## **Guide for using ShoWorks**

## The How to Register Entries and Upload Photos

From any internet browser, enter <u>vcfa.fairwire.com</u> to access ShoWorks. The welcome screen will appear. Use the workflow indicator to keep track of your progress or for navigation help. Please note that at any time, you can use the back arrow on your browser to return to a previous screen.



**Register** – start here as this is the first time you have logged in this ShoWorks account to get set up. Once registered, you can enter using the sign in box in the top right corner and then choose Exhibitor from the dropdown menu.

Jr Livestock A Ventura County Fair	Auction				🖶 Home 🔒 Sign
	Register	2 Entries	Review	Confirm	Finish
	Registration				~
Weinberter Contremey EAURICARCOUT A Dis	Tip: Are you a family or group wit and check out all in the same	h multiple exhibitors? Sign in a • cart.	is a <b>Quick Group</b> to submit ent	ries for multiple family membe	ers or a group of exhibitors
	I am not a	Team or Company			
	First	t Name			
	Las	t Name			
		or sign in n It's free and lets you securely year and reuse across differe when it's time to show or entr Sign up now and begi Tell me more	using ShoWorks Passport keep your information and entri nt fairs and shows. Get instant ni res have been judged and see yo heeping track of your own entr about ShoWorks Passport	es year-to- otifications sur awards. lest	
		<ul> <li>I am a new exhibition</li> <li>I have previously</li> </ul>	bitor or have yet to rej / registered this year	gister this year	

Select 'I am a new exhibitor or have yet to register this year' as this is the first time you will be logging into THIS ShoWorks account.

If you have a Passport Account, use the passport option to sign-in. If you register through ShoWorks for multiple shows you should consider setting up a ShoWorks Passport Account by following the prompted steps.

New exhibitors will be prompted to complete all fields marked with \*.

Jr Livestock Auction Venture County Feit		di Home 🕹 Sign In
Compared and the second and the	energia energia ante en la basera habera de la basera de la ba	Frish
First Name Last Name	Jane Doe	
Password # Re-type Password #	803Y	
Address * Address2	11011 E Somewhere Rd	
City # States/Prov #	CA.	
Phone Number #	(x) (555) 205-2533	
Re-type e-mail # Date of Birth #	anedoe@gmail.com	
	Germa II	

Check that your information is correct. Also make note of your Password. ShoWorks does not keep password records. If correct press continue.

Jr Livestock A Ventura County Fair	uction	#Home & Sgn In
•	D Beginer Enries	Raview Carlon Friah
Panision Contractor Recting and the Contractor Recting and the Contractor	✓ Confirm Registration Information The following information will be associated with your name. Any changes you make may not be reflected in	the local office for a delayed period of sme.
	First Name	Jane
	Last Name	Doe
	Address	11011 E Somewhere Rd
	Address 2	
	City	Someplace
	State/Prov	CA
	Postal Code	89991
	Phone	(555) 305-2533
States - 8	e-mail	janedoe@gmail.com
	Exhibitor Date of Birth	12-05-2004
		Control 🔶

Choose the department, division, and class from the dropdown menus. Tag ID is required. Please enter the animals Ventura County Fair's ear tag number. Then click Add Entry to Cart.

Register		Entries	3 Review	Confirm	Finish
Entries					6,000
Special Instructions: <u>ADDITIONAL REQUIREMENT</u> **Upload a photo of the an **Photos must be taken lar **Tag ID is required; please	<u>rs FOR ENTRY:</u> imal side profile with the idscaped (Horizontal) an enter the Ventura Coun	exhibitor. Exhibitor must be in apj d no larger than 8 MB. ty Fair Ear Tag number your animal	propriate show attire. I was ear tagged with.		ж
Upload attachments needed You have chosen a type of entry the	it requires you to upload file(s).	After you have checked out (submitted your	entries), you will be given a chance to 'Uploa	d' (send) your files all at once.	
* required					
	Department	Jr Cattle Auction		~	
	Division	4-H Market Steer/Heifer		~	
	Class 🗰	01 : 4-H Market Steer/Heifer		~	
	Tag ID 🗚				
	Club 🗱	Choose a Club		~	
			Add 1 Entry to Cart 🔹 🗕		

If you are showing multiple market livestock entries at the fair, make sure you complete a separate entry and photo upload for each animal.

Once you have selected the divisions and classess you want to enter, click Continue to move to the next step.

$\sim$		3		-	)		-(5)	
Register	Entries	Review		Confir	m		Finish	
Review of Cart								
Continue to Check-out								
The following is a list of items in your co	art. To remove an item, click t	he X button next to the item that you want	t to remove. To e	dit an it	em, click <mark>t</mark> h	ne 🥜 button.		
	🛕 You are not	finished yet! You will still need to confirm i	n the upcoming s	steps.				
			and the second					
	Item	Description	Amount	Edit	Remove	Section of the sectio		
	Jane Doe's items:			1		S. Same		
	4-H Market Steer/Heifer	Class: 01 - 4-H Market Steer/Heifer Tag ID: 123 Club: Independent	\$0.00	1	×			
Contraction -	Total for Jane Doe with 1 entr	ies	\$0.00				And Long	
	1 TOTAL ITEMS IN CART:		\$0.00			Sale		100
	BALANCE DUE:		\$0.00				Contraction of the second	
	+ Add more Entries for Jane	: Doe 🧿 Empty Cart 💾 Save this	cart for later	Ched	k-out			

In the Review of Cart screen, you have the option to:

- 1. Add more Entries now
- 2. Empty Cart
- 3. Save this cart for later
- 4. Check-out

It is wise to save your cart to ensure your choices are saved and then 'Check-out".

When you click on "Check-out" you will come to the Confirm screen. In this screen you must reply **YES** before you can submit.

Register.	Entries	Review	Confirm	5 Finish
Do you agree to the following? Below are items which are about to	be entered.			
A Y	ou have one more step remaining. Your	items will NOT be added until you type 'Yl	ES' in the box below and click 'Sul	omit'.
	ltem	Description	Amount	
	4-H Market Steer/Heife	r Class: 01 - 4-H Market Steer/Helfer Tag ID: 123 Club: Independent	\$0.00	
	Total for Jane Doe with 1 TOTAL ITEMS IN CART	1 entries	\$0.00 \$0.00	
C3 65	BALANCE DUE:		\$0.00	
Contraction of the second seco	Signature line submission of data requires that you hu judionis Governing Fair Entries as publishe Fair, the County and the State of California program or event, excepting out of any injury or dam program or event, excepting only that cuas accidents or losses that may occur to any o only is responsible for any injury or damage injury to others or to the Exhibitor or to th Office.	we read, understand and agree to abide by d in the official Entry Guide. The Exhibitor ag from and against any lability, claim, loss or agai, which is caused by arises from or is in, ed by the solen eggigence of the Fair. The Fai f the Exhibitors or enhibits at the Fair. The E exhibitor's participation in the Exhibitor's participation in the Exhibitor's property. For a copy of these ru Exhibitor's property. For a copy of these ru	II the terms as defined in the Rules rees to indemnify and hold harmie spense (including reasonable any way connected with participati r Management shall not be respon- nibitory (or Parent or Guardian of a the program or event. This includ les and regulations, please contact	end sis sible es the
ALL SPACE	YES   agree to the above statement (t	ype 'YES' (f you agree)	🛩 Submit	

Once you have submitted your entries, the Complete screen will appear with your confirmation ID# and the option to upload your files. You will be able to "Print Detailed Receipt" and "Upload Files" from this screen.

Register	Entries	Review	4 Confirm	Finish
Completed!				
✓ Upload of files needed Your entries were sucessfully submittee	d however you have 1 entry that requir	es a file to be uploaded (document, p	shoto, audio, or video).	
If you experience difficulty or need to r	Click the 'Upload File esend your file at a later time, you can	e(s)' button to be taken to a location to do so by logging in and choosing 'My	o upload your file. Account'.	
Don't forget to print!	- Contractor			
	Trans	action Summary for Ventura County Fair		
	Confirmation	on ID: vcfa-2208101	446481	
	Total Exhibitors:		1	
	Total Entries:			
	Total Additional Ite	ms:	0	Carrier Contraction
Sector Sector	Transaction Time:	7/27/2022	10:14:46 AM	Call and the second
a destroyed	Transaction Amoun	nt	\$0.00	and the second second
A CONTRACTOR	Transaction Payme	ent:	\$0.00	
ALL DATE OF	Transaction Balance	te:	\$0.00	the second second
	Also, email a co	py of my receipt to: janedoe@gmail.c	com	Ser and
	Contraction of the second	Carl Contractor	7 aug the	Contraction of the second
	🖨 Print D	letailed Receipt Upload File(s)	P RECEIPT	A STREET STREET

Select 'Upload File(s)' and you will be directed into the FairVault. At this point you can upload your Auction Photo to the FairVault.

	WEN: F34B53	Division: 4-H Market Steer/Heifer	Class: 01 4-H Market Steer/Heifer
		Ent	ry Description
рното	Choose File No file ch	nosen Upload	
			4
		Dana	
		Done	
		Press Done once all uploads are 100% of	omplete

"Press for Instructions" is an embedded video that explains the upload process.

\*Size limits for photos are 8 MB for Photo.

In this screen you will select a Photo to upload for your entry. You will do this for each entry you have uploaded. \*Note – at the top of the screen you will find the Division and the Class of your entry.

If when uploading a Photo you get an error, this means the information you are trying to upload is too large. (Size limits are 8 MB for Photo). Which means nothing has uploaded. To fix this you must reduce the size of the item you are trying to upload.

When you have finished uploading all your entries, click Done, and it will take you to the following screen.



If you click on "Go to my Account summary" It will take you to the Transactions screen.

Jr Livestock A	uction							# Home	Hello, Jane 🗸 🝷
Ventura County Fair									
🖺 Save 🖉 Edit									
	Transactions		and the second second	NAME OF TAXABLE PARTY.					
Tour Entry Cart	The following tran	sactions were	made by the Exhibitor 'lar	te Doe'. You may choose to print receipts	for any transaction or print a	packing list for all	entries		
0 items	the following dat	Succions merci	node by the Exhibitor Jor	te beer too may choose to print receipts	ior any clansaction of prince	poening insertor on	entres.		
i li li sisi ka		-							
	Upload Media	Receipt	Confirmation ID	Cart Time		Exhib	Entries	Fees	Amount
	🍰 Upload Files		vcfa-2208101446481	7/27/2022 1	0:14:46 AM	1	1	0	\$0.00
native.						1	1	0	\$0.00
18 - 1 - A				Mobile Check-in E Review All	Packing List				
Wenter a Livenster				Filter Reports by:	All	~			
EAURGROUNDE	encer and a	the second second	Contraction of the local division of the loc						and the second

This screen will list all the files you have uploaded. If you have more to add, click on "Upload Files" and it will take you back to the Upload Screen. Here you can change your photo uploads.

	WEN: F34B53	Division: 4-H Market Steer/Heifer	Class: 01 4-H Market Steer/Heifer
		En	try Description
рното	Choose File No file chose	en Upload	
			h
		Done	
		Done	
		Done Press Done once all uploads are 100%	complete
		Done Press Done once all uploads are 100%	complete

If you are finished with this session, Sign Out by going to the Hello button on the top right-hand corner of the screen.

Click on "Review All" to see a list of all your entries.

	Ventura County Jr Livestock Auction Re	/ Fair		
ITEM	DESCRIPTION		WEN#	AMOUNT
4-H Market Steer/Heifer	Class: 01 Class Description: 4-H Market Ste Tag ID: 123 Club: Independent	eer/Heifer	F34B53	\$0.00
Total for Jane Doe with 1 en Address. 11011 E Somewher City: Someplace State/Prov: CA Postal Code: 89991 Phone: (555) 305-2533 e-mail: janedoe@gmail.com DOB: 12/5/2004	tries e Rd			
TOTAL:	\$0.00			
PAYMENTS:	\$0.00			
BALANCE DUE:	\$0.00	AND RAN	ු කීම	5332
EXHIBITOR NAME:	Jane Doe		- 65	派型:
CONFIRMATION ID:	vcfa-2208101446481	Ventura County		XH.
TRANSACTION TIME:	7/27/2022 10:14:46 AM	TARGROUNDS		

To get back to the previous screen; click on the Back arrow it the top left-hand corner of you screen.

To exit from ShoWorks, go to the Hello button on the top right-hand corner of the screen and Sign Out.

## A Day or Two Later After Registering:

It is a day or two after you have uploaded your entries and you wish to change them. Logon to on-line entries.

Up in the top right-hand corner you will see a box that says "Hello – name".

Jr Livestock A Ventura County Fair	luction	🖶 Home	Hello, Jane 🗸 👻
🖺 Save 🔗 Edit	Account Information		
₩ Your Entry Cart JANE DOE: 0 Items	Welcome Jane Doel Please choose to review your Exhibitor account activities or create entries. Should you need to co while adding entries, you may use the progress indicator near the top of page (once you have sta jump to other locations. You can always cancel the process by logging out or closing your browse	rrect errors of rted the proce r.	x skip sections ss) to click and
A DESCRIPTION OF THE PARTY OF T	View/Print transactions made by this Exhibitor     Create Entries      The second	bbile Check-In	

Click on this Box and choose "Your Past Transactions" this will take you to your Transaction List.



Click on "Upload Files" and you can change what you like or upload a photo. Sign Out when complete.

## CONGRATULATIONS: YOU ARE DONE! PHOTOUPLOAD DEADLINE-WEDNESDAY, AUGUST 3, 2022