



EZFair Tips and Tricks Settings



Extension
Utah State University



To Edit Fair Information

Your Events>Icon to Far Left

To edit basic Fair Information, Click on your events. Your fair will be listed. There is a blue pencil icon to the right. Click on this to edit your fair dates, logo, and description. Please leave the link to the Fairbook in the description.



Setting up Roles and Collaborators

Roles:

Settings>Roles

Fair Admin role will already be set up with full access. To create additional roles, select +Role>create a name for the new role and select permissions given to that role.

Collaborators:

Settings>Collaborators

Enter email and select role.



Registration Settings

Information entered in Registration Settings will be applied to the entire fair. Information entered into a specific Department will override

Registration Settings for that Department.

Waivers: Settings>Registration Settings

Edit the waiver to reflect any information you want included. Please include a waiver for lost or damaged items at the State Fair.

Registration Email: Settings>Registration Settings

Edit the email message to include the information you want your exhibitors to receive when they submit registration.



Sharing Registration Link

Your Events: Link Icon

Click on the Your Events Tab at the top of the menu on the left hand side. Your fair will populate on the list. Click the orange link icon in the center of the list. The link will automatically copy to your clipboard.



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Exhibits



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General



Most of this field does not apply. Add a description if desired. All information from the fairbook is visible to exhibitors as they register.

Email Notifications



Settings>Registration Settings>Email Notifications

To receive notifications when exhibits have been submitted, go to settings, Registration Settings and click on the blue email notifications.

Awards and Premium Setup

Awards and Premiums must be set up in each Department.

Exhibits> Details (under each department)>Awards



To add award:

Select +Award

Name the award, select exhibitor, for type, select overall award, select color and icon. If there is a premium, click the has premium box and enter amount.

To edit award:

Click on the blue pencil icon to edit the award. You may change the name, icon, or color of the award and add a premium.

Approving Exhibits

Exhibits>Details>Entries



To approve an exhibit:

Select the department of the exhibit. The exhibits will be listed by Division and Class. Find the exhibit you would like to approve/check in. Check the green check mark to approve. If you need to reject an item, click the red button. enter a reason for the rejection if you are going to send an email.

To mark an item as a no show or other statuses, go to Exhibits>Details>Entries and select the appropriate status from the "status" dropdown menu.



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Adding Exhibits

Exhibits> Details (under each department)>Entries

To add an exhibit:

Click on the green “Add Entry” button at the bottom of the page.



Deleting Exhibits

Exhibits> Details (under each department)>Entries

To delete an exhibit:

Click on the red garbage can button at the far right of the entry list. Caution: you will not be able to retrieve deleted entries.



Awarding Ribbons

Exhibits> Details (under each department)>Entries

To assign award to exhibit:

Click blue pencil edit icon. The exhibit information will populate. The far right column on the 3rd row down: select all awards this exhibit has received. To edit awards received, repeat steps above, deselecting and selecting correct ribbons.



Viewing Awards

Exhibits> Details (under each department)>Entries

To view awards given:

Click on details under exhibit, click on details then entries. All assigned awards will be visible as the assigned icon on the right side of the list.

To print a report that includes awards and premiums, see Reports section.

To Export a list of awards, see export section.



Exporting to State Fair

Exhibits> Details (under each department)>Entries

To advance entries:

Click orange ACTIONS drop down. Select Export to Fair. Select entries to be advanced to the State Fair. (Hint: use entry number to identify correct entry) Once advancing exhibits are selected for this Department, click the arrow to move them to the Selected box. Under Target Fair, select Utah State Fair. Under Exhibit Type, select 4-H Indoor Exhibits. Click the Export button. Repeat for each Department.



EZFair Tips and Tricks Reports



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Printing Tags

Reports>4-H Indoor Exhibits>Exhibit Tags>[Select Department]

To print tags:



Click on the Reports tab, select 4-H Indoor Exhibits, select Exhibit Tags, select the Department you would like to print. You may filter tags to only print those that are approved.

To print tags for specific exhibits: Exhibits> Details (under each department)>Entries>Actions

Click on details under exhibit, click on details then entries then the orange Actions option. Select Print Exhibit Tags. Tags will print according to the filters you have selected.

Printing Judging Lists

Reports>4-H Indoor Exhibits>Contest Entries



If no department is selected, the report will include all departments.

Select approved to include only exhibits that were checked in.

Under Include Fields, select the button for all information you want included on judging list. Suggested selections First Name, Last Name, Grade, Description, Award (this will create a column to write award information in), Select Export Doc

Other Reports

Reports>4-H Indoor Exhibits>Contest Entries



To print additional reports:

If no department is selected, the report will include all departments. To print reports for a specific Department, select that Department in the drop down menu.

If desired, select approved to include only exhibits that were checked in.

Under Include Fields, select the button for all information you want included on your report.

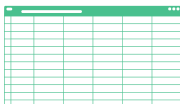
For awards list, select First Name, Last Name, Club Leader, Awards, Premiums

For mailing list, select First Name, Last Name, Mailing Address, City, State, Zip Code

Once the items you want on your report are selected, click on Export Doc

To Export Information

Exhibits> Details (under each department)>Entries>Actions



Click on details under exhibit, click on details then entries then the orange Actions option.

Selecting Export will export the entire Department according to the filters you have set.