

1229 BURRELL AVE ● LEWISTON, IDAHO 83501 ● (208)743-3302 FAX (208)746-9796 ● E-MAIL: <u>countyfair@npcfair.org</u> ● WEB: <u>www.npcfair.org</u>

July 25, 2024

Dear Teacher,

The Nez Perce County Fair is almost here. We'll celebrate "Holy Cow, We're 80 Now!" from September 19-22. We would like to invite you and your class to enter your artwork into the fair, as well as visit with your class. However, we have made several changes this year. Please make sure you read all the way through this information and feel free to reach out with any questions.

For artwork entries, <u>all entries must be completed online no later than September 6.</u> Please see the attached step by step instructions. The fair office will deliver preprinted entry tags to the school office. It is the teacher's (or designated person's) responsibility to attach all of the entry tags prior to delivery of the art to the fair (instructions will be included). All items must delivered to the Fair Pavilion on Wednesday, September 11 between the hours of 8:00 AM and 5:00 PM.

For <u>PRE-SCHOOL THRU 3rd GRADE</u>: A limit of one entry per classroom. Secure projects on one (1)-3' x 5' wall hanging, portrait or landscape (No larger). The entry tag will display the teacher's name. Students may write their first name of the front of their artwork so family & friends may identify it. This age group will receive ribbons, but no cash awards.

For <u>4th THRU 6th GRADE</u>: These should be individual classroom projects, not classroom copied. Each entry will be judged according to a standard and be awarded ribbons and premiums. All premiums will be in one envelope and will be filed under the teacher's name.

All entries may be picked up on Monday, September 23 or Tuesday, September 24 between 9:00 AM and 5:00 PM.

SCHOOL VISITS TO THE FAIR are limited to Thursday, September 19. You may arrive anytime between 10:00 am and 12:30 pm. You will need to register online. A link to the form is on our website at <u>www.npcfair.org</u>. We will need the School Name, Teacher, Grade, Number of Students and Number of Chaperones. We will accept reservations until September 13. Once we receive your reservation, we will confirm via email. The email will include entry instructions, as well as a list of recommended places/booths to visit for the most educational opportunities.

Please feel free to contact us with any questions.

Sincerely,

Abby

Abby Walser Fair Coordinator Countyfair@npcfair.org

NEZ PERCE COUNTY FAIR ONLINE ENTRY INSTRUCTIONS- SCHOOL ENTRIES

- 1. Go to <u>www.npcfair.org</u>. Click on Participate, then Open Class Exhibits. Click on the ENTER HERE ONLINE button. 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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3. At the log in screen, click on the drop down box and select Exhibitor.

	Sign In		
BIO WHEEL	© Tip: Will you be working with more than one exhibitor? Choose Quick Group if you will be submitting entries for multiple family m	embers or a group of exhibitors and check out all in the same cart.	×
Powered by Shothorks	lan a	Dubikitor	
	Talla	Choose a type	
		Exhibitor	
		Quick Group Passport	
		Administrator	

4. **THE EXHIBITOR IS THE TEACHER**. The teacher's name will appear on the exhibit tag, along with the student's name. If you want it to appear on the exhibit tags as Mrs. Smith, type Mrs. In for the first and Smith in for the last name, then click on "I am a new exhibitor or have yet to register this year" and then hit continue.

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	Tip:					
wered by ShoWorks	Are you a family or group with multiple e	chibitors? Sign in as a Quick Grou	IP to submit entries for multiple fam	ily members or a group of exhibitors and check out all in th	ie same cart.	
		First Name	Mrs.			
		Last Name	Smith			
			or sign	i in using ShoWorks Passport		
		It's free and lets you se when it's time t	curely keep your information and entri o show or entries have been judged and Tell me m	res year-to-year and reuse across different fairs and shows. Get d see your awards. Sign up now and begin keeping track of your one about ShoWorks Passport	own entries!	
		📄 💿 l am a new	exhibitor or have yet to re	egister this year 🛛 I have previously regis	tered 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. *If you forget your password, use the forgot password link on the log in screen. Please do not create a new account.*

NOAL Reg	1) jister	2 Entries	Review	Confirm	
Registration					
Exhibitor Information					
Please provide the following inf	brmation and click the Continue button at the botton	n. Information submitted may not be reflected in the loca	al office for a delayed period of time.		
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	Last Name	Smith			
	Password 🌲				
	Re-type Password 🌲				
	Address 🗱	1229 Burrell Ave.			
	Address2				
	City 🗱	Lewiston			
	State/Prov #	ID			
	Portal Code 🔹	92501			
		• (000) 740 0000			
	Phone Number 🠺	(208) 743-3302			
	e-mail 🗰	vanessa@npcfair.org			
	Re-type e-mail 🌞	vanessa@npcfair.org			
	Grade	2nd			
	Age				
	Date of Birth				

6. Verify that all information is correct and hit continue. If you need to make corrections, click on back.

On-line Entr Nez Perce County F	ies ar	0		● Home 2Sign
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Powered by Showorks	Confirm Registration Information The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period.	od of time.		î
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	Last Name	Smith		
	Address	1229 Burrell Ave		
	Address 2	T225 DUITCH / WC.		
	City	Lewiston		
	State/Prov	ID		
	Postal Code	83501		
	Phone	(208) 743-3302		
	e-mail	vanessa@npcfair.org		
	Grade	2nd		
	Age			
	Exhibitor Date of Birth			
		Continue 🔸		
		ShoWorks by Gladstone Inc. C 🔽 🖬		
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- *From the Entries Screen, click on the drop-down and select Department A1 School Projects.
 *Anew drop down menu for Division will appear, click on Division 1A.
 - *The class drop down will appear, click on the correct class.

*A description box will pop up, THIS IS WHERE YOU WILL ENTER THE STUDENT'S NAME.

However you type it is how it will appear on the exhibit Tag. If you want only first names or only first name and last initial, that is how you will type it in the description. Hit Add 1 Entry to Cart.

			3		
Register		Entries	Review	Confirm	Finish
* required					
	Department	A1-School Projects		~	
	Division	1A School Projects -PreK-6th Grade		~	For 4 th -6 th Grades:
	Class 🛊	01 : Classroom Projects PreK-3		~	Description=Student's
	Description *	Jeremy A			Name
	School 🛊	Orchards Elementary			

- After hitting add entry, you will return to the entry screen. Repeat step 9 until all student entries are added. If there are more than one entry per student, you will need to enter multiples for each student. If this is a group project, you only need to enter one project under the teacher's name.
- Once you are finished entering your exhibits, 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.

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10. To complete your entries, hit continue.

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11. Click the Blue Check-Out Button in the middle of the screen.

On-line Entr	ies ^{Ir}					# Home Hello, Mrs. • •
Vour Entry Cart MRS. SMITH: 1A School Proj 1A School Proj	Register Review of Cart	Entries	3 Review		Confirm	-O Finah
2 Items	Continue to Check-out The following is a list of items in your cart. To remove an item, click the X button next to	the item that you want to remove. To edit an item, click the ${\mathscr I}$ b	utton.			
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a big wheet		Item	Description	Amount Edit Remove		
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12. The next screen is a confirmation screen. In the middle of the screen, your acknowledgment is required. You are certifying that you agree to abide by all rules. Type yes in the red box in the middle of the screen, then clock the blue submit button.

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Sove 🖋 Edit	Register		Entries		Review		Confirm	Finish
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	Do you agree to the following? Below are items which are about to be entered.							
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end by Trobala				1A School Projects - PreK-Eth Grade	Class: 01 - Classroom Projects PreK-3 Description: Jenemy A School: Orchards Elementary	\$0.00		
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				Total for Mrs. Smith w	th 2 entries	\$0.00		
				2 TOTAL ITEMS IN CAR	T:	\$0.00		
				BALANCE DUE:		\$0.00		
		Type YES	Signature On-line submissio handbook is avails	n of entries requires that y bit on our website at www e to the above statement	w agree and will ablde with the terms and rules liss spothic org.	ed in the exhibitor handbook. Th		

13. You will then be shown a Submission Successful screen. On this screen, you may print a detailed receipt if you wish. Then click the blue Finish button. Your entries are now complete.

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to by sharenda Below is	a summary of your transaction. You should print a detailed version	on at this time for your records or include in any co	respondence.		
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			Transaction Summary for Nez Perce County Fair		
			Confirmation nezperce-		
			ID: 3234181342715		
			Total Exhibitors: 1		
			Total Entries: 2		
			Total Additional Items: 0		
			Transaction Time: 8/22/2023 6:13:43 PM		
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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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Register	Entries	Review	Confirm	Finish = Your Pa
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Your items were submitted and your tags will be available at delivery. You may also g	go to your account to review this and past transactions a	s well as choose other printing options. To do this click 'Go to My Account Summary'.		
We value your feedback!				
Would you take a second to let us know your experience with this website?				
Rate your experience:				
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THANK YOU FOR USING ONLINE ENTRIES! YOUR ENTRY TAGS WILL BE DELIVERED TO YOUR SCHOOL OFFICE NO LATER THAN SEPTEMBER 9, 2024 (ALL FILLED OUT FOR YOU). TAGS WILL NEED TO BE ATTACHED TO PROJECTS PRIOR TO DELIVERY TO THE FAIR (INSTRUCTIONS WILL BE INCLUDED WITH TAGS)