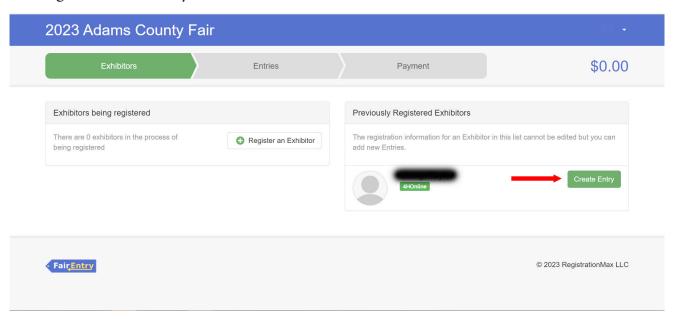
# 4-H Tabletop Interview Scheduling

Cloverbud, FCS and General Projects

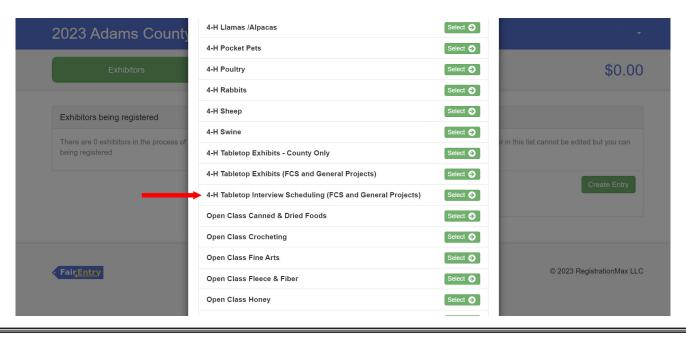
All 4-H interviews for tabletop projects will be scheduled through FairEntry (<a href="https://adco.fairentry.com/">https://adco.fairentry.com/</a>). Interviews must be scheduled in advance by the deadline. Please schedule an interview for each tabletop project you will be entering at the fair. Any unscheduled interviews will be worked in during the day when judges are there and available.

**Step 1:** Click on the green create entry button

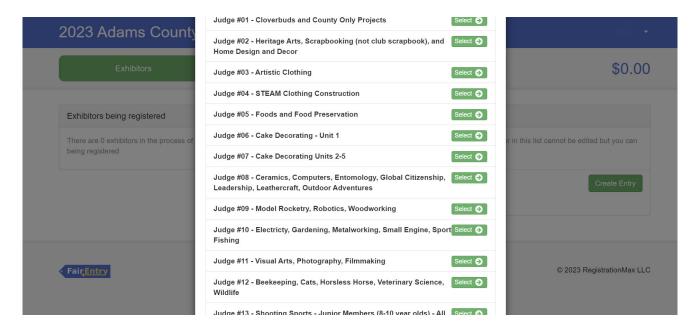


### **Step 2:**

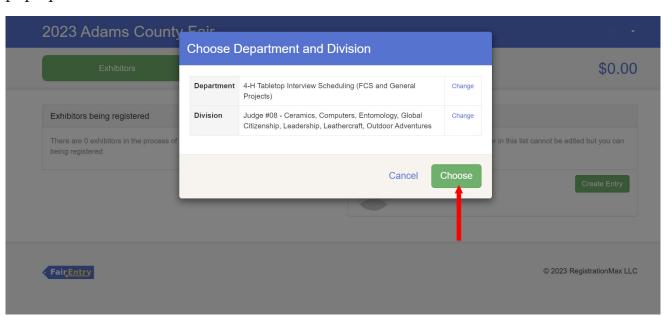
Find "4-H Tabletop Interview Scheduling (FCS and General Projects) from the list. Click on the green select button



# <u>Step 3:</u>Select the judge that has the project you are entering at the fair

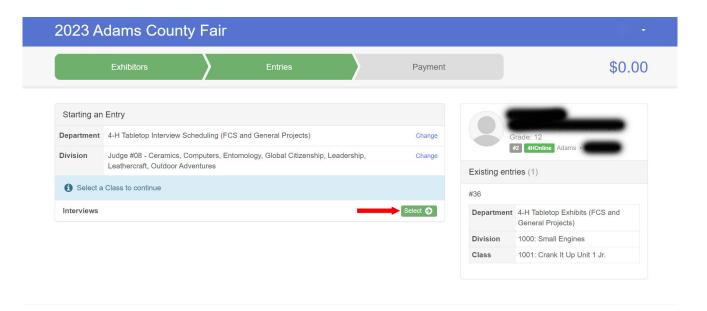


# Step 4: In the pop up window, select choose

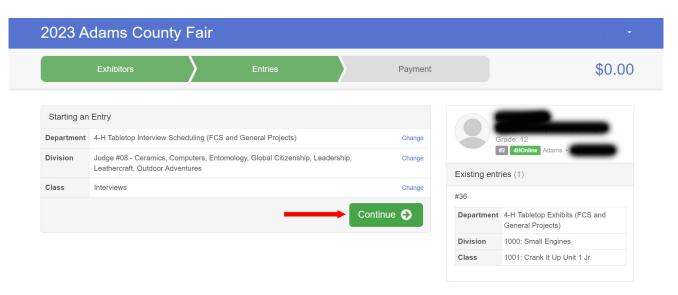


#### **Step 5:**

Push the select button, which will select the "Class" for this judge

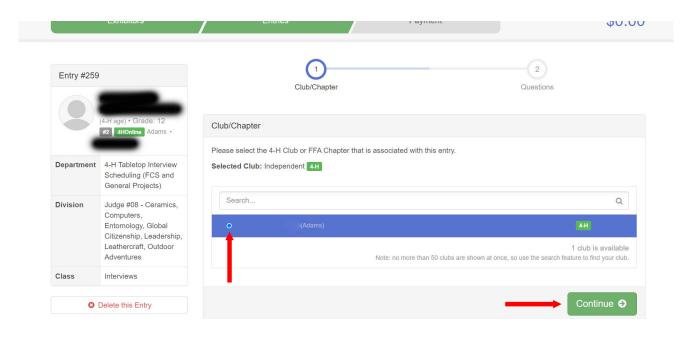


# **Step 6:** Select the continue button

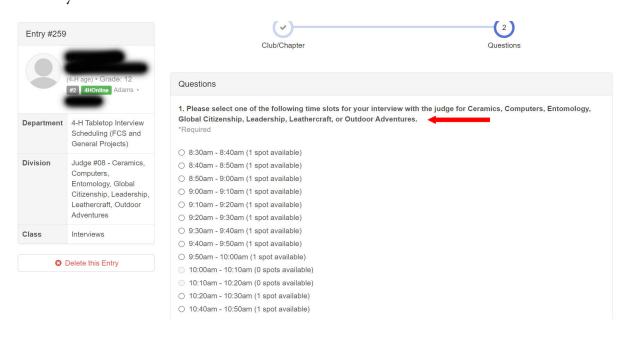


### <u>Step 7:</u>

## Pick the club you are in and hit continue

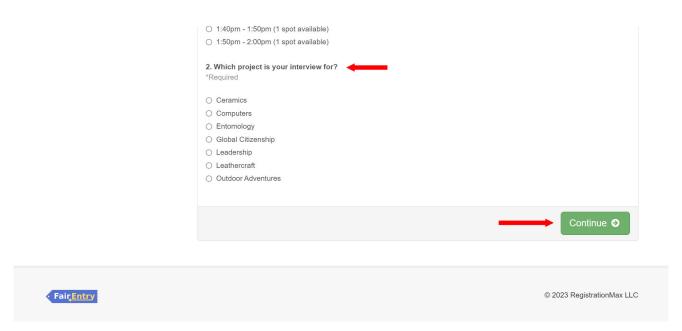


# **Step 8:** Pick the time for your interview and scroll down



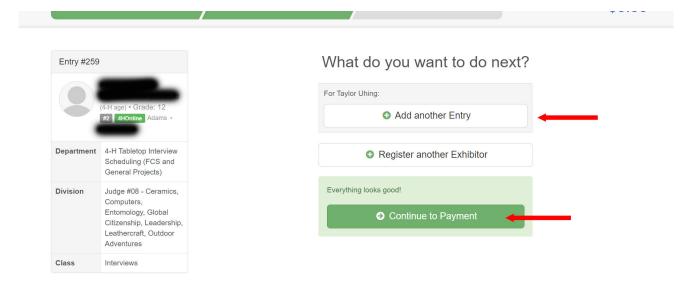
### **Step 9:**

Select the project you will be doing the interview for and hit continue



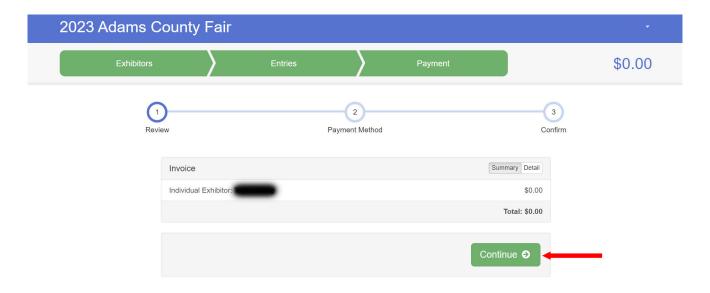
### **Step 10:**

If you have other interviews to schedule (one per project you are entering at the fair), click add another entry and repeat from step 2. If you are done, select the continue to payment button



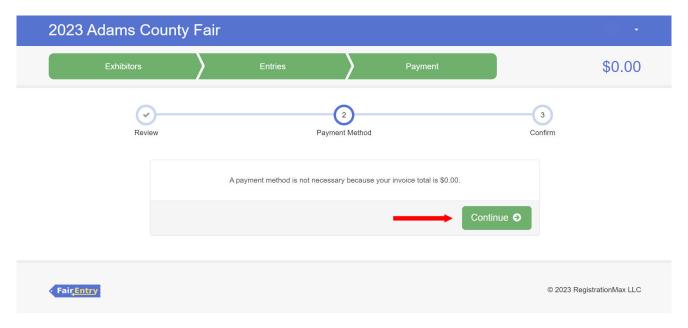
### **Step 11:**

Select the continue button to move past the review screen.



#### **Step 12:**

Select the continue button to move past the payment screen. There are no entry fess for the fair this year.



Select the submit button to finish your FairEntry.