Intro

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In this video tutorial, you'll learn how to wrap up your Fair in three easy steps. Closing out the register, packing up the Fair, finalizing your financials. Let's dig in.

Chapter 1: Closing out the register

Before you pack up the books, take some time to shop the Fair with your Scholastic Dollars. When you're done shopping, it's time for a quick-and-easy register upload. The payment system must be online for this process. If you're unable to do it, a payment system expert will take care of it once your register is returned to the warehouse.

Once your registers have been closed out, three things will happen. Your Financial Form will be pre-populated with your Fair's sales. You'll receive an email when your financials are ready to be reviewed. This email usually arrives within 24 hours. Next, any unused eWallet funds will be transferred to an eGift Card.

That balance can be used to fund an eWallet for a future Fair or to shop online with Scholastic. Last, your school's Share the Fair account balance will become available for use at your next Fair. Now that you're ready to close out your register, start on the home screen, tap Close Fair, and then tap OK to confirm.

The upload will begin. Once it completes, tap Done. The Financial Summary report will automatically print. Save this for your records and repeat the process for each register. You can now pack the register, scanner, and cords back into their

carrying case, along with the router if your school was sent one, to be picked up with the rest of the Fair.

Now it's time to pack up the books.

Chapter 2: Packing up the Fair

In this chapter, you'll learn how to pack up a Case Fair and a Tabletop Fair. First visit the Host Hub and select Fair Details and Settings from the Fair account menu to confirm the pickup window or pickup date for your Fair. If you opted in for SMS alerts, you'll receive a text message with your pickup dates.

Here's what you need to do to prep your school's Fair for pickup. If you hosted a Case Fair, just leave the unsold items in the cases. Lower the headers, then remove the category signs and pack them back inside the cases. Then shut and latch the cases. Pack up everything else in the original boxes and stack them on top of the cases.

Don't worry about the table covers, character standees, and the banner from the Set-up Kit. Those are all yours to keep. Also, if you displayed one of each poster available for sale, you can keep those too. If you hosted a Tabletop Fair, put any unsold books back into the trays. Pack the display trays and easels in their original shipping boxes and seal the boxes.

Then to schedule your Fair pickup, follow the directions in the important instructions envelope you received in your Set-up Kit. Finally, attach the UPS labels to your boxes.

Chapter 3: Completing the financials

Once the Fair is packed and ready for pickup, it's time to complete your financials. You'll receive an email within 24 hours of closing out your registers, alerting you that your Financial Form is ready. The email also includes your Financial Summary report for each register. Even though your financials have been pre-populated, be sure to review all fields.

Plus you'll need to select how to receive your Fair earnings. Lots of schools choose Scholastic Dollars because you can double your spending power in the Scholastic Dollars Catalog. Once you've finalized your financials, you can print or download your invoice. Your invoice will also be available in the Sales History section of the Host Hub.

And don't forget, if you accepted cash or check payments, go ahead and deposit them into your school's bank account. After you wrap up your Financial Form, you'll be able to submit payment via check from your school or by credit card. Now, one last thing. After you wrap up your school's Fair, you can complete a feedback survey.

It's a great way to share your opinion and help Scholastic deliver an even better Fair experience.