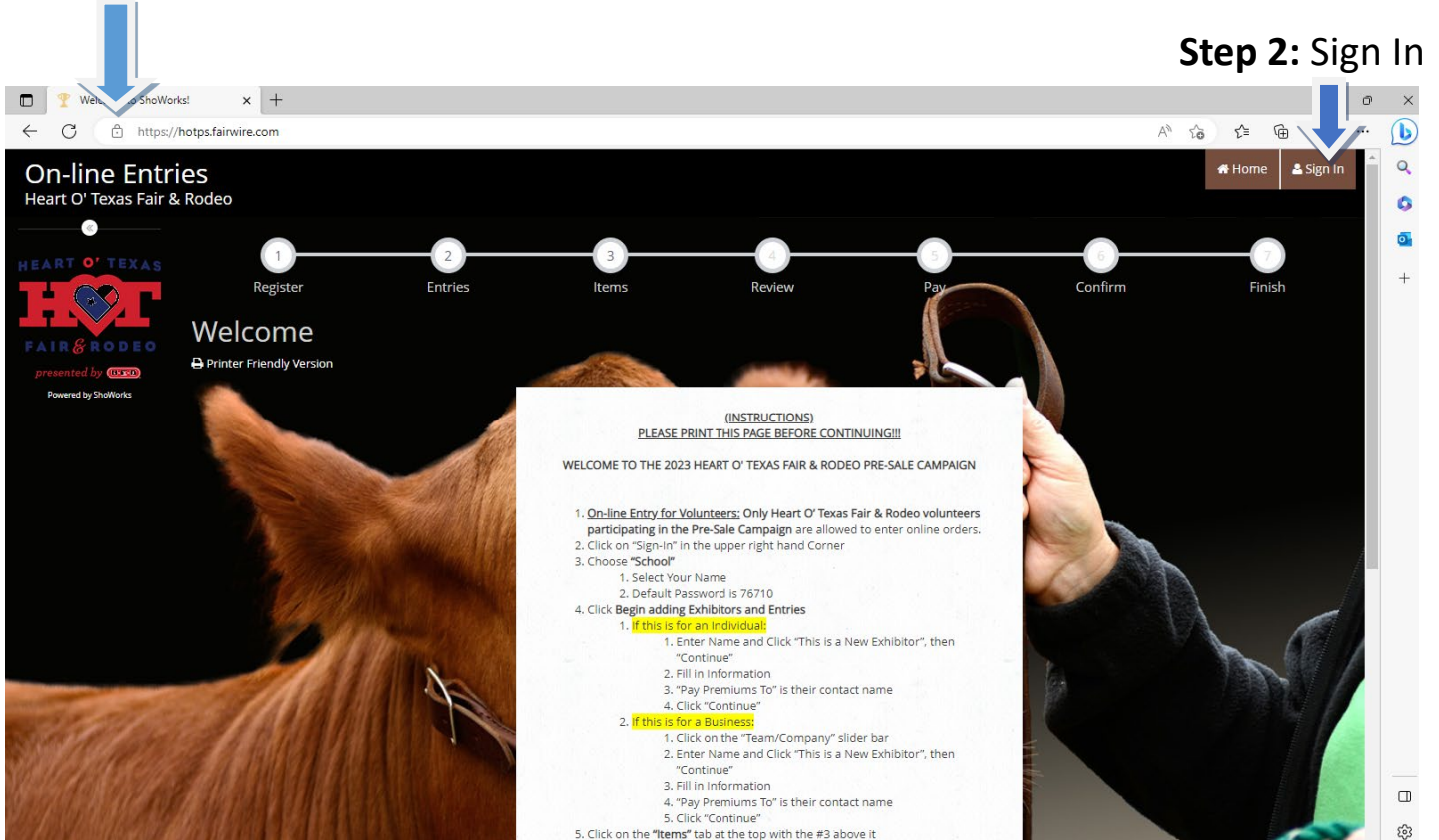


Step 1: Open a web browser and type in <https://hotps.fairwire.com>



The screenshot shows the homepage of the Heart O' Texas Fair & Rodeo Pre-Sale Campaign. The navigation bar at the top includes 'Home' and 'Sign In' buttons. A progress bar below the navigation bar shows seven steps: 1. Register, 2. Entries, 3. Items, 4. Review, 5. Pay, 6. Confirm, and 7. Finish. The main content area features a 'Welcome' message and a 'Printer Friendly Version' link. A large white overlay box in the center contains the following instructions:

(INSTRUCTIONS)
PLEASE PRINT THIS PAGE BEFORE CONTINUING!!!

WELCOME TO THE 2023 HEART O' TEXAS FAIR & RODEO PRE-SALE CAMPAIGN

1. **On-line Entry for Volunteers:** Only Heart O' Texas Fair & Rodeo volunteers participating in the Pre-Sale Campaign are allowed to enter online orders.

2. Click on "Sign-In" in the upper right hand Corner

3. Choose "School"

1. Select Your Name

2. Default Password is 76710

4. Click **Begin adding Exhibitors and Entries**

1. **If this is for an individual:**

1. Enter Name and Click "This is a New Exhibitor", then "Continue"

2. Fill in Information

3. "Pay Premiums To" is their contact name

4. Click "Continue"

2. **If this is for a Business:**

1. Click on the "Team/Company" slider bar

2. Enter Name and Click "This is a New Exhibitor", then "Continue"

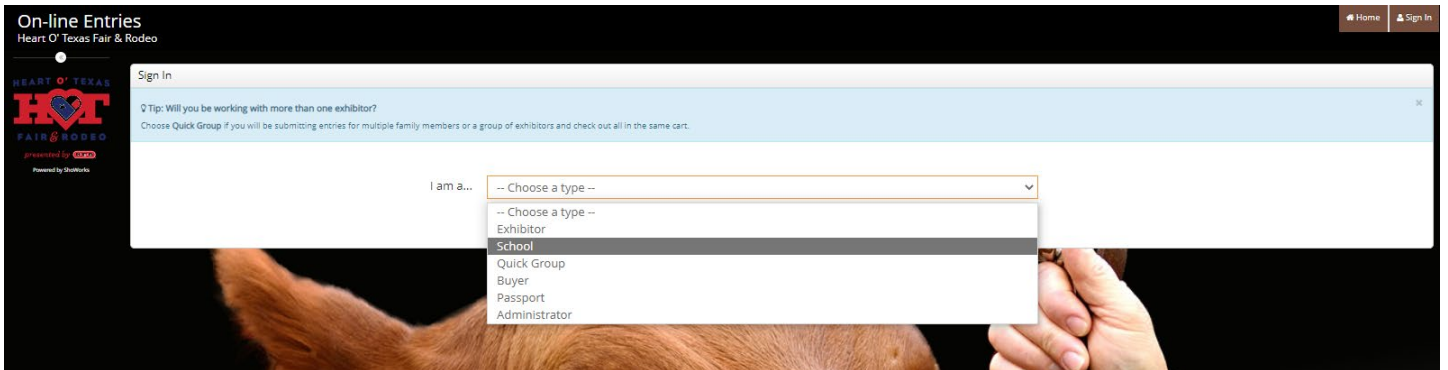
3. Fill in Information

4. "Pay Premiums To" is their contact name

5. Click "Continue"

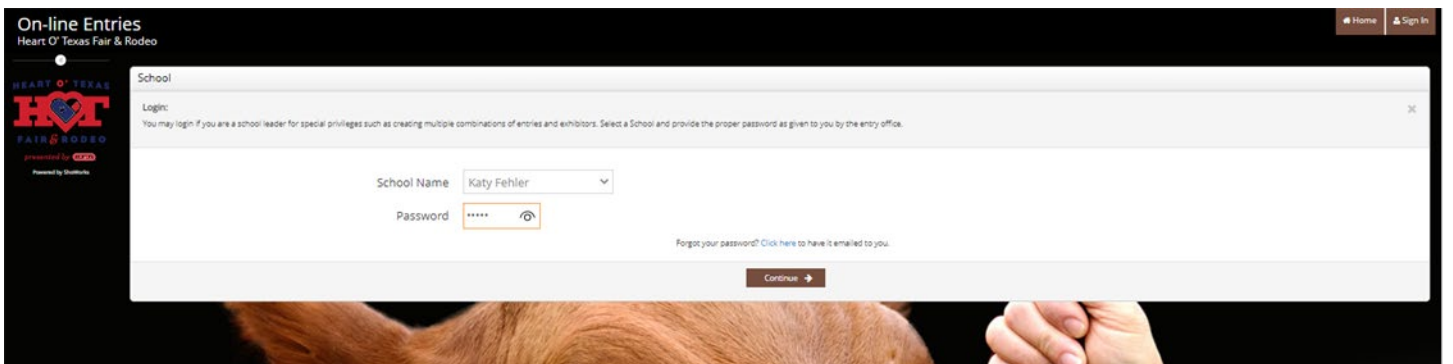
5. Click on the "Items" tab at the top with the #3 above it

Step 3: Sign In as a "School" in the drop-down list



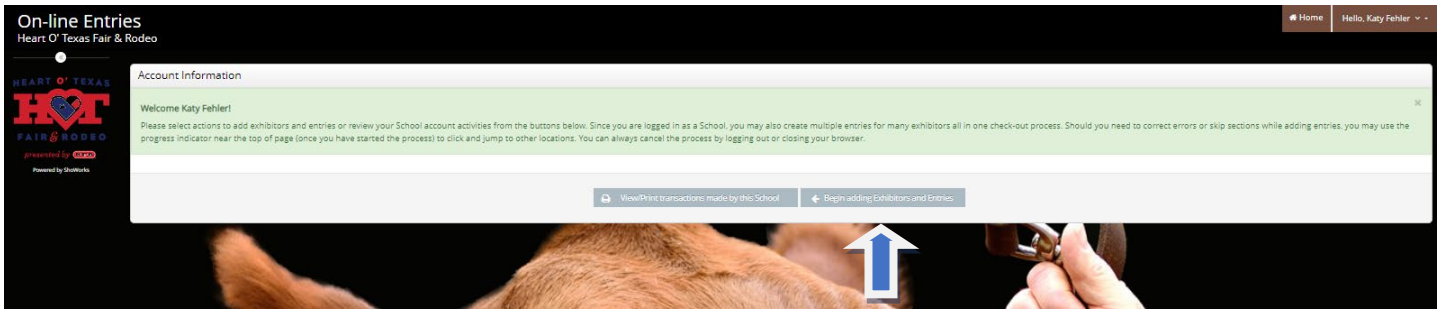
The screenshot shows the 'Sign In' page. A tip box at the top asks if the user will be working with more than one exhibitor. Below the tip, there is a form with a dropdown menu labeled 'I am a...'. The dropdown menu is open, showing the following options: -- Choose a type --, -- Choose a type --, Exhibitor, **School**, Quick Group, Buyer, Passport, and Administrator. The 'School' option is highlighted.

Step 4: Find your name in the drop-down list and enter password 76710

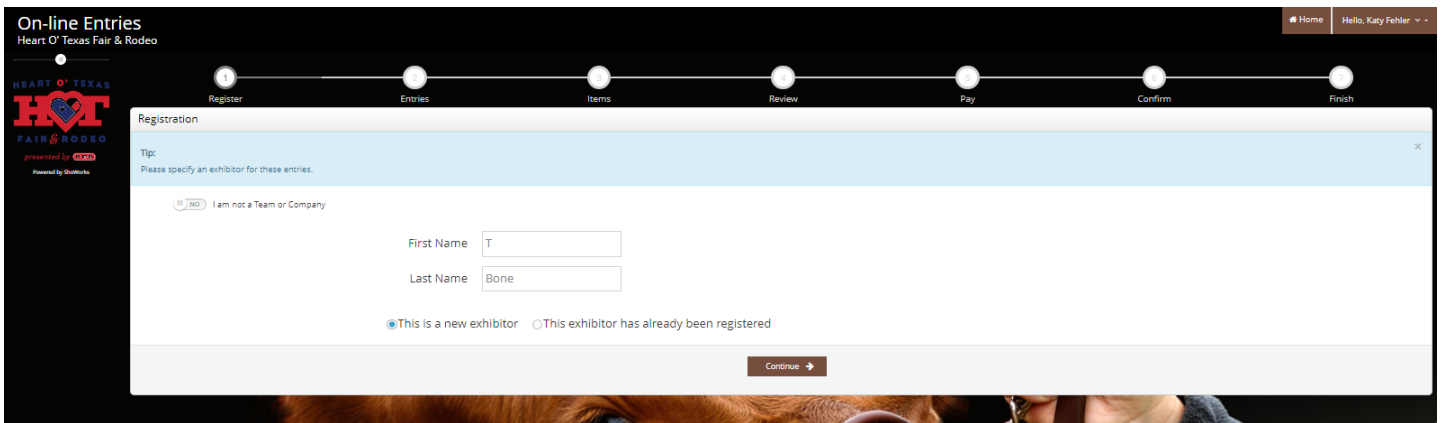


The screenshot shows the 'School' login page. It includes a 'Login:' section with a tip: 'You may login if you are a school leader for special privileges such as creating multiple combinations of entries and exhibitors. Select a School and provide the proper password as given to you by the entry office.' The form has two fields: 'School Name' with a dropdown menu showing 'Katy Fehler' and 'Password' with a masked input field. A 'Forgot your password?' link is visible below the password field. A 'Continue' button is at the bottom of the form.

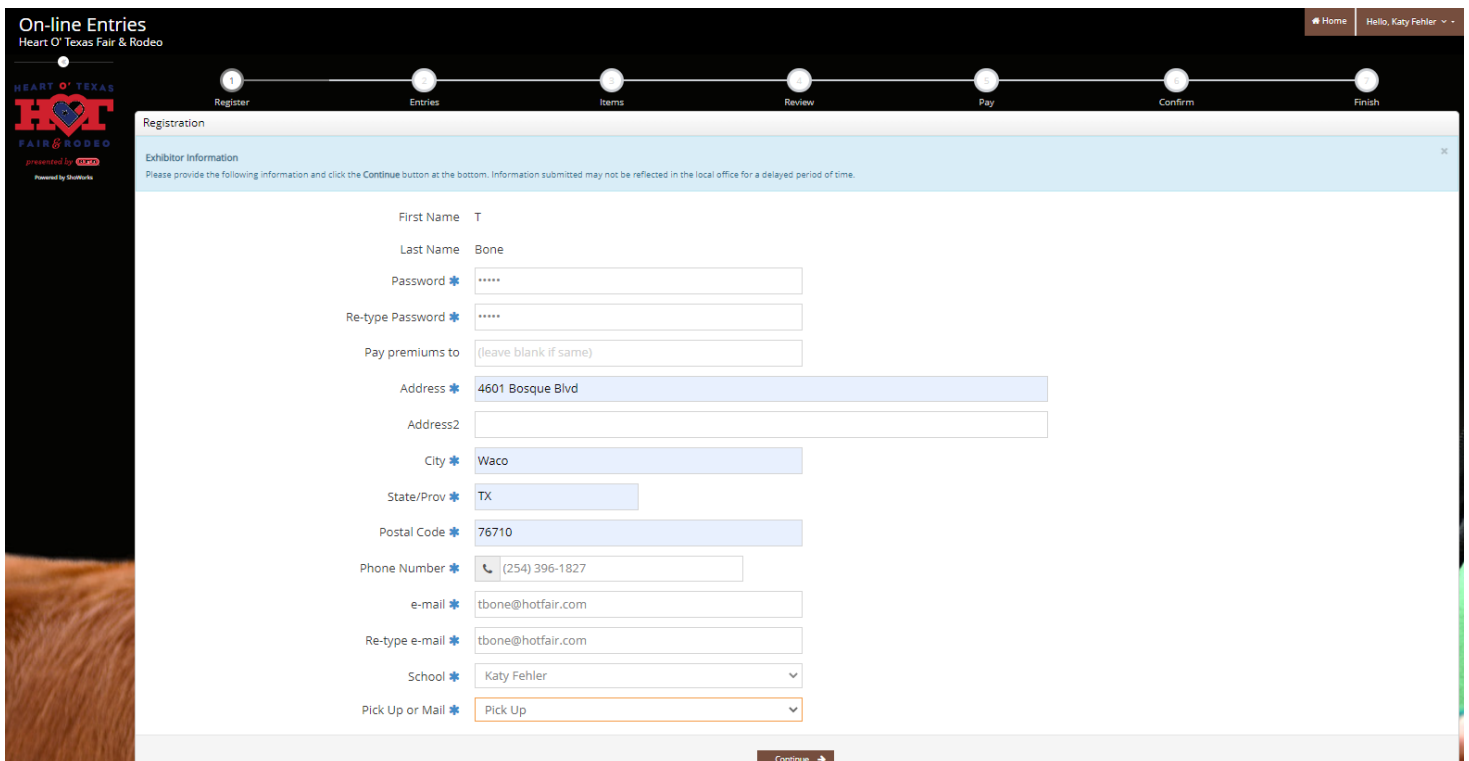
Step 5: Select “Begin Adding Exhibitors and Entries”



Step 6a: If you are selling to an Individual, enter their First and Last Name and select “This is a new Exhibitor”



Step 6ai: Enter the Customer Name, Password (76710 or create a unique password), Pay Premiums to=Customer Name, Address, Phone, Email, and Select if you would like to pick-up the order or have it mailed directly to the customer



Step 6b: If you are selling to a Company, slide the button over that says “I am Not a Team or Company” to where it says “I am a Team or Company” and enter the Company name and select “This is a new Exhibitor”

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Registration

Tip: Please specify an exhibitor for these entries.

I am a Team or Company

Team/Company Name

This is a new exhibitor This exhibitor has already been registered

Step 6bi: Enter the Password (76710 or create a unique password), Pay Premiums to=Contact Person, Address, Phone, Email, and Select if you would like to pick-up the order or have it mailed directly to the customer

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Registration

Exhibitor Information

Please provide the following information and click the Continue button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time.

T Bone Steakhouse
[Team/Company]

Password *

Re-type Password *

Pay premiums to

Address *

Address2

City *

State/Prov *

Postal Code *

Phone Number *

e-mail *

Re-type e-mail *

School *

Pick Up or Mail *

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Step 7: Confirm the information you entered is correct and select continue

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Registration

✓ 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 time.

T Bone Steakhouse
[Team/Company]

Contact T Bone
Address 4601 Bosque Blvd
Address 2
City Waco
State/Prov TX
Postal Code 76710
Phone (254) 396-1827
e-mail tbone@hotfair.com
School Katy Fehler
Pick Up or Mail Pick Up

Continue →

Step 8: Select the 3rd Tab – “Items”

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart
T BONE STEAKHOU...
0 Items

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Entries

✗ No Divisions Available
There are no Divisions available for entry. This may be because the fair either does not have any Divisions entered or has... of them as 'Hide division online' in the Divisions > Online Options menu of ShowWorks. If this is intentional, you may proceed to the next step in the numbered circle above or otherwise notify the fair that they have all of their Divisions hidden.

Add Entry
Choose from the list to create an entry for: T Bone Steakhouse [Team/Company]

Step 9: Adjust the Quantity of the Item(s) the Customer is purchasing and select Continue at the bottom of the page

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart
T BONE STEAKHOU...
0 Items

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Additional Items

Choose Quantities
Select the quantities for any items you wish to add for T Bone Steakhouse [Team/Company] by clicking the + and - buttons, then click 'Continue'.

⚠️ limits to the quantity allowed apply to this item

Fee Items	Amount	Qty	Total
01a. Entry Without Reverse Raffle Ticket <small>Link of the Item Fundraiser</small>	\$125.00	1	\$125.00
01b. Entry With Reverse Raffle Ticket <small>Link of the Item Fundraiser</small>	\$250.00	0	\$0.00
01c. Gold VIP Table <small>Link of the Item Fundraiser</small>	\$1,000.00	0	\$0.00
01d. Platinum VIP Table <small>Link of the Item Fundraiser</small>	\$1,500.00	1	\$1,500.00
01e. Raffle Underwriter <small>Link of the Item Fundraiser</small>	\$1,000.00	0	\$0.00
01f. Casino Table Underwriter <small>Link of the Item Fundraiser</small>	\$1,000.00	0	\$0.00
01g. Game Underwriter <small>Link of the Item Fundraiser</small>	\$1,000.00	0	\$0.00
01h. Food Underwriter <small>Link of the Item Fundraiser</small>	\$1,000.00	0	\$0.00

Step 10: Review your cart and select “Check Out”

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart

T BONE STEAKHOUSE :
01a. Entry Wit... \$125.00
01d. Platinum... \$1,500.00
2 Items \$1,625.00
TOTAL \$1,625.00

Register Entries Items Review Pay Confirm Finish

Review of Cart

Continue to Check-out
The following is a list of items in your cart. To remove an item, click the X button next to the item that you want to remove. To edit an item, click the pencil button.

You are not finished yet! You will still need to confirm in the upcoming steps.

Tip:
Since you are also logged in as a School, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the 'Add Entries for a different Exhibitor' button before attempting to check-out.

Item	Description	Amount	Edit	Remove
T Bone Steakhouse [Team/Company]'s Items:				
01a.	Entry Without Reverse Raffle Ticket	\$125.00 x 1	\$125.00	
01d.	Platinum VIP Table	\$1,500.00 x 1	\$1,500.00	
Total for T Bone Steakhouse [Team/Company] with 0 entries			\$1,625.00	
2 TOTAL ITEMS IN CART:			\$1,625.00	
BALANCE DUE:			\$1,625.00	

Add more Entries for T Bone Steakhouse [Team/Company] Empty Cart Save this cart for later Check-out Add Entries for a different Exhibitor

Step 11: If the customer is paying with cash or check, select “Pay Later” and bring your order form and payment into the Fair Office within 5 days of entering the order

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart

T BONE STEAKHOUSE :
01a. Entry Wit... \$125.00
01d. Platinum... \$1,500.00
2 Items \$1,625.00
TOTAL \$1,625.00

Register Entries Items Review Pay Confirm Finish

Payment

Would you like to pay now or later?
Immediate payment is optional. You may choose to either Pay Now the balance of \$1,625.00 in the following step, or you may skip payment by choosing Pay Later and following the instructions on your receipt to remit payment at a later time.

Pay Later Pay Now

Step 12: Select the type of credit card in the drop-down menu

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart

T BONE STEAKHOUSE :
01a. Entry Wit... \$125.00
01d. Platinum... \$1,500.00
2 Items \$1,625.00
TOTAL \$1,625.00

Register Entries Items Review Pay Confirm Finish

Payment

Provide Payment Information
Your balance is \$1,625.00. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$1,625.00

Payment Method -- Credit or Debit Card --

- Credit or Debit Card --
- Visa
- American Express
- Discover
- Master Card

Step 13: Enter the complete credit card information and be sure the ZIP code matches the billing zip code on the card

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart

T BONE STEAKHOU... \$1,625.00
01a Entry Wit... \$1,625.00
01c Platinum... \$1,625.00
2 Items \$1,625.00
TOTAL \$1,625.00

Register Entries Items Review Pay Confirm Finish

Payment

Provide Payment Information
Your balance is \$1,625.00. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$1,625.00

Payment Method Visa

Account Number

CVV

Expiration Date

Use my previous address

Name on Card

Billing Address

Billing City

Billing State/Prov

Billing Postal Code

Billing Country

Continue

Step 14: Type 'yes' in the Signature box and hit Submit

On-line Entries
Heart O' Texas Fair & Rodeo

Home Hello, Katy Fehler

Save Edit

Your Entry Cart

T BONE \$1.00
16c Cash Dona... \$1.00
1 Items \$1.00
TOTAL \$1.00

Register Entries Items Review Pay Confirm Finish

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
T Bone's Items:		
16c Cash Donation - 3	\$1.00 x 1	\$1.00
Total for T Bone with 0 entries and 1 additional items		\$1.00
1 TOTAL ITEMS IN CART:		\$1.00
BALANCE DUE:		\$1.00

Signature

Online submission, Online Receipt, and all money of Pre-Sale orders must be turned into the HOT Fair Office no later than 5:00 PM on THURSDAY, September 7, 2023. Any orders submitted after this deadline will be filed but will not count toward volunteer's Pre-Sale requirement.

I agree to the above statement. (Type YES if you agree)

Submit

By typing 'YES' you agree and are bound by the above statement. This action serves as your signature.

Step 15: The next screen will show your submission as successful and you can print or email a receipt

The screenshot shows a web interface for the Heart of Texas Fair & Rodeo. At the top, it says "On-line Entries" and "Heart of Texas Fair & Rodeo". A progress bar at the top indicates the steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The "Pay" step is currently active. A green banner across the middle of the screen says "Completed!" and "Submission Successful". Below this, there is a "Transaction Summary for Heart of Texas Fair & Rodeo" box. The summary includes a Confirmation ID, Total Exhibitors, Total Entries, Total Additional Items, Transaction Time, Transaction Amount, Transaction Payment, and Transaction Balance. There are also options to "Print Detailed Receipt" and "Finish".

On-line Entries
Heart of Texas Fair & Rodeo

Home Hello, Katy Fehler

To exit full screen, move mouse to top of screen or press **F11**

Register Entries Items Review Pay Confirm Finish

Completed!

Submission Successful

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

Transaction Summary for Heart of Texas Fair & Rodeo

Confirmation ID:	hotps-3150095426430
Total Exhibitors:	1
Total Entries:	0
Total Additional Items:	1
Transaction Time:	9/20/2023 9:54:29 AM
Transaction Amount:	\$1.00
Transaction Payment:	\$1.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to

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

Questions?

Contact Katy Fehler

254-224-8288

katy@hotfair.com