

# Georgia National Fair

## Georgia Living

### Youth Educational Exhibits and Competitions Online Registration Instructions

Email the Georgia Living office at [contests@gnfa.com](mailto: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 18, 2023 (September 1 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 20 (September 6 for TSA).**

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

# REMEMBER

All entries will be registered in the "**club**" name.

(The '**EXHIBITOR**' is **ALWAYS** the **CLUB** (**not** the student, the student's name will be entered in the '**STUDENT NAME**' field).

**4-H** EXAMPLE:

**Exhibitor First Name** – County Name

**Exhibitor Last Name** – 4-H

**CTI, FCCLA, FFA, HOSA, SkillsUSA, TSA** EXAMPLE:

**Exhibitor First Name** – School Name

**Exhibitor Last Name** – CTI or FCCLA or FFA or HOSA or SkillsUSA or TSA

The student name **must** be entered in the "**Student Name**" field.

EXAMPLE:

Exhibitor: Jones High School FFA

Student Name: Susie Q

For team events, all student names must be entered. If unable to use full names due to space, please use first initial and last name of each student.

To begin online registration, go to:

[www.georgianationalfair.com](http://www.georgianationalfair.com).

Place your cursor 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 screenshot shows the Georgia National Fair website's 'Youth Educational Exhibits' page. At the top, there is a navigation bar with links for 'PLAN YOUR VISIT', 'LIVESTOCK', 'GEORGIA LIVING', 'INFORMATION', and 'SCHEDULE'. The main heading is 'Youth Educational Exhibits'. Below this, there is a paragraph of introductory text and a list of links for 'Competitions' (2022 Youth Ed General Rules, 2022 4-H, 2022 CTI, 2022 FCCLA, 2022 FFA, 2022 HOSA, 2022 SkillsUSA, 2022 TSA) and 'Printable Forms' (Youth Education Worksheet, Worksheet, Recipe Format Information). The 'Online Entries' section is titled 'Registration for all Youth Educational Exhibits' and contains a list of instructions. A large yellow arrow points to the '2022 Online Entry Instructions' link at the bottom of this section.

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.

The screenshot shows the Georgia Living Youth Educational Exhibits registration site. At the top, there is a dark blue header with the text "Georgia Living Youth Educational Exhibits" and "Georgia National Fair" on the left, and "Home" and "Sign In" buttons on the right. A yellow arrow labeled "2" points to the "Sign In" button. Below the header is a progress bar with five steps: 1 Register, 2 Entries, 3 Review, 4 Confirm, and 5 Finish. On the left side, there is a ShoWorks logo and the text "Welcome" and "Printer Friendly Version". In the center, there is a white box with instructions: "Please refer to the General Rules found at <https://www.georgianationalfair.com/pi/georgialiving/youth> before completing your entry. To begin registration, click the blue Sign In button at the top right of this screen. YOU MUST LOG IN AS A CLUB TO REGISTER. TSA entries must be completed by September 6, 2023 at 11:59 pm. All other entries must be completed by September 20, 2023 at 11:59 p.m. No entries will be processed after this time. Place holders may not be used when creating entries; exhibitor name must be used. Incorrect entries will be disqualified." A yellow arrow labeled "1" points to this instruction box.

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

Georgia Living Youth Educational Exhibits  
Georgia National Fair

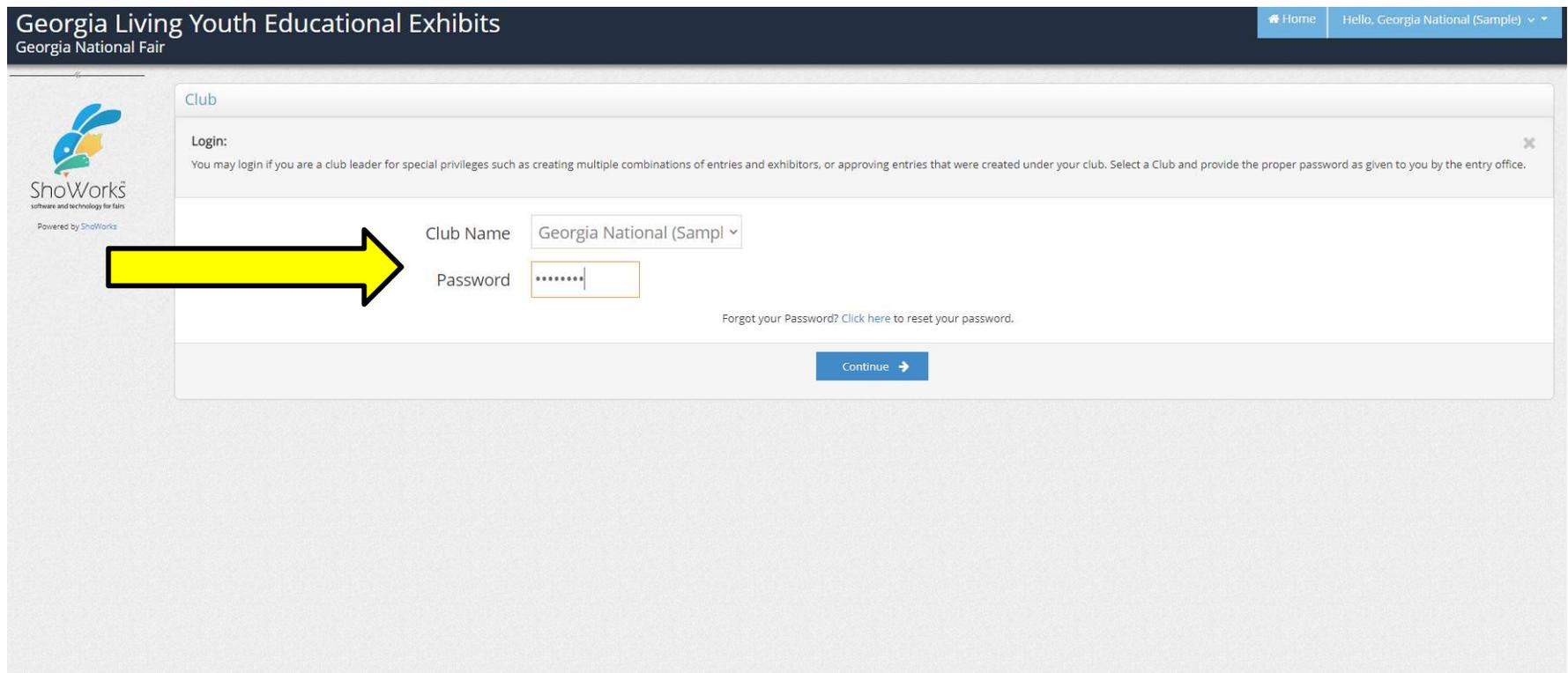
Home Sign In

Sign In

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I am a... -- Choose a type --

Use the drop-down menu to choose your **'Club Name'**, then enter your assigned password.



Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample) ▾

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.

Club Name Georgia National (Sampl ▾

Password .....

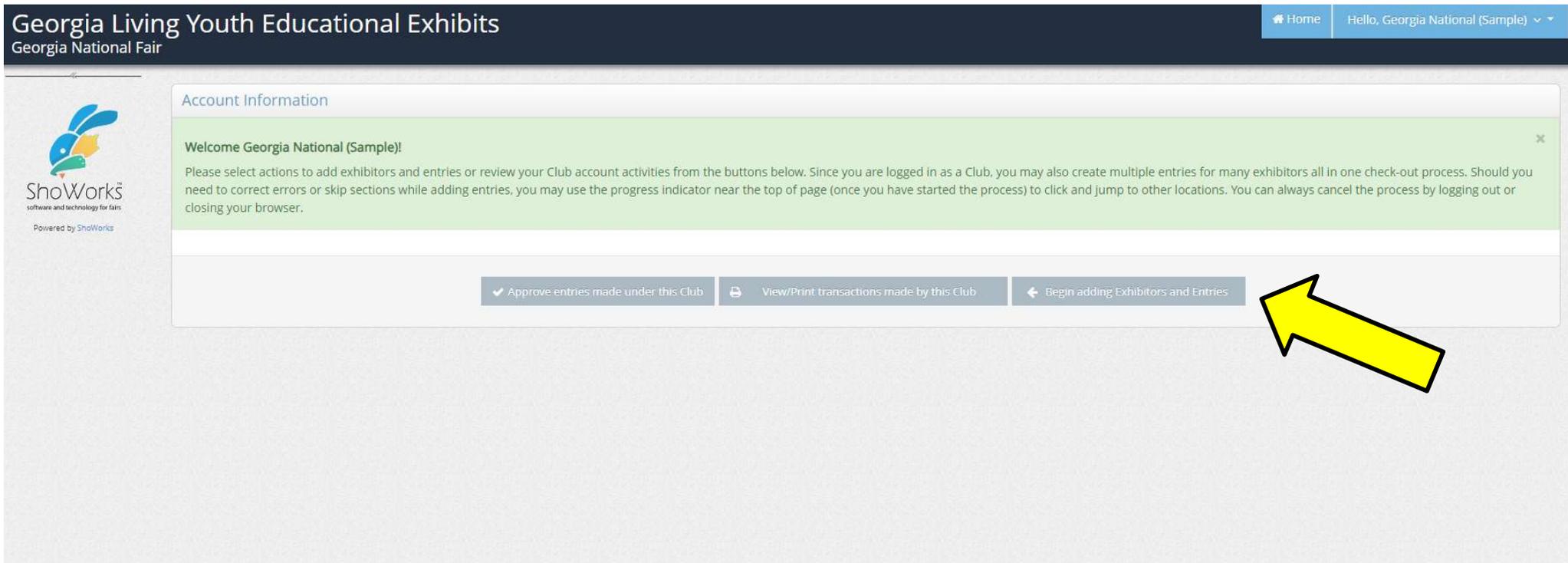
Forgot your Password? [Click here](#) to reset your password.

Continue →

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Powered by ShoWorks

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

**All contests MUST be entered in the CLUB NAME.**



The screenshot shows the user interface for the Georgia Living Youth Educational Exhibits website. At the top, the page title is "Georgia Living Youth Educational Exhibits" and "Georgia National Fair". The navigation bar includes a "Home" link and a user profile dropdown for "Hello, Georgia National (Sample)". On the left, there is a logo for "ShoWorks" with the tagline "software and technology for fairs" and "Powered by ShoWorks". The main content area is titled "Account Information" and features a green welcome message: "Welcome Georgia National (Sample)!". Below the message, a paragraph of instructions explains the process of adding exhibitors and entries. At the bottom of the account information panel, there are three buttons: "Approve entries made under this Club", "View/Print transactions made by this Club", and "Begin adding Exhibitors and Entries". A large yellow arrow points to the "Begin adding Exhibitors and Entries" button.

# To Register for Contests

1. Enter all contests in the Club Name (example: County 4-H or Best High FFA) you will need to enter the 'county' or 'school' name in the 'First Name' field and the 'club type' in the 'Last Name' field

(example: 'First Name' County 'Last Name' 4-H

or

'First Name' Best High 'Last Name' FFA

2. Select 'This is a new exhibitor'.
3. Select 'Continue'.

**\*\*\*Please do not use abbreviated names of your club such as Best FFA or BHS FFA. After the Fair, checks will be printed the way the names are entered here. \*\*\***

The screenshot shows the registration interface for the Georgia National Fair. At the top, there is a navigation bar with 'Home' and 'Hello, Georgia National (Sample)'. Below this is a progress indicator with five steps: 1. Register, 2. Entries, 3. Review, 4. Confirm, and 5. Finish. The main content area is titled 'Registration' and contains a 'Sign-in' section with the instruction 'Please specify an exhibitor for these entries.' There are two radio buttons: 'I am not a Team or Company' (selected) and 'I am a Team or Company'. Below this are two text input fields: 'First Name' with the value 'Georgia National' and 'Last Name' with the value 'Sample'. At the bottom of the form, there are two radio buttons: 'This is a new exhibitor' (selected) and 'This exhibitor has already been registered'. A blue 'Continue' button is located at the bottom right. Three yellow arrows with numbers 1, 2, and 3 point to the 'I am not a Team or Company' radio button, the 'This is a new exhibitor' radio button, and the 'Continue' button, respectively.

1. The registration site requires you 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.
2. Click '**Continue**'

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample)

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

Registration Information

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

1

First Name Georgia National

Last Name Sample

Password \* .....

Re-type Password \* .....

Passwords don't match

Continue →

2

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Confirm your registration information. If it is correct, click **Continue**.

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home | Hello, Georgia National (Sample) ▾

1 Register | 2 Entries | 3 Review | 4 Confirm | 5 Finish

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Registration

✓ 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 Georgia National

Last Name Sample

Continue →

Use the drop-down menu to choose your department.

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample)

Save Edit

Your Entry Cart  
GEORGIA NATIONAL...  
0 Items

Register Entries Review Confirm Finish

Entries

Department 4-H

Division -- Choose a Division --

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Use the drop-down menu to choose your division.

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample) ▾

Save Edit

Your Entry Cart  
GEORGIA NATIONAL...  
0 Items

ShoWorks™  
software and technology for fairs  
Powered by ShoWorks

Register ✓ Entries ✓ Review 3 Confirm 4 Finish 5

Entries

\* required

Department 4-H ▾

Division 4-H Sample Entry ▾

Class \* -- Choose a Class -- ▾

Title \*

Description \*

Club \* Georgia National (Sample) ▾

Student Name \*

Add 1 Entry to Cart + -

1. Use the drop-down menu to choose your **'Class'**.
2. Enter your **'Title'** (example: **Farm to Table – Minibooth is NOT a title**)
3. Enter the **'Description'** for your entry. (If we need to look for this one entry out of a thousand, what should we look for?) (example: **steps of farming**)
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'**.

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample) ▾

Save Edit

Your Entry Cart  
GEORGIA NATIONAL...  
0 Items

Register Entries Review Confirm Finish

Entries

\* required

Department 4-H ▾

Division 4-H Sample Entry ▾

Class \* 01 : 4-H Sample Entry 1 ▾

Title \* Farm to Table

Description \* showing process of how foods get from the farm to the table

Club \* Georgia National (Sample) ▾

Student Name \* John Smith

Add 1 Entry to Cart + -

You are now given the option to:

**'Add a Different Entry'**, or **'Add a Similar Entry'** (repeat the previous steps to add additional entries,

or,  
if finished adding entries, **'Continue'**).

The screenshot shows a web application interface for the Georgia National Fair. At the top, the header reads "Georgia Living Youth Educational Exhibits" and "Georgia National Fair". On the right side of the header, there are links for "Home" and a user profile "Hello, Georgia National (Sample)".

Below the header is a progress bar with five steps: "Register", "Entries", "Review", "Confirm", and "Finish". The "Register" and "Entries" steps are marked with green checkmarks, indicating they are completed. The "Review" step is marked with the number "3", "Confirm" with "4", and "Finish" with "5".

On the left side, there is a "Your Entry Cart" section showing "1 Items" and a "Save" button. Below this is the ShoWorks logo, which includes a stylized rabbit head and the text "ShoWorks software and technology for fairs".

The main content area is titled "Entries" and features a green success message: "✓ 1 entry added". Below the message, it states: "One '4-H Sample Entry' entry has been added for 'Georgia National Sample'. You may 'continue' to the next section at this time or select another Division to add more entries for Georgia National Sample."

Below the message is a "Department" dropdown menu with the text "-- Choose a Department --". At the bottom of the main content area, there are three buttons: "Add different Entry", "Add similar Entry", and "Continue" with a right-pointing arrow.

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

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 Club', '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 since all contests are entered in your club's name (**EXCEPTION: YOUTH ART**).

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample) ▾

Save Edit

Your Entry Cart  
GEORGIA NATIONA...  
4-H Sample Ent...  
1 Items

Register Entries **Review** Confirm Finish

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.**

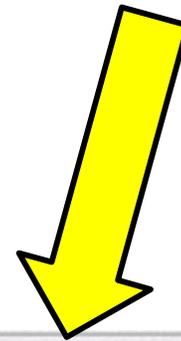
Tip:  
Since you are also logged in as a Club, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the 'Add Entries for a different Exhibitor' button before attempting to check-out.

Item	Description	Amount	Edit	Remove
Georgia National Sample's items:				
4-H Sample Entry	Class: 01 - 4-H Sample Entry 1 Title: Farm to Table Description: showing process of how foods get from the farm to the table Club: Georgia National (Sample) Student Name: John Smith	\$0.00	✏	✖
Total for Georgia National Sample with 1 entries		\$0.00		
1 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

+ Add more Entries for Georgia National Sample Empty Cart Save this cart for later Check-out → + Add Entries for a different 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.



+ Add more Entries for Sponge Bob

↻ Empty Cart

📄 Save this cart for later

Check-out →

+ Add Entries for a different Exhibitor

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.

The screenshot shows a registration confirmation page with a navigation bar at the top containing 'Your Entry Cart', 'Register', 'Entries', 'Review', 'Confirm', and 'Finish'. The 'Confirm' step is active. A yellow banner at the top asks 'Do you agree to the following?' and 'about to be entered.' Below this is a red warning banner that reads: '⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.' A table lists the items in the cart:

Item	Description	Amount
<b>Georgia National Sample's Items:</b>		
4-H Sample Entry	Class: 01 - 4-H Sample Entry 1 Title: Farm to Table Description: showing process of how foods get from the farm to the table Club: Georgia National (Sample) Student Name: John Smith	\$0.00
<b>Total for Georgia National Sample with 1 entries:</b>		<b>\$0.00</b>
<b>1 TOTAL ITEMS IN CART:</b>		<b>\$0.00</b>
<b>BALANCE DUE:</b>		<b>\$0.00</b>

At the bottom, there is a 'Signature' section with the text: 'On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please visit [www.georgianationalfair.com](http://www.georgianationalfair.com).' Below this text is a text input field containing 'YES' and the label 'I agree to the above statement. (type 'YES' if you agree)'. To the right of the input field is a blue 'Submit' button. A yellow box at the bottom left contains the text: 'typing 'YES' you agree and are bound by the above statement. This action serves as your signature.'

**Red Stripe WARNING: Registration is NOT Complete!**

You will receive a **confirmation number**. This means your club (4-H, CTI, FCCLA, FFA, HOSA, SkillsUSA, or TSA) or student (Youth Art) 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'**.

Georgia Living Youth Educational Exhibits  
Georgia National Fair

Home Hello, Georgia National (Sample) ▾

Register Entries Review Confirm Finish

Completed!

✓ 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 Georgia National Fair	
Confirmation ID:	gnfay-3128154526344
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	5/8/2023 3:45:26 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to:

1 **Print Detailed Receipt** 2 **Finish** 3

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, you are not registered.**

To view or reprint your confirmation, or complete registration from a saved cart, log back in as your club, and choose '**View/print transactions made by club**'.