

Wrapping up the Fair Introduction

Chapter 1: Closing Out the Register

Chapter 2: Packing Up the Fair

Chapter 3: Completing Your Financials

Wrapping up the Fair Introduction

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, and finalizing your financials. Let's dig in.

Chapter 1: Prepare for the Fair

We hope you had an amazing Fair. Before you pack up the books, take some time to shop the Fair with your Scholastic Dollars. When you are done shopping, it's time to close out the registers. Registers must be online for this process. If you can't connect to the internet, a payment system expert will close them out once they're returned to the warehouse.

Get started from the home screen. Tap close Fair, and then tap okay to confirm. The closing process 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 even if it wasn't used. Next, if families or teachers have unspent eWallet funds they become an e-gift balance in their Scholastic account and can be used to fund a future eWallet, shop online with Scholastic, or contribute to your school's Share the Fair account. 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 pick date for your Fair. If you opted in for text alerts, you'll receive a 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 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 setup 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 setup kit.

Finally, attach the UPS labels to your boxes.

Chapter 3: Completing Your Financials

Once the Fair is packed and ready for a pickup, but before you complete your financials, be sure to empty your cash drawer. If you accepted cash or check payments, go ahead and deposit them into your school's bank account. You'll receive an email when your financial form is ready, typically within one day of closing all payment systems, and it includes your financial summary report.

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. Many schools choose Scholastic Dollars because you can double your spending power in the Scholastic Dollars Catalog. Once you've finalized your financials, choose how you'd like to pay your Book Fair invoice.

You can print your invoice and mail it along with your payment. Or you can pay with a credit card. Now, one last thing. After you wrap up your school's Fair, please be sure to complete a feedback survey. It's a great way to share your opinion and help Scholastic deliver an even better Fair experience.