

Sunbelt Ag Expo
Youth Educational Challenges
Sponsored by Country Financial



1. Visit <http://sunbeltexpo.com/highlighted-events/yeo/> and select ONLINE TICKETING AND REGISTRATION.
2. Select GROUP DISCOUNT to start the order if you are ordering for a group or purchase a single ticket if you are entering yourself for the contest.
3. Enter the contact information for the group leader or teacher and tap SAVE. You can use your personal information, in test mode the emails all go to a test list (the three of us for this test).
4. For each ticket on the order:
 - a. Select a Classification.
 - i. GROUP LEADER – single ticket, requires name and email address
 - ii. YOUTH CHALLENGE – single ticket, requires name and grade level
 - iii. YOUTH CHALLENGE w/Floral – single ticket + floral design contest fee, requires name and grade level. You will be able to select other challenges for a student that registers for floral design, but you must select this ticket option so that the floral design fee can be charged and so that this category will show up on that students screen when you register for the challenges.
 - iv. GROUP MEMBER – one or more bulk tickets, no additional information needed, not eligible for youth challenge
 - b. Enter the required fields (name, email, grade level, number of tickets for GROUP MEMBER, etc.).
 - c. Tap ADD TICKET TO ORDER.
4. Repeat step 3 until you have at least 10 tickets on the order. Group orders must have a minimum of 10 tickets.
5. NOTE: For the youth challenge scheduling to work, you must have at least one YOUTH CHALLENGE ticket on the order. You can mix in GROUP LEADER and GROUP MEMBER as needed to round out the order.
6. Tap ENTER BILLING INFO to pay for the tickets.
7. Enter credit card billing information and credit card details. Tap SUBMIT PAYMENT.
8. Now that the order is paid and there is at least 1 YOUTH CHALLENGE ticket on the order, you will see a banner with a CHALLENGE SCHEDULE button. Tap CHALLENGE SCHEDULE to work on the schedule for the group.
9. By default, the Schedule Filter is set to MEMBERS NOT SCHEDULED – this is done to force the leader to work on members who have not been scheduled. You can switch to MEMBERS SCHEDULED to just see members that are completed or ALL MEMBERS to select any member.
10. Select a Member Name from the drop-down. It will show their schedule (if it exists).
11. Select a Challenge Type from the drop-down. Only challenge types that have not been scheduled for that member are shown. Also, unless the Youth Challenge w/ Floral ticket was selected, that option will not be available for that student. This option will only be available if that ticket type was purchased
12. Select a Time Slot from the drop-down. Only available time slots for the challenge selected are shown. For each time slot, we show how many spots are available.
13. Tap ADD TIME SLOT to add the selected challenge/time slot combo to the member's schedule.
14. NOTE: To remove a schedule entry, find it in the table, select DELETE and tap GO. The time slot will be removed from the schedule and returned to the pool of available time slots.
15. Repeat steps 11-13 for additional challenge/time slot combos.
16. Repeat steps 10-13 for additional members.
17. Tap VIEW to view schedules for all members (opens in new window as a PDF).
18. Tap EMAIL to email schedules to the contact person (very first step) as a PDF attachment.

19. Tap EXIT FORM to return to the ticket order.
20. NOTE: A group leader can return to their order at any time by using their ORDER ID or any TICKET ID on their order. The landing page has a RETURN TO ORDER button. Just enter the info and tap RETURN TO ORDER. Confirm contact info and then you are back on the order page.