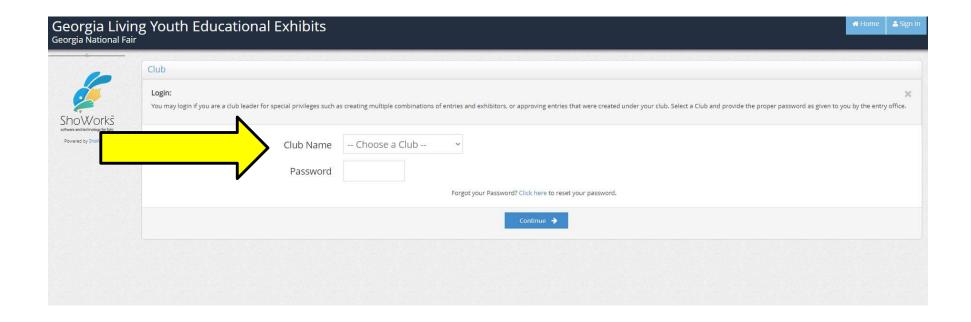
1. Please take the time to read the instructions before proceeding.

2. Once you have read the instructions, click the blue 'Sign In' button at the top, right

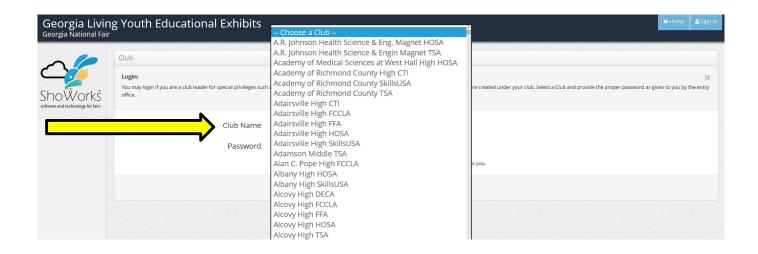
hand corner of the page.



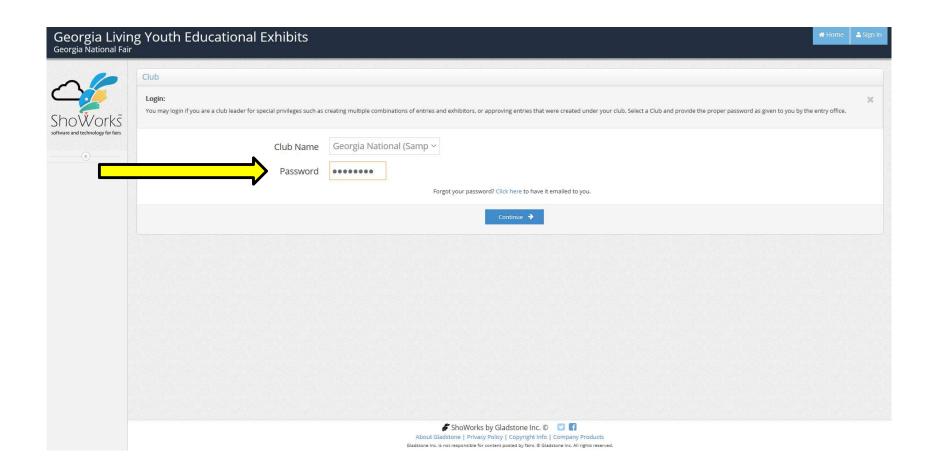
You will need to sign in as a 'Club'. Use the drop-down menu to choose 'club' in the 'I am a' field.



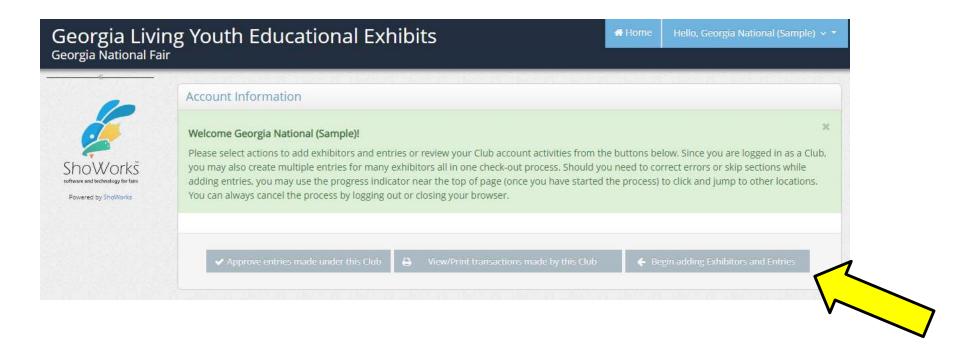
Use the drop-down menu to choose your 'Club Name'.



#### Enter your assigned password.



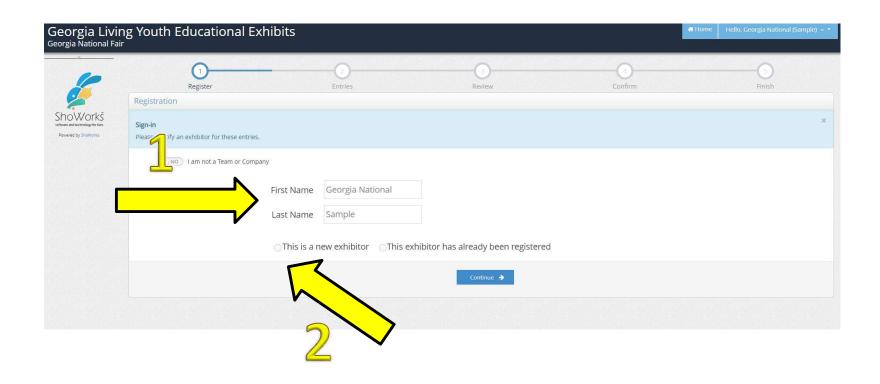
#### Click 'Begin adding Exhibitors and Entries'.



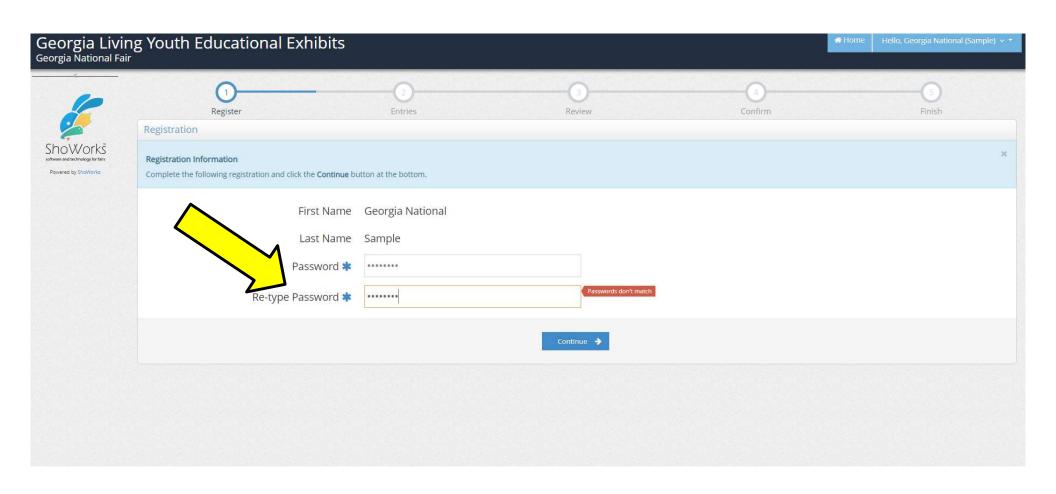
#### **To Register for Youth Art**

- 1. Enter the **first** and **last** name of your student.
- 2. Select 'This is a new exhibitor'.

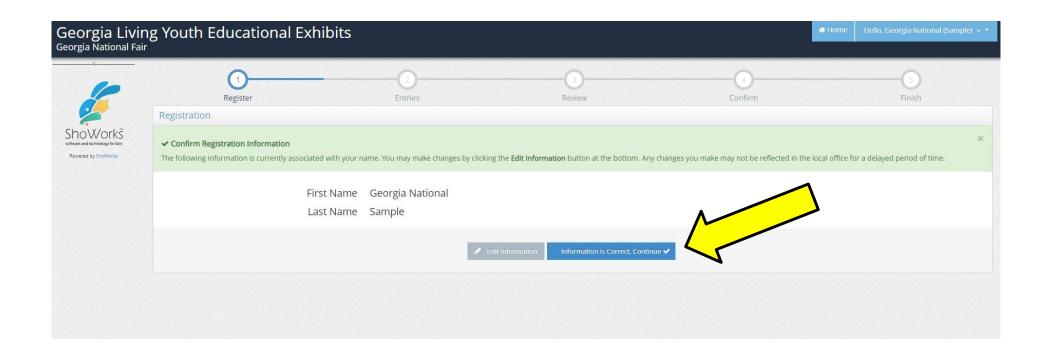
\*\*\* After the Fair, checks will be printed the way the names are entered here. \*\*\*



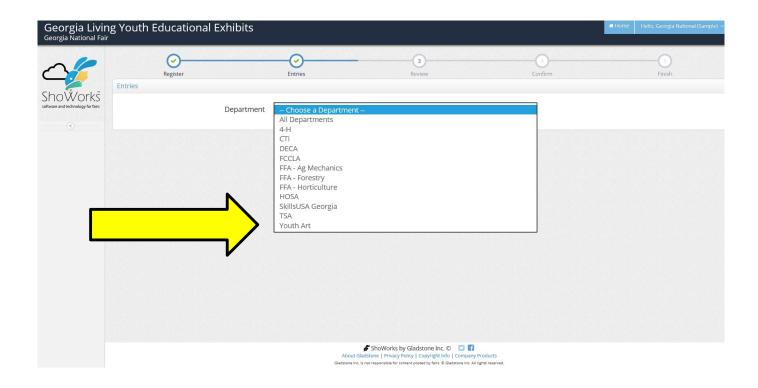
You will need to create a password to register for any competition. We suggest using the same password that we issued you to get into the registration site.



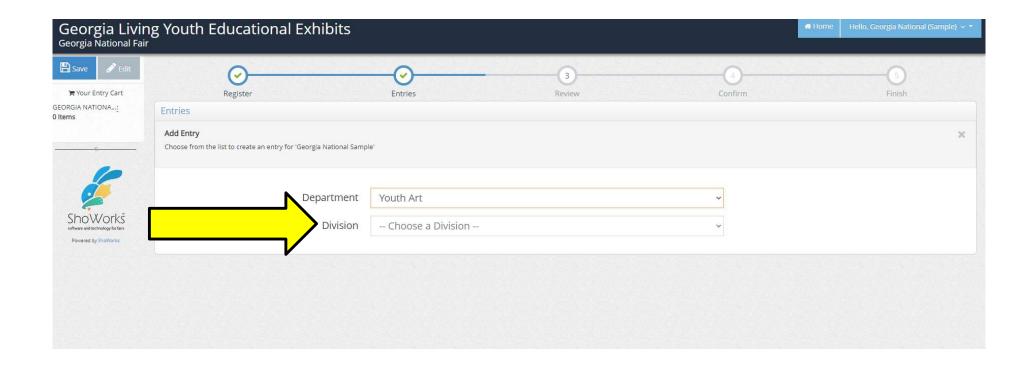
You will confirm your registration information. If it is correct, click 'Information is Correct, Continue'.



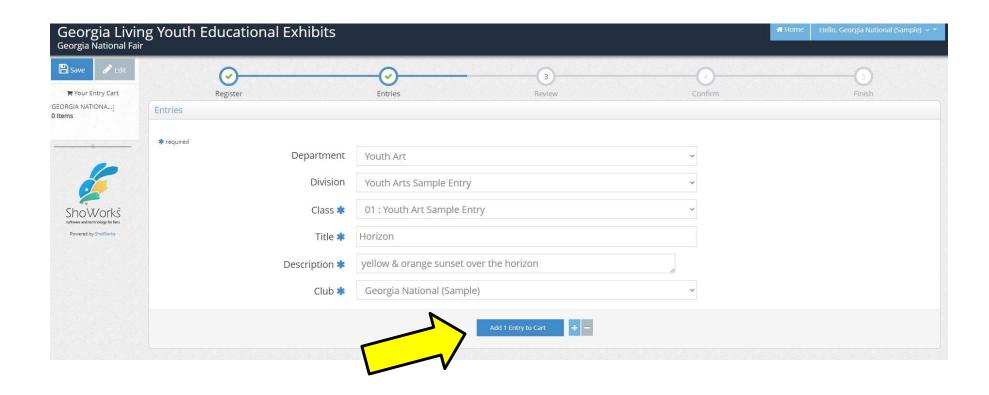
Use the drop-down menu to choose your department.



Use the drop-down menu to choose your division.



- 1. Use the drop-down menu to choose your 'Class'.
- 2. Enter your '**Title**' (example: Horizon watercolor on canvas 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: yellow & orange sunset)
- 4. The 'Club' field will automatically fill with your club's name.
- 5. Click 'Add Entry to Cart'.

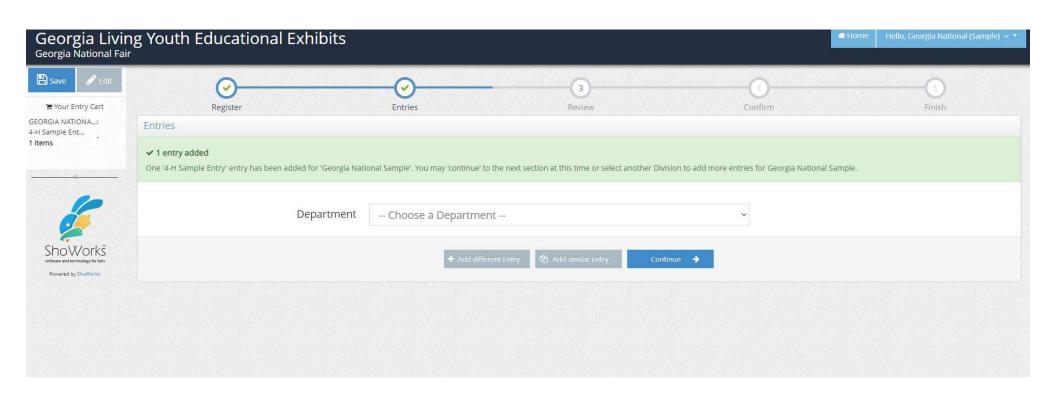


You are now given the option to:

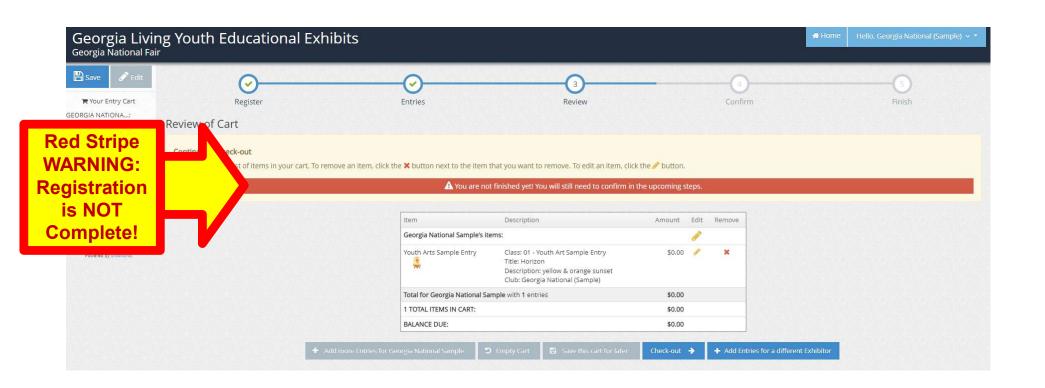
'Add a Different Entry' (for the same student), or 'Add a Similar Entry' (for the same student)

or,

if finished adding entries for this student, 'Continue'.

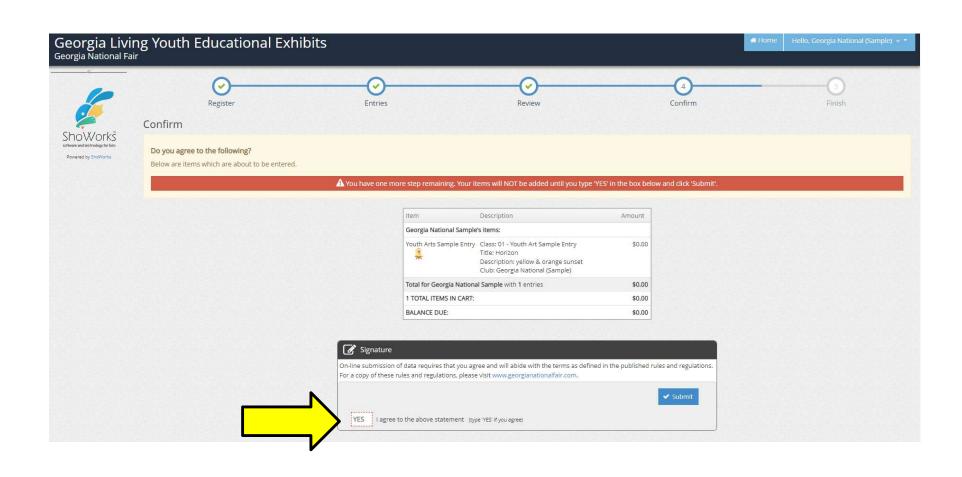


You are now ready to review the cart for this student. You will notice a RED STRIPE across the top that is WARNING you that your registration is NOT yet confirmed. At this point you can choose to either 'Add More Entries for this Student', 'Empty Cart', 'Save This Cart for Later', 'Check-out', or 'Add Entries for a Different Exhibitor' (different student). If you click 'Add Entries for a different Exhibitor', you will just repeat the previous instructions.



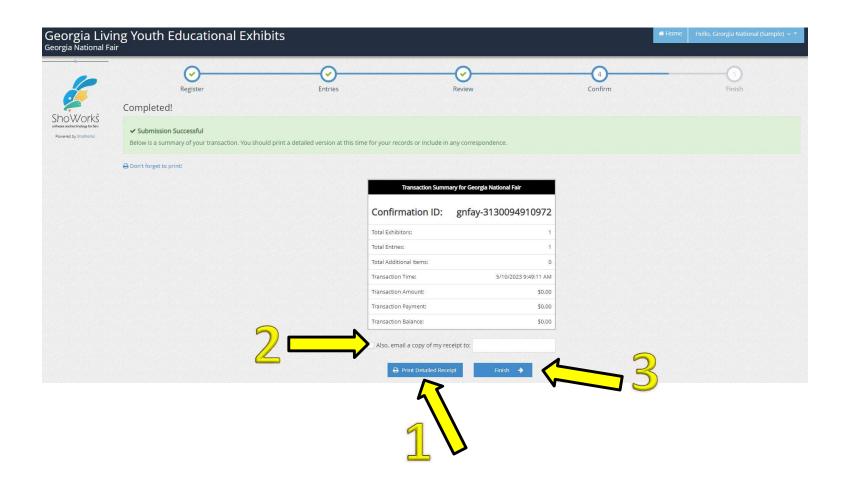
## WARNING: PLEASE READ THE NEXT PAGE VERY CAREFULLY!!

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**'. By typing the word '**yes**', you are acknowledging that you agree and will abide with the terms as defined in the published rules and regulations. After typing the word '**yes**', click '**submit**'.



You will receive a **confirmation number**. This means your student(s) is/are 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.