2017 FAIR JOB INSTRUCTIONS

Website open July 1st-July 19th

★ 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, 2017) 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 (5-6 yr. olds) - ½ hours; Explorers (7-8 yr. olds) - 1 hour; 9-11 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: lovek@clinton-county.org and type the random letters/numbers as indicated.

- Select “2017 Clinton County 4-H Fair”
- Access Code is “2017Fair” (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.