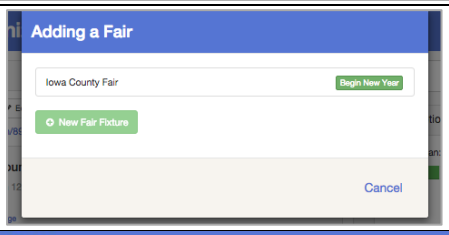
Begin a New Fair

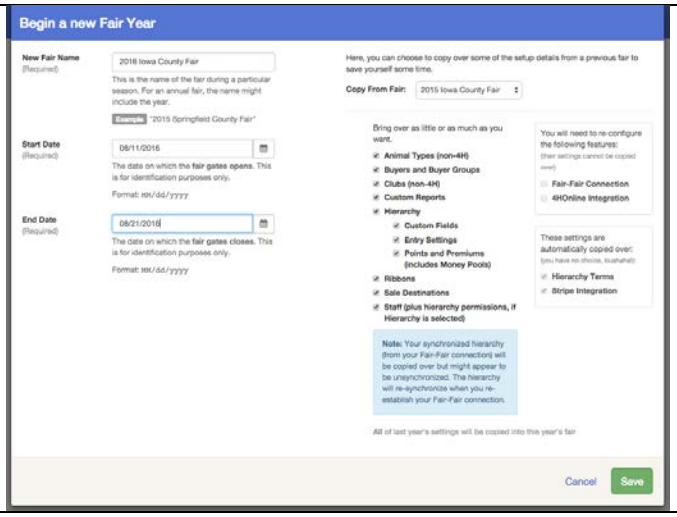
Follow the instructions below to copy your current fair for the next year.

1. Log in to your Fair's organization account. Click "Add a Fair" at the top right corner.

2. Click "Begin New Year."



3. Enter the name for this year's fair. Basically, just add the new year (2017 for example) to the name of your fair
4. Enter the new fair's start and end dates, being careful about the year.
5. Select the fair from which you would like to copy.
6. Select the items you wish to copy for the new year. Select the options carefully as this step can only be completed ONE time per year.
7. Click Save!



Once you have copied your old fair to create your new fair, there are a few items you will need to setup.

- ☐ **Registration start and end dates will need to be updated for the new year.**
- ☐ **4-H Integration will need to be set up, approved and imported every year.**
- ☐ **Animal Types & Required 4-H Projects need to be re-linked to each division each year under Hierarchy editor.**
- ☐ Staff members (only those from 4HOnline) will need to be re-invited each year.
- ☐ Any custom reports that filter or sort on date fields will need to be updated.
- ☐ If your classes have dates in their names, those will need to be updated to reflect the new year.
- ☐ Fair-to-Fair Connection needs to be requested and approved if you are connected to another fair.
- ☐ If you are a connecting fair, the hierarchy should be synchronized each year, whether or not there are any changes in the receiving (state) fair hierarchy.

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