# **Georgia National Fair**Georgia Living

## Youth Educational Exhibits and Competitions 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 (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 and student names <u>must</u> be entered in the "Student Name" field.

EXAMPLE: First Name – County Name

Last Name – 4-H

To begin online registration, go to:

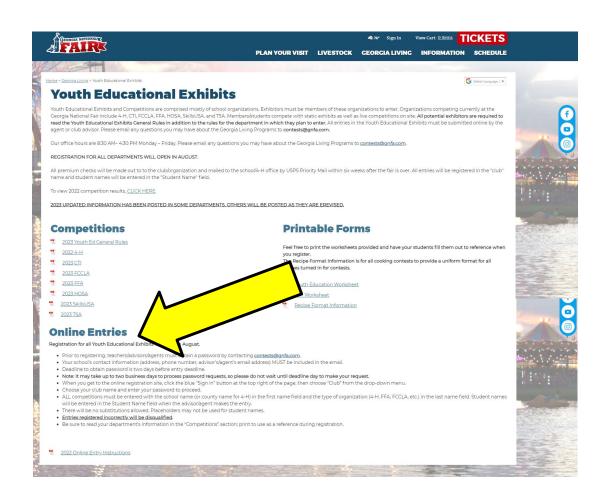
www.georgianationalfair.com

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.

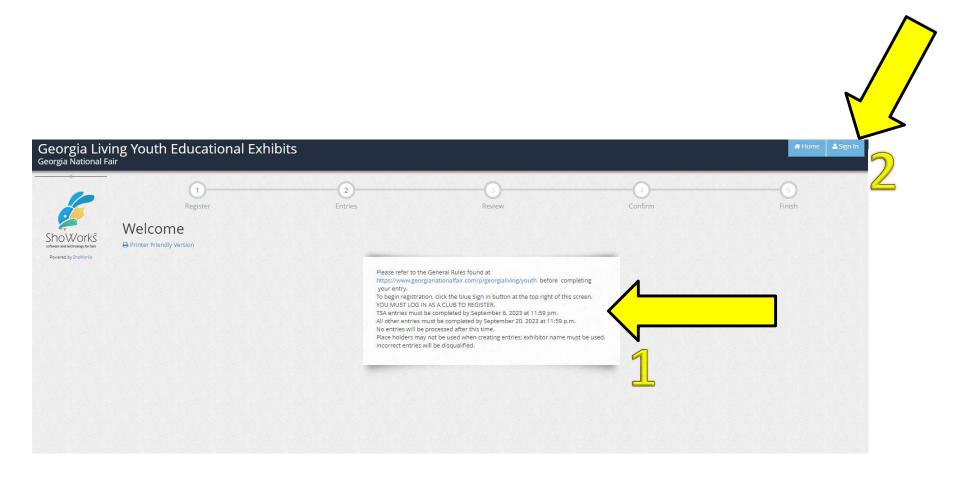
\*\*\*Entries registered incorrectly will be disqualified. \*\*\*



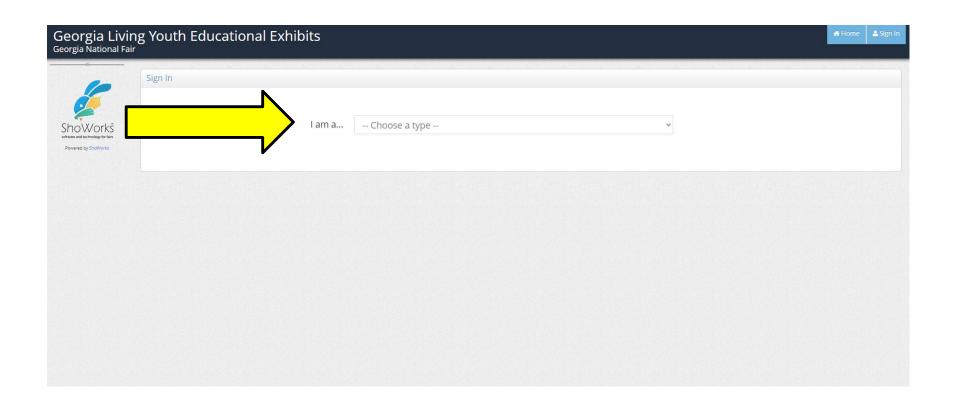
The registration link is located at the bottom of the Online Entries sections.

You have now entered the 'online registration site'.

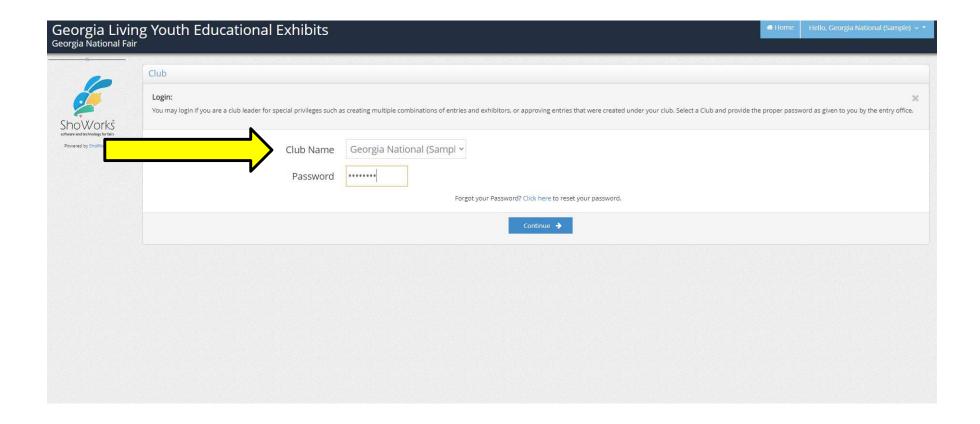
- 1. Please take the time to read the instructions before proceeding.
- 2. Once you have read the instructions, click the blue 'Sign-In' button at the top, right hand side of the page.



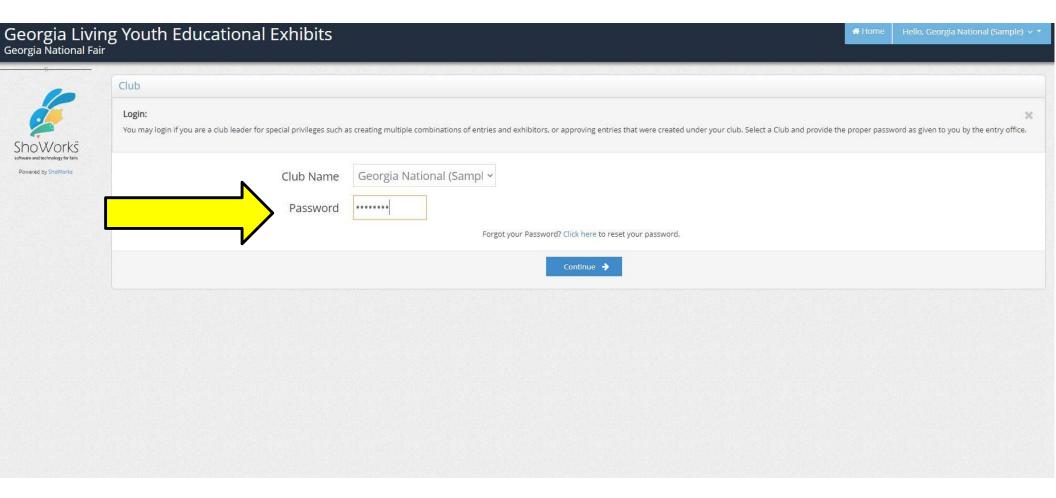
You will need to sign in as a 'Club'. Use the drop-down menu to choose 'club' in the 'l am a' field.



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

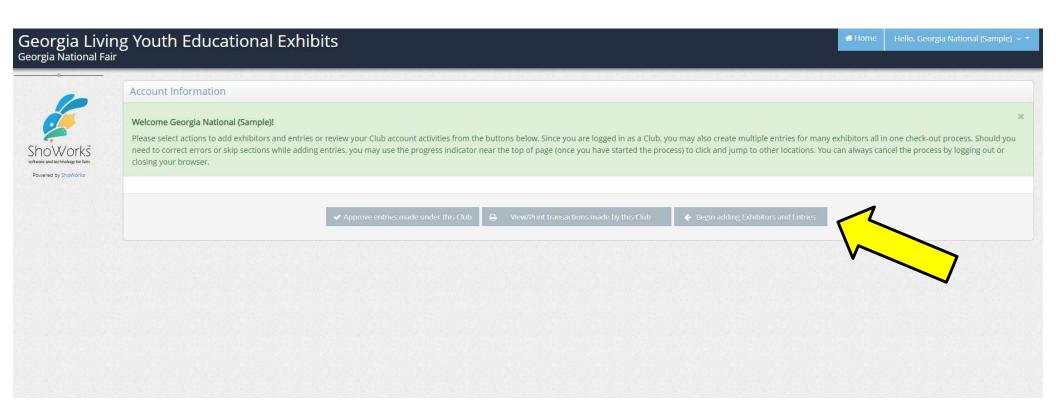


#### Enter your assigned password.



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

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



#### **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

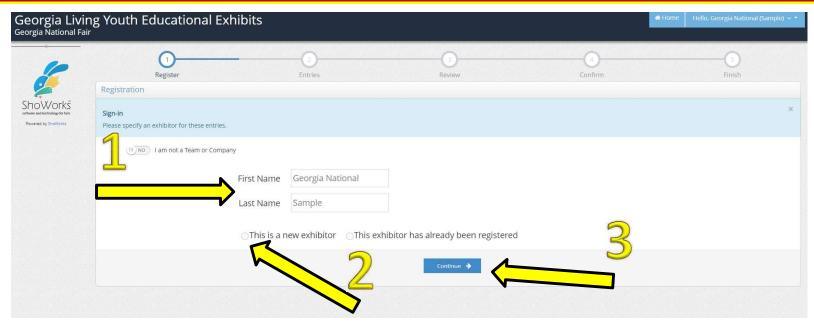
(example: 'First Name' County 'Last Name' 4-H or

'First Name' Best High 'Last Name' FFA

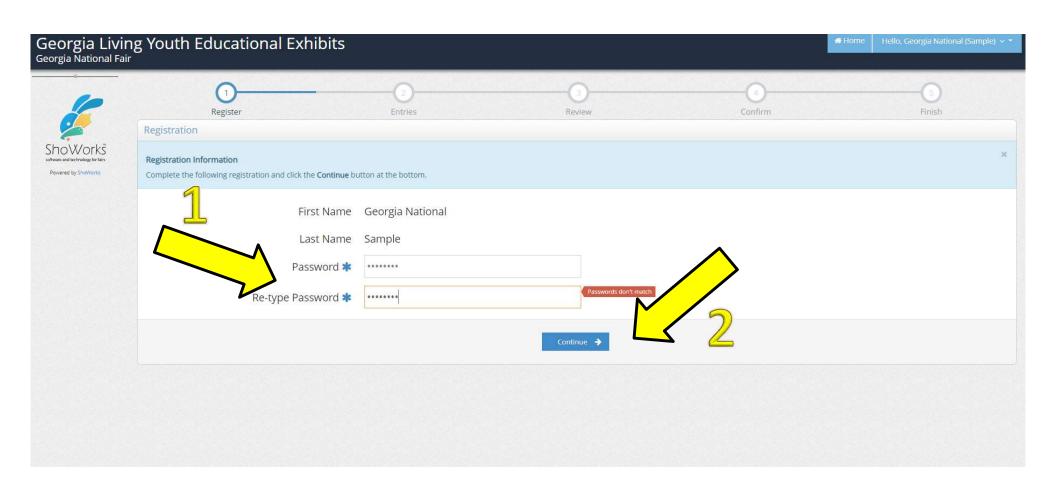
- 2. Select 'This is a new exhibitor'.
- 3. Select 'Continue'.

\*\*\*Please do not use abbreviated names of your club such as Best FFA or BHS FFA.

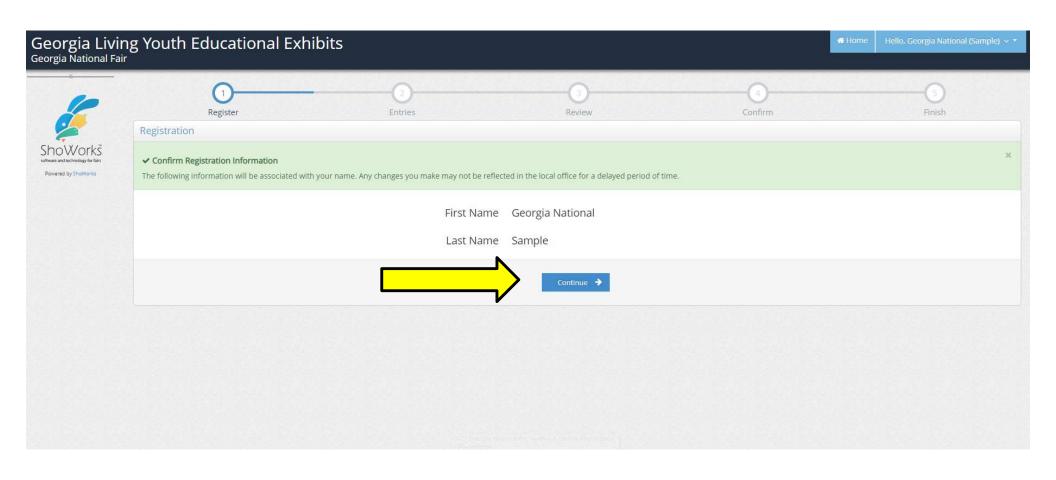
After the Fair, checks will be printed the way the names are entered here. \*\*\*



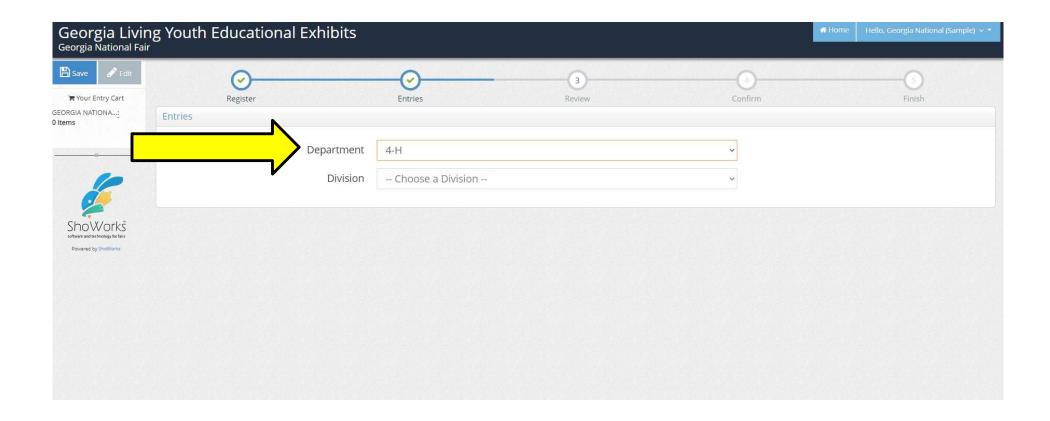
- 1. The registration site requires you to create a password to register for any competition. We suggest using the same password that we issued you to get into the registration site.
- 2. Click 'Continue'



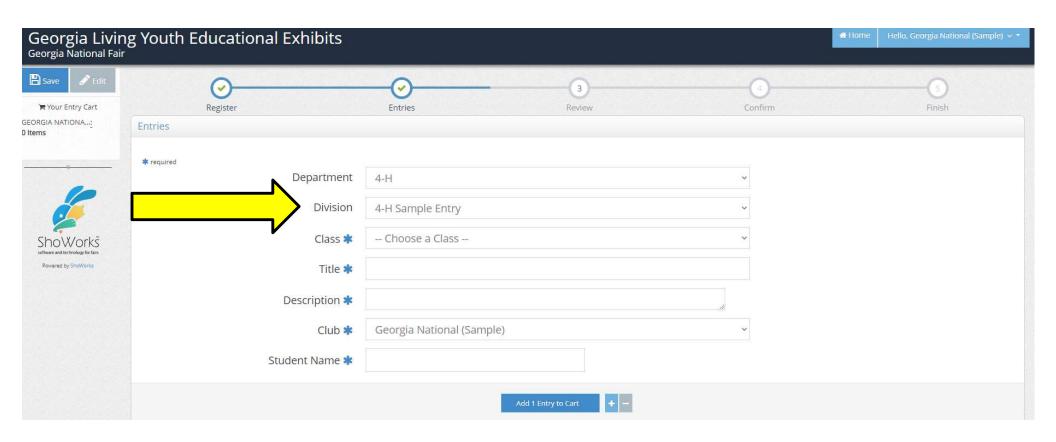
Confirm your registration information. If it is correct, click 'Continue'.



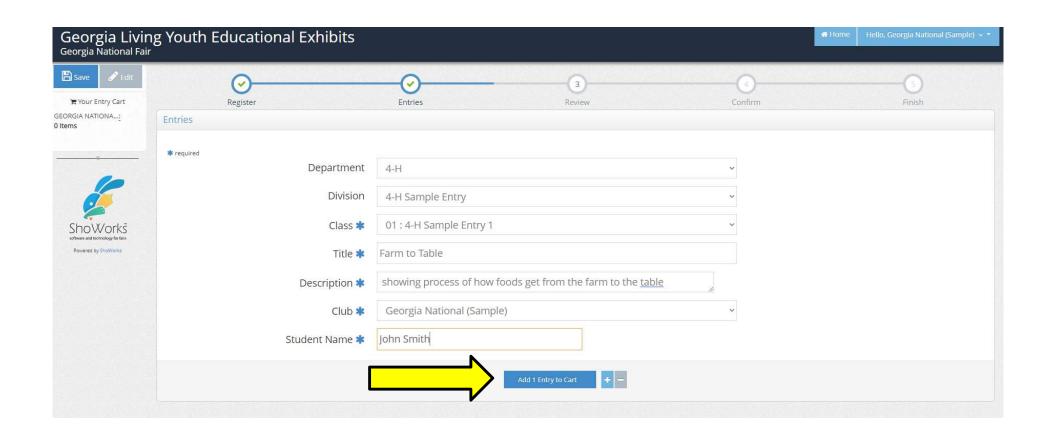
Use the drop-down menu to choose your department.



Use the drop-down menu to choose your division.



- 1. Use the drop-down menu to choose your 'Class'.
- 2. Enter your 'Title' (example: Farm to Table Minibooth is NOT a title)
- 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'.

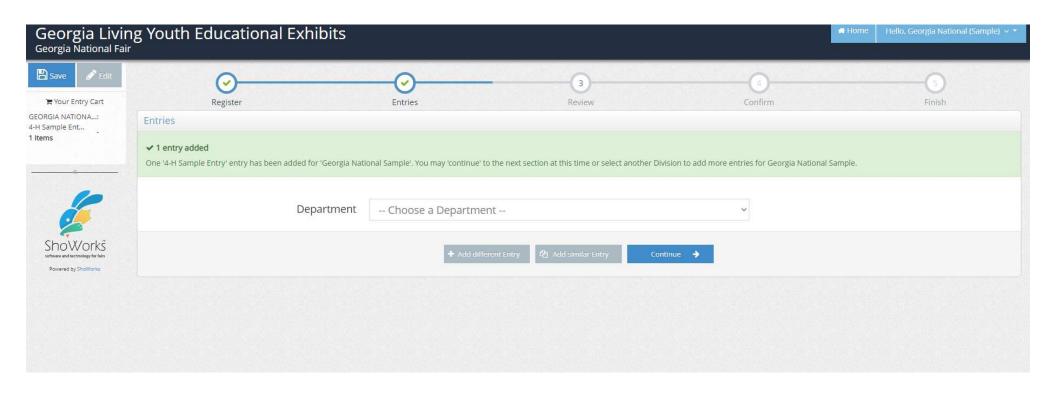


You are now given the option to:

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

or,

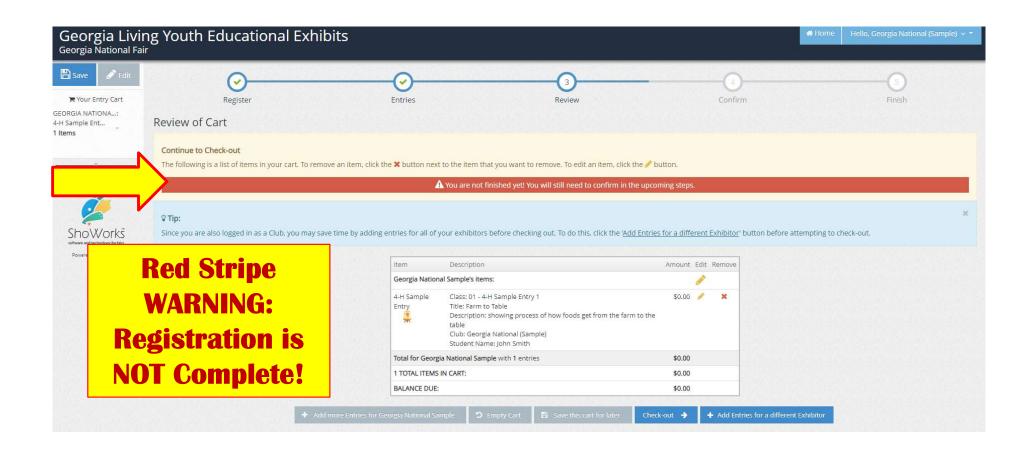
if finished adding entries, 'Continue'.



## 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.

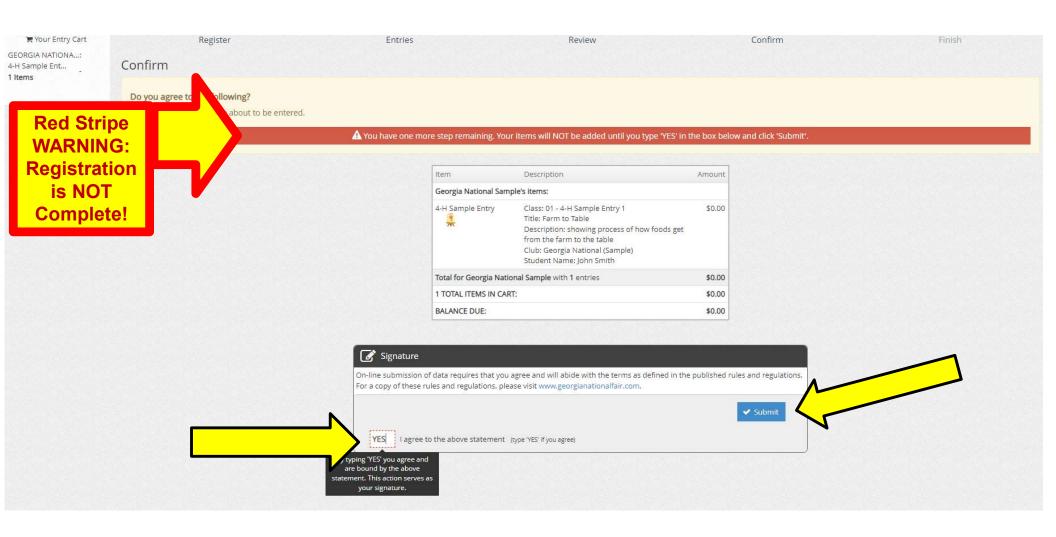
You will have only one exhibitor since all contests are entered in your club's name (**EXECEPTION: YOUTH ART**).



'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.

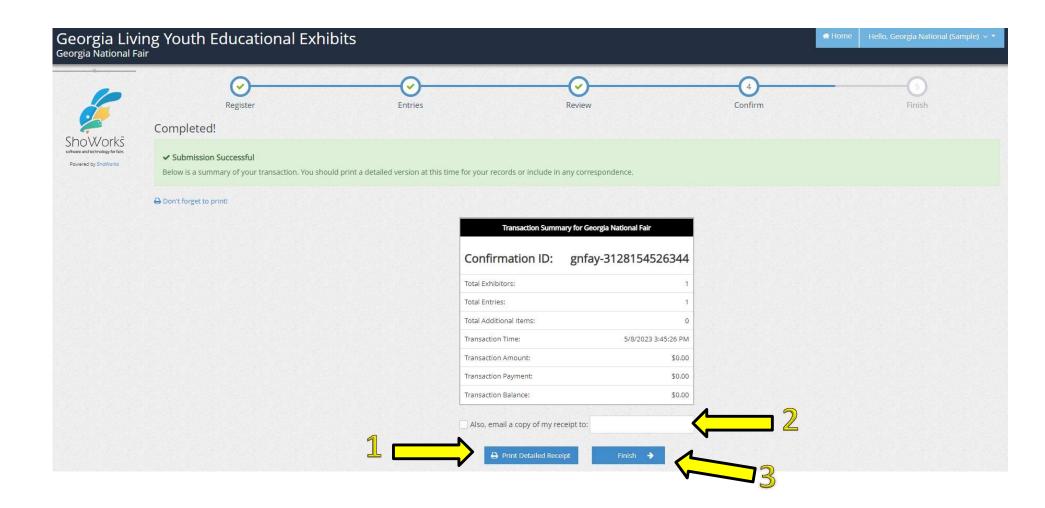


Review your entries. You will not be able to go back in to make changes once registration is complete and you receive a confirmation number. You are required to type 'YES' in the box before you click the 'Submit' button. This acts as your online signature.



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'.



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, log back in as your club, and choose

'View/print transactions made by club'.