



# Welcome to the Box Elder County Fair 4-H Indoor Exhibits EZFAIR HELP SHEET



## To Register Exhibits into EZFair

1. Follow the link: <https://ez-fair.com/fair-events/348/register>
2. Click the blue REGISTER AN EXHIBIT button
3. Click the green ENTER YOUR ZSUITE CREDENTIALS button
4. Log in to ZSuite



## Register Your Exhibitor

1. Select the youth you are entering exhibits for (if their name doesn't appear, type in their name and it will populate if they are assigned to you as a leader)
2. Select 4-H in Age Division
  - Cloverbud if youth has completed k-2<sup>nd</sup> OR 4-H if youth has completed 3rd-12th grade
3. Ensure information from ZSuite is correct. ➡ 4. Click Blue NEXT button.



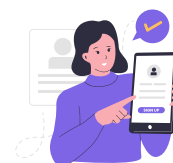
## Enter Exhibits

1. Select 4-H Indoor Exhibits for exhibit type
2. Select the Department for the exhibit you are entering
3. Select the Division
4. Select the Class
5. Fill out the questions for this exhibit - make sure to include a detail description.
6. If you have another exhibit for this Exhibitor, select the Green Add another exhibit button and repeat.



## Completing Registration

1. Once all exhibits are entered for this exhibitor, click the blue DONE button.
2. Sign waivers
3. Repeat process for additional exhibitors.



## Print Exhibit Tags

1. Select the exhibits you want to print
2. Click on the orange ACTIONS option on the top right
3. Select Print Exhibit Tags - you may adjust the number of tags at the top right of the page.



## 4-H Fairbook:

The Fair Book is available on our website at [www.boxelder4h.usu](http://www.boxelder4h.usu) under county fair

