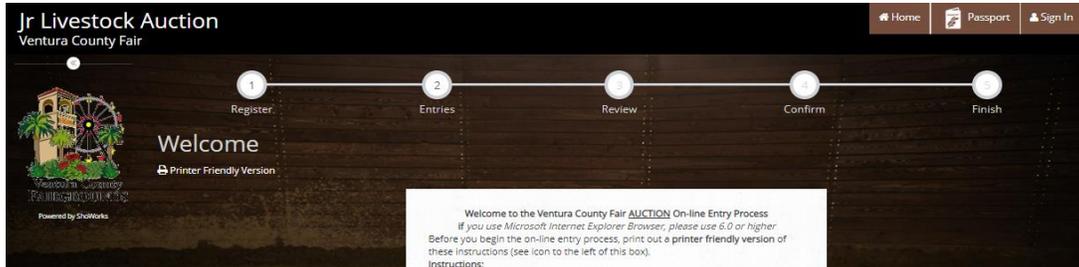


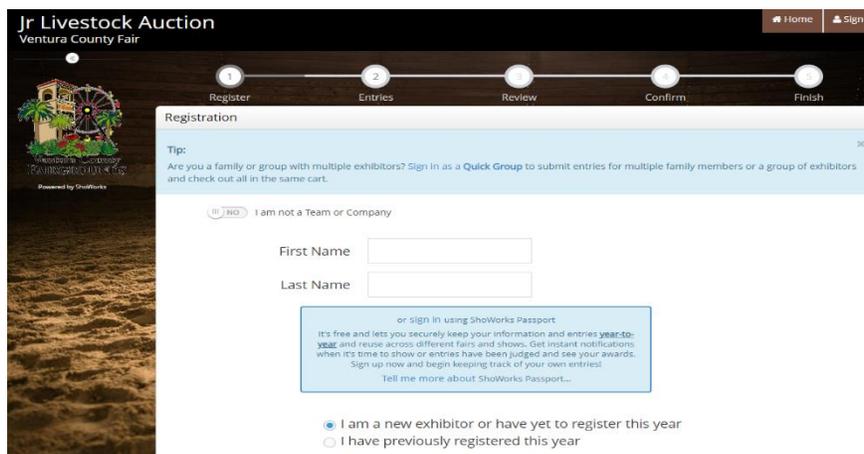
Guide for using ShoWorks

The How to Register Entries and Upload Photos

From any internet browser, enter vcfa.fairwire.com 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.



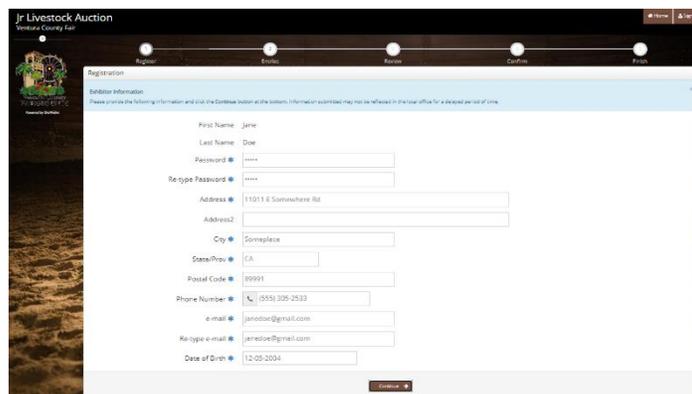
Register – start here as this is the first time you have logged in this ShoWorks account to get set up. Once registered, you can enter using the sign in box in the top right corner and then choose Exhibitor from the dropdown menu.



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 *.



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

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.

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 classes you want to enter, click Continue to move to the next step.

Item	Description	Amount	Edit	Remove
Jane Doe's items:				
4-H Market Steer/Heifer	Class: 01 - 4-H Market Steer/Heifer Tag ID: 123 Club: Independent	\$0.00		
Total for Jane Doe with 1 entries		\$0.00		
1 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

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.

Confirm

Do you agree to the following?
Below are items which are about to be entered.

⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
Jane Doe's Items:		
4-H Market Steer/Heifer	Class: 01 - 4-H Market Steer/Heifer Tag ID: 123 Club: Independent	\$0.00
Total for Jane Doe with 1 entries:		\$0.00
1 TOTAL ITEMS IN CART:		\$0.00
BALANCE DUE:		\$0.00

Signature

Online submission of data requires that you have read, understand and agree to abide by all the terms as defined in the Rules and Regulations Governing Fair Entries as published in the official Entry Guide. The Exhibitor agrees to indemnify and hold harmless the Fair, the County and the State of California from and against any liability, claim, loss or expense (including reasonable attorney's fees) arising out of any injury or damage, which is caused by, arises from or is in any way connected with participation in the program or event, excepting only that caused by the sole negligence of the Fair. The Fair Management shall not be responsible for accidents or losses that may occur to any of the Exhibitors or exhibits at the Fair. The Exhibitor (or Parent or Guardian of a minor) is responsible for any injury or damage resulting from the Exhibitor's participation in the program or event. This includes any injury to others or to the Exhibitor or to the Exhibitor's property. For a copy of these rules and regulations, please contact the Fair Office.

Submit

I agree to the above statement (type 'YES' if you agree)

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.

Completed!

✓ Upload of files needed
Your entries were successfully submitted however you have 1 entry that requires a file to be uploaded (document, photo, audio, or video).

⚠ Click the 'Upload File(s)' button to be taken to a location to upload your file.

If you experience difficulty or need to resend your file at a later time, you can do so by logging in and choosing 'My Account'.

⏰ Don't forget to print!

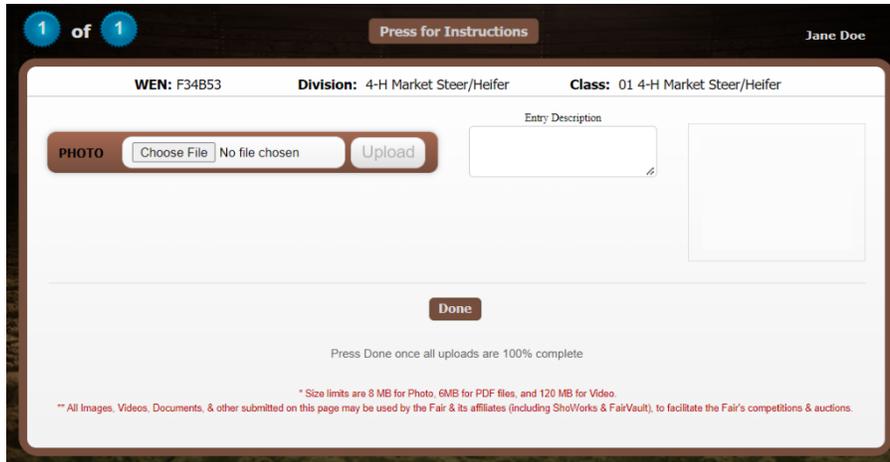
Transaction Summary for Ventura County Fair

Confirmation ID:	vcfa-2208101446481
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	7/27/2022 10:14:46 AM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to: janedoe@gmail.com

Print Detailed Receipt Upload File(s)

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



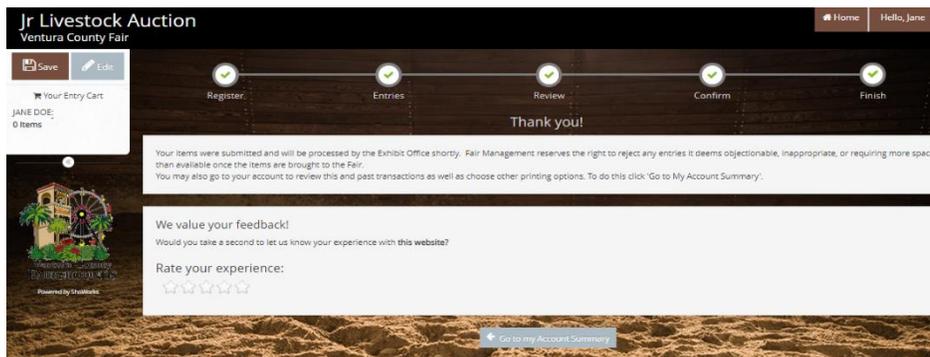
“Press for Instructions” is an embedded video that explains the upload process.

*Size limits for photos are 8 MB for Photo.

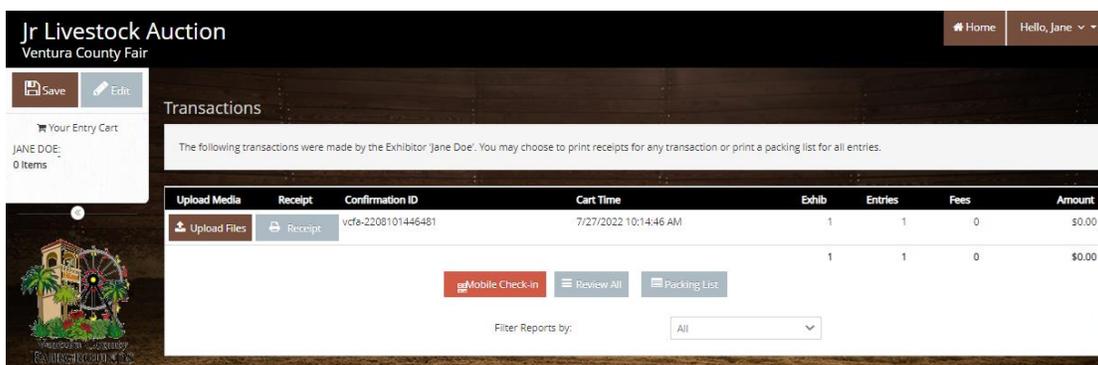
In this screen you will select a Photo to upload for your entry. You will do this for each entry you have uploaded. *Note – at the top of the screen you will find the Division and the Class of your entry.

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.

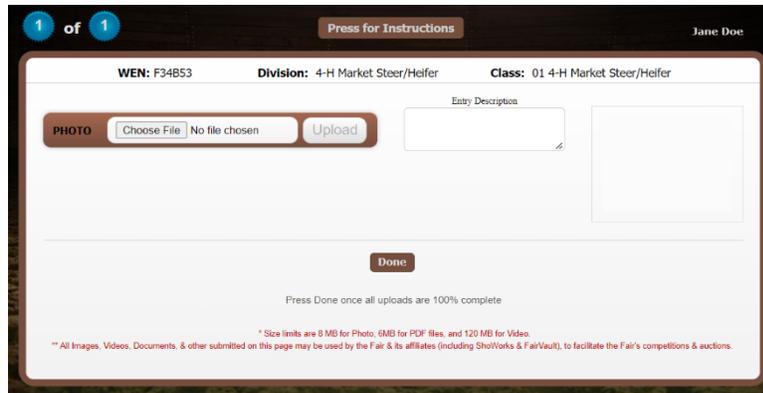
When you have finished uploading all your entries, click Done, and it will take you to the following screen.



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



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.



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

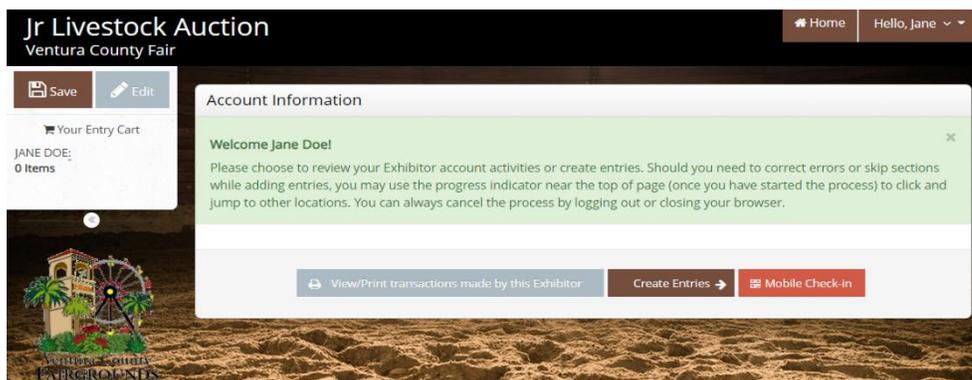
To get back to the previous screen; click on the Back arrow it the top left-hand corner of you screen.

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

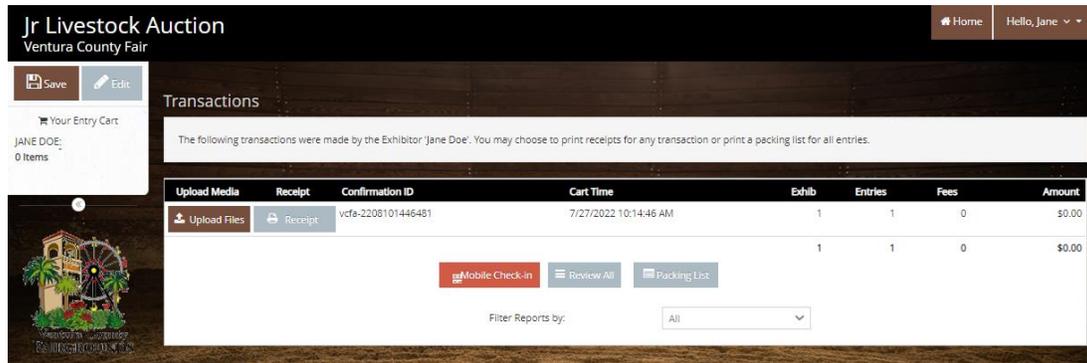
A Day or Two Later After Registering:

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”.



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



The screenshot shows the 'Jr Livestock Auction' website interface. At the top, there is a navigation bar with 'Home' and 'Hello, Jane'. Below this, a 'Transactions' section is displayed. A message states: 'The following transactions were made by the Exhibitor Jane Doe. You may choose to print receipts for any transaction or print a packing list for all entries.' Below the message is a table with the following data:

Upload Media	Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
Upload Files	Receipt	vcfe-2208101446481	7/27/2022 10:14:46 AM	1	1	0	\$0.00
				1	1	0	\$0.00

Below the table, there are buttons for 'Mobile Check-in', 'Review All', and 'Packing List'. At the bottom, there is a 'Filter Reports by:' dropdown menu set to 'All'.

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

CONGRATULATIONS: YOU ARE DONE!

PHOTO UPLOAD DEADLINE – WEDNESDAY, AUGUST 3, 2022