2019 FAIR JOB INSTRUCTIONS

Website open June 21st-July 12th
Starting @ 5:00 pm - Ending @ 12:00 midnight

✱ Please select jobs for ONE person at a time!

✱ When signing up for Fair jobs, please pay close attention to the age groups. Use 4-H age (as of January 1st, 2019) when selecting jobs.

✱ If there is no number after age, then there is only 1 spot for that time slot.

✱ Approximate job lengths: Clover Sprouts (5 yr. olds) - ½ hours; Explorers (6-7 yr. olds) - 1 hour; 8-11 Yr. Olds – 1 ½ hours; 12-19 Yr. Olds – 3 hours;   Adults – 3 hours

✱ If you have any questions or problems, please contact Kathy at lovek@clinton-county.org or 989/224-5242.

- Website: **signupgenius.com**

- Select **"Find a Sign Up"** (orange box in upper right)

- Select box called **"Search by email"** (middle of the page)

- Enter this creator email: **kathylove76@gmail.com** and type the random letters/numbers as indicated.

- Select **"2019 Clinton County 4-H Fair"**

- Access Code is   **"2019Fair"** (no space)

- READ INSTRUCTIONS.

- Next locate the date, time, place & age group for a member of your family making sure the slot has available space. *Select for one person at a time!*

- Select **"Submit & Sign Up"**

- Double check slot displayed.

- Enter your **4-H club name** in appropriate box.

- Select **"New to Sign Up Genius?"** if this is the first time you are logging in.

    o Enter your first name, last name, email address and a password (please be sure to remember this password). Email confirmations will go to this email.

- For past users, type in the email address you would have used last year and password - if you do not remember the password you used, select **"Forgot Your Password?"** & follow instructions. You will get an email on a new password.

- If this job is for you, fill in your name, etc.

    o If selected job is for different person, then select ☐ **Display an alternative name** on this sign up page and fill in their name.

- Select **"Sign Up Now"** or **"Cancel"**

- Select **"Return to Sign Up"** if you have more workers to enter and repeat process.

- Or logout if finished.