

Market Animal checklist BEFORE registering:

- ✓ I have my main and floater animal's (if applicable) ear tag number issued at initial weigh in.
- ✓ If I have a market goat or market sheep, I have the scrapies tag number issued by my producer.
- ✓ I know the name and address of my producer.
- ✓ If I am camping, I have the length and make/model and License # of the camper I will bring.
- ✓ I have my credit card available for payment.

Non-Market Animal checklist BEFORE registering:

- ✓ If I am camping, I have the length and make/model and license # of the camper I will bring.
- ✓ I have my credit card available for payment.

All animals (market and non-market) attending the Latah County Fair must be registered through Fairwire using the instructions as follows:

Please read through this entire instruction sheet prior to starting registration.

****New in 2024: Only 1 photo is allowed on the new add-on platform and exhibitor bios are not displayed therefore applicable changes have been made to registration.****

- Access registration at <http://latah.fairwire.com>
- Sign In options:
 - Exhibitor- use if you only have 1 exhibitor to register.
 - Enter First, Last name of exhibitor and select "I am a new Exhibitor...."if you are registering for the first time this year, or "I have previously registered...." if you are returning to complete registration and/or add photos/video to market entries.
 - Quick Group – use to register more than one exhibitor from the same family.
 - Enter a Group User Name, such as a family last name.
 - Select "I am a new group" if this is your first time accessing registration this year.
 - Select " I have previously registered" if you are returning to complete registration and/or add photos/video to market entries.
- Follow the prompts for Registration.
 - For Quick Group option, each exhibitor will still require their own registration sheet with password, address, phone, email and other information as shown below, however the 'Auto-Fill from Others' button will speed up entry for subsequent exhibitors.

- o **When entering subsequent exhibitors with the same contact information, use the Auto-fill from others... to copy information from a previous exhibitor but be sure to edit age and Cloverbud status fields.**
- After entering an exhibitor, begin adding entries for this exhibitor. Complete all entries for one exhibitor before registering a new exhibitor.
 - o Choose one of 3 Departments-
 - **Camper** – if you will be bringing a camper during fair week
 - **Market Animal** – Enter any animal that may go through the Livestock Auction. If you have more than one, enter each here; exhibitor will need to declare only 1 sale animal immediately following the completion of all market classes.
 - **Non-Market Animal**- Enter any animal to be displayed/showed at the Latah Co Fair that is not a market animal ie. Breeding, pet, cavy, etc.
 - o **Choose a Division**- Division options are specific to the Department previously selected.
 - o **Class** – (used for non market animals, market rabbits, and stocker feeder) enter whether the entry will be shown under 4-H or FFA
 - o **Breed**- enter the breed of the animal(s) if applicable
 - o **Tag ID** - enter the tag number, received at initial weigh in, for your entry (and floater) if applicable
 - o **Club** –select the 4-H Club or FFA Chapter from the drop down for this entry
 - o **Other info**- add the other required information as it pertains to the department and division selected. Items with an asterisk are required fields.
- Once an entry has been completed for exhibitor 1, select one of the following 3 options:
 - o **'+Add different Entry'** – add another entry for exhibitor 1 for a different department/division
 - o **Add similar Entry** – add another entry for exhibitor 1, same department/division.

Entries

✔ 1 entry added

One 'Breeding Beef' entry has been added for [redacted]. You may 'continue' to the next section at this time or select another Division to add more entries for [redacted].

Department All Departments ▾

Division -- Choose a Division -- ▾

+ Add different Entry
+ Add similar Entry
Continue →

- o **Continue**- Select to be taken to a new screen with the following options:
 - Review your cart.
 - Edit or delete an existing entry.
 - Empty your cart to clear multiple entries.
 - Save this cart for later – important if you are not prepared to pay immediately and plan on returning at a later date to pay/submit entries.
 - Checkout – select if you have completed entering all entries and are ready to enter payment information and submit your entries.

Save
Edit

Your Entry Cart

FIRST LAST:

Under 35 ft Ca... \$25.00

Dairy Heifer \$10.00

- **ADD ENTRIES FOR A DIFFERENT EXHIBITOR**

- As exhibitors and entries are added, the cart will continually be updated and is visible at the top left side of the screen.
- IF YOU ARE NOT PREPARED TO PAY FOR YOUR ENTRIES AND/OR YOU NEED TO LEAVE AND RETURN TO COMPLETE LATER, PLEASE **SAVE YOUR CART** EITHER FROM THE CART IN THE TOP LEFT OR USING THE BUTTON 'SAVE THIS CART FOR LATER' AT THE BOTTOM OF THE REVIEW OF CART SCREEN.
 - Sign Out from the drop-down menu at the very top right of the screen that says HELLO and your group name.
- **YOUR ENTRIES ARE NOT SUBMITTED UNTIL YOU HAVE PAID.**


CHECK OUT

After selecting Check Out the following screen will display for you to enter your credit card information and address (fees apply). You may use the Use Previous address to autofill most address fields. Select 'Continue' once all fields are completed.

Amount Due \$54.04

Payment Method

Account Number

CW 

Expiration Date

Name on Card

Billing Address

Billing City


Billing State/Prov

Billing Postal Code

Billing Country

- ***Read through the Country of Origin Labeling, Quality Assurance Affidavit, Consignment Agreement and Fair/Sale Release of Liability. You will need to use the scroll bar to read the full statement. By typing YES you are indicating you agree to ALL the***

statements. Click the Submit button, your entries have now been submitted to the fair and sale committee.

 Signature

Country of Origin Labeling, Quality Assurance Affidavit, Consignment Agreement and Liability Release

As an affidavit is deemed by USDA as an official record of Country of Origin, I attest through first-hand knowledge, normal business records, or producer affidavit(s) that this animal was born in the USA and raised for market in the USA.

I am responsible for and certify as the owner of this animal that:

- All medicated feeds or feed additives were discontinued by the required number of days prior to slaughter, as stated on the label; withdrawal times for any medication, dewormers, etc. were followed and this animal is free from drug and chemical residues.
- No feed containing mammalian meat and/or bone meal was fed at any time (per FDA regulation CFR Title 21)
- No product was utilized in raising or exhibiting this animal that was not specifically labeled for use with this species; approved products were only used according to the manufacturer's label directions
- Adequate care and nutrition has been provided to the animals, and I will continue to provide adequate care and nutrition until the close of the Fair, Sunday at 5 pm.

As a producer of a market animal ultimately intended for human consumption, I understand that I am responsible to ensure the animal I raised is managed in a safe and wholesome manner. By offering this animal for sale, I guarantee that all applicable laws have been followed to ensure a wholesome product for human use.

I hereby consign the above animal to the Latah County 4-H and FFA Market Animal Sale (LMAS) to be sold during the Latah County Fair. I agree to abide by the presentation guidelines, rules, and directions of the LMAS. I understand that the responsibility for payment of the animal lies with the buyer.

I understand and agree that this animal may be used for the 4-H and/or FFA Livestock Judging Contest.

I attest that the animal was bought and raised at the specified addresses entered into the auction registration form.

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

Lastly, you may opt to print and/or email a copy of the receipt to you for your records. Click Finish to exit registration. To Sign Out, select the drop down in the top right hand of the screen and select Sign Out.

Transaction Summary for Latah County Market Animal Sale Committee	
Confirmation ID:	latah-3094131316629
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	4/4/2023 1:13:17 PM
Transaction Amount:	\$1.52
Transaction Payment:	\$0.00
Transaction Balance:	\$1.52

Also, email a copy of my receipt to:

[Print Detailed Receipt](#) [Finish →](#)

FAQ

Q: Can I Check Out, pay and then add more exhibitors/entries later?

A: YES! you can return to an account to add exhibitors/entries OR add photos videos to existing entries. can view your past transactions by dropping down on the Hello button, (also where you Sign Out) top right of your screen and click on 'Your Past Transactions'.

Q: When can I upload my pictures/videos of my market animal?

A: The photo/video upload is available AFTER checkout. For those exhibitors entered by the deadline, photos/video may be added up to September 1.

Q: Can I upload a picture for my non-market animal?

A: No, not at this time.

Q: How many pictures/videos can be uploaded?

A: In ShoWorks 2024, each market animal exhibitor can upload just 1 photo (videos are not included). Photos can be uploaded until Sept. 1.

Q: What animal do I enter if I am bringing more than one market animal?

A: All animals (market and non-market) attending the Latah County Fair must be entered on the Showworks platform. Exhibitors bringing more than one animal must declare which will be sold after the last market animal class on Thursday of fair.

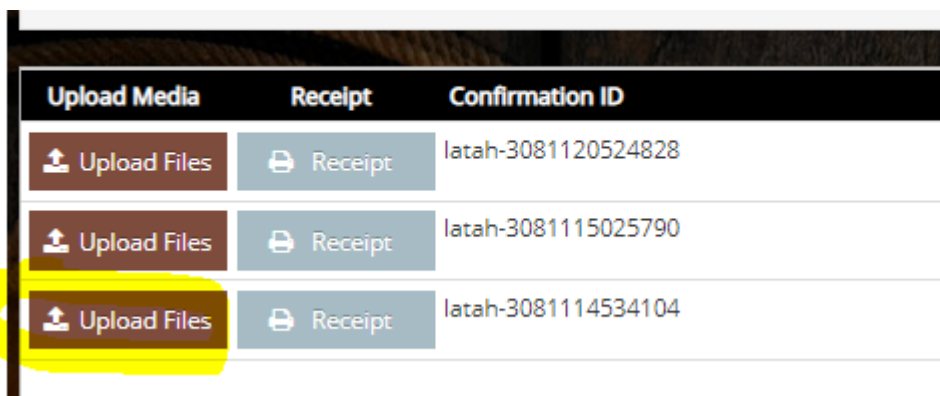
Q: Where can I enter a short bio about the exhibitor?

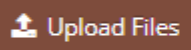

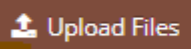

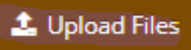

A: That feature was not included in the new ShoWorks 2024 on-line add-on platform.

MARKET ANIMALS ONLY -PHOTO UPLOAD

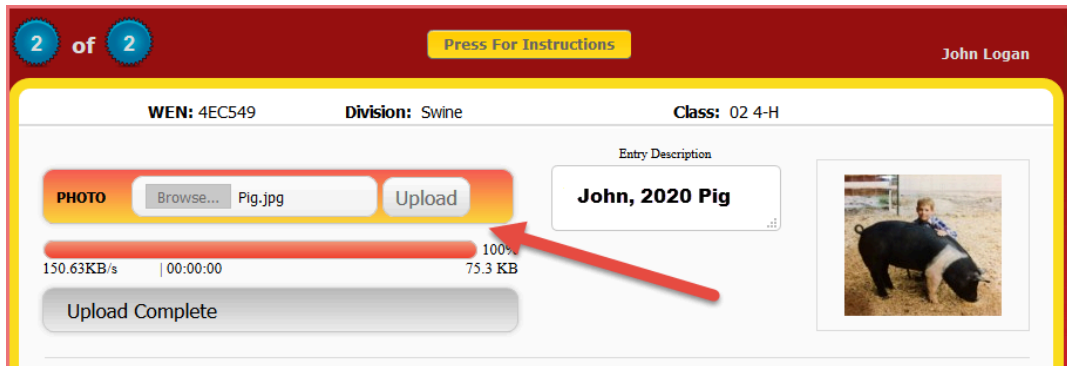
After Check Out, you may select 'Upload Files' to upload one photo that will display on the online sale catalog for buyers to browse and apply add on support.

If you are returning to your account at a later date to add a photo, you may View/Print transactions by selecting the button to View/ Past Transactions from the drop-down menu in the very top right of your screen to see a list of submitted entries. Select 'Upload Files' on the entry row you wish to upload a photo.



Upload Media	Receipt	Confirmation ID
 Upload Files	 Receipt	latah-3081120524828
 Upload Files	 Receipt	latah-3081115025790
 Upload Files	 Receipt	latah-3081114534104

- The next screen will display the name of the exhibitor at the top, as well as the species, so you can verify the exhibitor if this is a group registration. For each photo:
 - 'Browse' to a location on your computer where the photo is saved.
 - Select the file you wish to add. After the file name displays on the screenshot and you see the photo in the preview, click Upload and wait until the photo has been uploaded 100%.
 - Once the photo has been successfully uploaded, select the DONE button at the bottom of the screen.



- You will then be asked to Confirm your photo was uploaded to 100%.
- Lastly you will see a short message indicating your registration has been submitted with an option to rate your experience. If you selected to receive an email receipt, check the email you provided on the registration for that receipt.

