Follow the instructions below to copy	your current fair for the next year.	
 Log in to your Fair's organization account. Click "Add a Fair" at the top right corner. 	County Fair Organization Proved by Fair Entry Fairs In this Organization Iowa County Fair / Kin this Draw County Fair / Kin 2016 Iowa County Fair An 1, 2016 - Am 12, 2018	Crigenization Admin -
2. Click "Begin New Year."	Adding a Fair Iova County Fair O New Fair Flature	Nov Yer 10 Cancel
 Enter the name for this year's fair. Basically, just add the new year (2017 for example) to the name of your fair Enter the new fair's start and end dates, being careful about the year. Select the fair from which you would like to copy. 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. Click Save! 	Begin a new Fair Year New Fair Hame (Reported success Fair a new fair for during a particular success Fair and the fair fair fair for during a particular success Fair for a new fair for during fair (Reported) Here, you can choose to copy our fair and the fair fair fair fair fair for during fair for the interflation particular fair for the interflation particular fair for the interflation particular fair for during fair fair fair fair fair fair fair fair	re of he setup obtains horn a previous tar lo y Far a ar you ar you The following heaters The following heaters The following heaters The following heaters The artification The artifi

- □ 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.

Fai<u>r Entry</u>