



## **How to enter an exhibit in EZFair.**

Select the Exhibit Registration link that has been provided to you.

1. Select “Register an Exhibit”
2. Enter your Zsuite login credentials. <sup>1</sup>
3. Select the exhibitors name from the drop-down menu. <sup>2</sup>
4. The Exhibitor Information fields will auto populate. Review and edit the information as necessary.
5. Select the Department, Division and Class for your exhibit.
6. Enter a clear description of your exhibit and the number of pieces in the exhibit (example: a pair of mittens would be two pieces but one exhibit)
7. Select “Add Exhibit” to enter another exhibit for this exhibitor, or select “Done” if there are no further exhibits. <sup>3</sup>
8. Enter the exhibitor’s name to agree to the exhibit waiver.
9. Review your exhibit entries and select “Submit”.
10. Print exhibit tags (the link to print tags will be located in the confirmation email).

After you have submitted your exhibit(s) you will receive a confirmation email. The confirmation email will contain a link to print tags for your exhibits.

If you wish to enter additional exhibits, either for this exhibitor or for another family member, repeat the above steps. If you discover you have entered an exhibit in the wrong Department, Division, or Class, contact your local 4-H office to edit the entry.

1 If you have forgotten your Zsuite credentials go to [4h.zuite.org](http://4h.zuite.org) and enter your email address and select “Forgot Password”. Login to Zsuite to create a new password. Repeat above from step 1.

2 If the desired exhibitor’s name is not listed, check that their enrollment status in Zsuite is “Active”.

3 4-H Youth may enter a maximum of one exhibit per Class with the exception of Department G (Plants) in which two exhibits per Class may be entered, with each entry in the Class being a different variety of flower or produce in that Class. Cloverbud Youth may enter unlimited exhibits (all Cloverbud exhibits should be entered in Department F, Division B).

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