GLENN COUNTY FAIR SCHOOL ENTRY INSTRUCTIONS

- 1. Go to <u>https://glenn.fairwire.com/</u>This will take you to the online entry website.
- 2. Click the Sign In button (top right corner of the screen).

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Powered by StatWorks			Welcome to the Glenn If you use Microsoft In Before you begin the these instructions (se GlennCountyFair.org	County Fair On-line Entry Process. ternet Explorer Browser, please use 6.0 or h sn-line entry process, print out a printer frie e icon at top right corner above this box), an to download, print and read all rules for all i	higher. Indly version of Id visit of the		
			department(s) you pla	n to enter.			
			Instructions: 1.) First you will Regist	er as a new exhibitor			
			Choose "Quick Group members or multiple	ONLY if you will be submitting entries for n exhibitors, otherwise choose "Exhibitor" fro	nultiple family m the Login menu.		
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3. At the log in screen, click on the drop down box and select Exhibitor.

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Sign In			
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4. From the Exhibitor Registration screen, type your first and last name (as you want it to appear on the exhibit tags...ie if you use Lisa Smith, that's how it will appear. If you want Ms. Smith to appear, use Ms. as your first name), then click on "I am a new exhibitor" and hit continue.

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		 I am a new exhibit 	tor or have yet to register t	this year 🛛 I have previously	y registered this year		
				Continue 🗲			

5. From the New Exhibitor Screen, type in all required information. You will also have to create a password on this screen. Once you are done, hit continue. Note: DATE OF BIRTH IS REQUIRED, BUT YOU CAN PUT ANY DATE IN THAT FIELD. If you forget your password, use the forgot password link on the log in screen. Please do not create a new account.

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Exhibitor Information Please provide the following information and click the Continue button at t	the bottom, information submitted may not be reflected in the local effice for a delayed period of time.
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6. Verify that all information is correct and hit continue. If you need to make corrections, click on back.

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7. From the Entries Screen, click on the drop down box that says Department 27A School Projects. Then a new drop down menu for Division will appear, click on the correct division. The class drop down will then appear, click on the correct class. A description box will pop up, type in the student's name as you wish it to appear on the display tag. Type in your school name. Hit Add 1 Entry to Cart.

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	Division	573 - School Projects, 4th-5th Grade		~		
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- 8. After hitting add entry, you will return to the entry screen. Repeat step 9 until all entries are added.
- 9. Once you are finished entering your all of your projects, click "SAVE" on the top left of your screen. NOTE: saving your cart allows you to log out and log back in to your account to add more entries and complete your checkout process. PLEASE NOTE: THERE ARE NO ENTRY OR PROCESSING FEES, BUT YOU MUST STILL SAVE YOUR CART AND CHECK OUT FOR YOUR ENTRIES TO BE DOWNLOADED.

ity Fair					
Register	Entries	Items	Review	Pay	Confirm
Entries					
✓ 1 entry added					
One '573 - School Projects, 4th-5th Grade' entry has b	been added to your cart. You may 'continue' to	the next section at this time or select and	other Division to add more entries to your cart.		
	DepartmentChoose	a Department			
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10. To complete your entries, hit continue.

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573-5000 P. 573-5000 P. 575-5000 P. 575-5000 P.	×
Your cart has been saved so that you can return at a later time and continue the check-out process. Anyone who logs in under the Exhibitor 1Ms. Smith' will be able to view this cart until they check-out.	
● ▲ You will still at some point, need to complete the check-out process.	
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11. Click the Red Check-Out Button in the middle of the screen.

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Save Edit	Register		lterns	Bendera			Confirm	
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• —	°		A You are not finished yet	You will still need to confirm in th	he upcoming steps			
			Item	Description	Amount Edi	Remove		
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			Total for Ms. Smith with 3 entries		\$0.00			
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12. The next screen is a confirmation screen. Towards the bottom of the screen (bottom white box), your acknowledgment is required. You are certifying that you agree to abide by all rules. Type yes in the red dashed box, then clock the red submit button.

v Fair						
Register Confirm	Entries		Review	<mark>, ⊘</mark> ₽ay	Confirm	
Do you agree to the following? Below are items which are about to be entered.		A You have one more step remain	ng, Your items will NOT be added until you t	type "YES" in the box below and click "Sub	ጣሯ.	
		laem	Description	Amount		
		MS. Smith's Ne 573 - School P 2th-Sth Grade	rojects. Class: 10 - Mixed Media Description: Julia Myers School: Fairview School	\$0.00		
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		YES agree to the above stat	errent (type YES X you agree)	Submit		

13. You will then be shown a Submission Successful screen. On this screen, you may print a detailed receipt if you wish (recommended). Then click the red Finish button. Your entries are now complete and your tags will be waiting for you when you arrive!

							· · · · · · · · ·
Glenn Coun	ty Fair						# Home Hello, Ms. >
	Register Completedi	Entries	ens	Review	Pay	Confirm	O Finish
	✓ Submission Successful Below is a summary of your transaction. You sh	ould print a detailed version at this time for your re	cords or include in any correspondence.				
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14. To Sign out, click the arrow next to your name on the top right corner of the screen.

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Tour Entry Cart MS. SMITH: 0 Items				Review Thank you!			Finish
•	Your items were submitted and will be processed by You may also go to your account to review this and	y the fair office shortly. All items must be approved be past transactions as well as choose other printing opt	fore final acceptance into the fair. ions. To do this click 'Go to My Account Summar	y.			
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THANK YOU FOR ENTERING THE GLENN COUNTY FAIR!