**Indoor Interview Scheduling**

- **Sign up for your indoor interview time!**
- **Indoor Interviews are July 23rd in the Lewis and Clark Fairgrounds Exhibit Hall.**
- **Check-in begins at 8:00 AM.**
  - Please check in at least 15 minutes prior to your first scheduled interview.
- **Interview times are first come, first served.**
  - If all time slots seem to be full, please call Lexi in the Extension Office at (406) 447-8346.
  - If you would like to sign up over the phone, please call the Extension Office at the number above.

**Instructions to Sign Up:**

1) Please go to [https://www.schedulicity.com/scheduling/LACXLB](https://www.schedulicity.com/scheduling/LACXLB)
2) Click the blue ‘Schedule Now’ button
3) You schedule one youth at a time.
   a. Click ‘Add To Visit’ for each project interview needed. Select the interviews in the order you want to attend them.
      i. Example: Click the Robotics Interview before the Livestock Display Interview because you know you’ll need to travel between the BHB and the Exhibit Hall. **Livestock Display should always be scheduled last so you aren’t late for interviews in the Exhibit Hall.**
4) It will ask you to select a provider (judge).
   a. Some projects have more than one judge. To see all times available, click ‘No Preference’
   b. Follow this process until you have all the project interviews you signed up for listed to the right.
5) Click, ‘Choose Date And Time’

a. The 23rd should be the only date available. Please click on it.
b. You will be asked to choose a time. Interviews are in ten minute time slots.
   i. Example: If you signed up for the Robotics interview and then Livestock Display and choose the 9:00 time slot, the Robotics Interview will be first at 9 AM and the Livestock Display will be second at 9:10 AM
   ii. If you want to switch the order of interviews, you need to go back.

6) You will review your details. Please click ‘+ add a message’ to add the name of the youth interviewing (if you sign up as a parent). If youth signed up under their own name, they can skip this step.

a. Then click ‘Book My Visit’, and you’re done!
   i. You may be asked to create an account if you haven’t used Schedulicity before. Please do this.
   ii. Please repeat this process for each additional youth.