

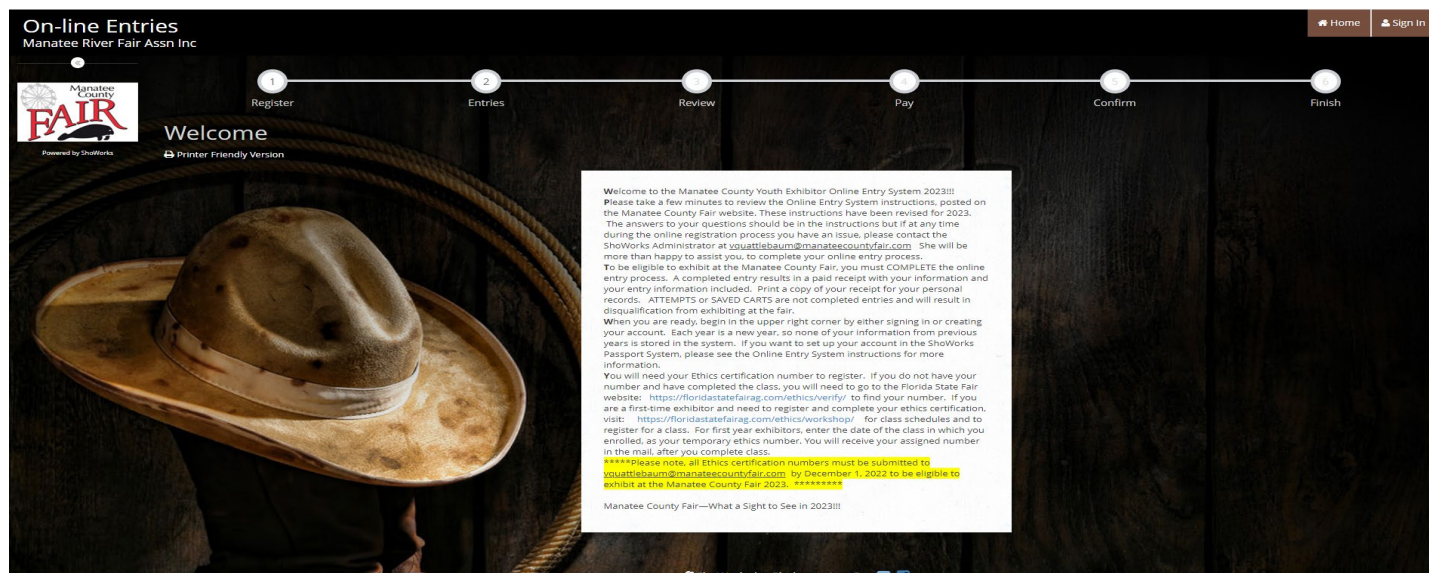


## SHOWWORKS EXHIBITOR ENTRY INSTRUCTIONS

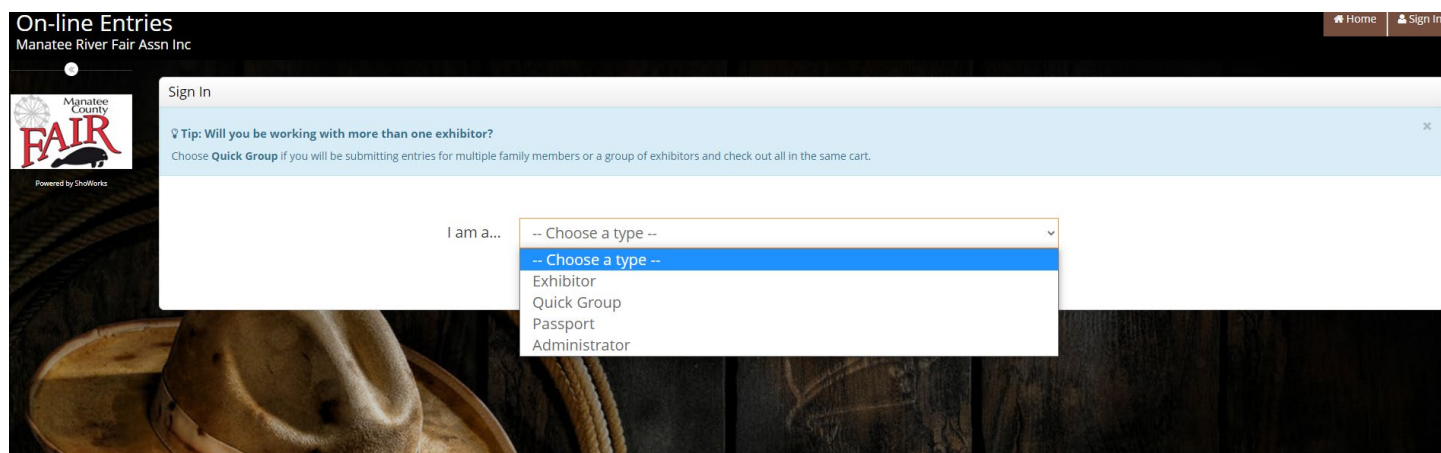
July 2023

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Welcome to the Manatee County Fair!!! We are looking forward to an exciting time in January 2024. These instructions are to assist you when entering your projects into the fair. We use the program referred to as “ShoWorks”. Please refer to the checklists, not only for the exhibitor required information but also for your entries, to ensure you have all of the information you need before you sit down to begin the online entry process. You will launch to the ShoWorks site from the Manatee County Fair website, under the Youth Ag Exhibits tab, look for the ShoWorks icon.



When you are directed to the ShoWorks online entry opening page, you will be at the welcome screen. Review the information on the Welcome screen. The Manatee County fair does not forward exhibitor information from year to year. All exhibitors will need to set up their account each year. You will begin by clicking on the upper right corner to sign-in.



This drop-down box will appear. You have the options of a “exhibitor” (single exhibitor), “quick group” or “Passport.” The “group” option would be used for a family with more than one exhibitor. This option allows you to enter all of the exhibitors in the family under one financial transaction. The receipt will list the individual exhibitors along with the entries they have entered. We will look at “Groups/Families” on page 19. “Passport” is a website and app option which will store your information from year to year, allowing you to quickly enter not only our fair but other fairs that accept ShoWorks Passport. More information about Passport is available on page 22 of these instructions.

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

**Registration**

**Tip:**  
Are you a family or group with multiple exhibitors? Sign in as a **Quick Group** to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.

First Name

Last Name

or sign in using ShoWorks Passport  
It's free and lets you securely keep your information and entries **year-to-year** and reuse across different fairs and shows. Get instant notifications when it's time to show or entries have been judged and see your awards. Sign up now and begin keeping track of your own entries!  
Tell me more about ShoWorks Passport...

☒ I am a new exhibitor or have yet to register this year ☐ I have previously registered this year

Continue →

We will start with a single exhibitor. After selecting “exhibitor” from the drop-down options, the above screen will appear. You will enter first and last name of the exhibitor, selecting “I am a new exhibitor or have yet to register this year” (the first time you sign-in this year) then press the “continue” button at the bottom of the screen. After your initial transaction, you will be able to sign in again, using your name and password that you set up. You would simply select the second option, “I have previously registered this year.”

### **Exhibitor Check-list:**

Have the following items before you begin this process.

- ✓ Exhibitor first and last name
- ✓ A password that can be remembered for the exhibitor to access account this year
- ✓ Address
- ✓ County
- ✓ Phone number
- ✓ Valid e-mail for exhibitor
- ✓ Exhibitor school attending
- ✓ Exhibitor date of birth
- ✓ Florida Ethics Certification Number –see further instructions regarding Ethics numbers on following page
- ✓ Parent name and contact information (phone number and email address)
- ✓ Exhibitor t-shirt size. For 2024, each registered exhibitor will receive a t-shirt with their paid security pass. The exhibitor security pass is automatically added to the cart.

#### 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.

First Name	Scrappy Mae
Last Name	Quattlebaum
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Address *	<input type="text"/>
Address2	<input type="text"/>
City *	<input type="text"/>
State/Prov *	<input type="text"/>
Postal Code *	<input type="text"/>
County *	<input type="text"/>
Phone Number *	<input type="text"/>
e-mail *	<input type="text"/>
Re-type e-mail *	<input type="text"/>
School *	-- Choose a School --
Date of Birth *	<input type="text"/>
Ethics # *	<input type="text"/>
Parent Name *	<input type="text"/>
Parent email *	<input type="text"/>
Parent Phone *	<input type="text"/>
Exhibitor T-shirt *	-- Choose an Item --

Continue →

You will notice the fields are marked with the blue asterisks. These fields must be completed before you can continue to the next page.

The “school” field is a drop-down field. If your school is not listed, select “Other School” in the county the school is located. Please email me the school name, so I can update the list, [vquattlebaum@manateecountyfair.com](mailto:vquattlebaum@manateecountyfair.com).

The one field that may cause concern is the Ethics number. If you do not have your number because you have lost it or have never taken the class, please consult the “Ethics Certification Information” found on the Manatee County Fair Website >Fair Events>Youth Ag Exhibits. A full explanation of the Ethics Certification can be found there. If you do not fill in your Ethics number at the time of your registration, **you will be responsible to send the number to [vquattlebaum@manateecountyfair.com](mailto:vquattlebaum@manateecountyfair.com) by December 1, 2023, to be eligible to participate in the Fair.**

The last field is the Exhibitor T-shirt. Select your t-shirt size from the drop-down field. The t-shirts are available in four youth sizes and five adult sizes.

Once all fields have been completed, press “continue” at the bottom of the page.

On-line Entries  
Manatee River Fair Assn Inc

Home Sign In

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

Manatee County FAIR  
Powered by Quattlebaum

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.

First Name Scrapy Mae  
Last Name Quattlebaum  
Address 32115 Clay Gully Road  
Address 2  
City Myakka City  
State/Prov FL  
Postal Code 34251  
County Manatee  
Phone (941) 915-2096  
e-mail valerieqb@msn.com  
School MYAKKA CITY ELEMENTARY  
Exhibitor Date of Birth 01/21/2007  
Ethics # 21FL1234  
Parent Name Valerie Tiffany Quattlebaum  
Parent email valerieqb@msn.com  
Parent Phone 9419152096  
T-Shirt Size Youth Small

Continue →

This page will ask you to confirm the information you entered. Once you have confirmed your information, and press “continue” at the bottom of the page.

You are now ready to start filling your cart with fair entries. It is your choice as to the order you submit your items. As you add items to your cart, watch the upper left corner of the screen as the cart fills with your selections. Know your Area entry dates. Not all of the Areas are open at the same time. Consult the rules of each Area to see the dates entries will be accepted. All area rules are available at Manatee County Fair website > Fair Events>Youth AG exhibits.

Let’s look at the different Areas. Each Area will have notes in the Special Instructions at the top of the page. Take note of those special instructions and reminders.

These written instructions include the path to find the area and a checklist of information required for the entry. All fields marked with a blue asterisk are required. When all required fields are complete, click “Add Entry to Cart.”

## BEEF BREEDING

### SAMPLE ENTRY:

Department	Beef Breeding
Division	Brahman Influence
Class *	01 : Brahman Influence Heifer
Animal Birth Date *	02/29/2020
Tag ID *	123
Description	
Club *	Haile FFA
Animal Name	PRECIOUS
Registration ID	1542585
Stalled Address *	1234 Main Street
USDA Premise Tag *	840 123 456 789 101
First year in Area *	No

Add 1 Entry to Cart

+

-

### Beef Breeding: Registration open October 1, 2023 – October 27, 2023

- ✓ Select Department: Beef Breeding
- ✓ Select the correct division for your animal
- ✓ Select class one in the correct division
- ✓ Animal birth date
- ✓ Tag number, Flap Tag or Brand ID
- ✓ Description (optional)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal name (optional)
- ✓ Registration ID number with your breed association (required for registered animals)
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ USDA Premise Tag number
- ✓ First year in Area, answer yes if this is the first time you have exhibited in Beef Breeding.

## MARKET STEER (BEEF)

### SAMPLE ENTRY:

Department	Beef
Division	Market Steer
Class *	01 : Market Steer
Animal Birth Date *	02/29/2020
Club *	Lincoln FFA
Stalled Address *	1234 Main Street
USDA Premise Tag	840 123 456 789 101
First year in Area *	Yes

Add Entry to Cart ✓

### Market Steer (Beef): Registration open August 1, 2023 – August 10, 20223

- ✓ Select Department Beef
- ✓ Select Division Market Steer
- ✓ Select Class one
- ✓ Animal Birthdate
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ USDA Premise Id Tag number (If you have this before arrival at weigh-in please provide)
- ✓ First year in Area, answer yes if this is the first time you have exhibited in the Beef project

## DAIRY CATTLE

### SAMPLE ENTRY:

Department	Dairy Cattle
Division	Dairy Cattle
Class *	02 : Summer Heifer Calf: June 1, 2023-Aug. 31, 2023
Breed *	Brown Swiss
Animal Birth Date *	06/01/2023
Tag ID *	123
Club *	Buffalo Creek FFA
Animal Name	Patches
Registration ID	1542585
Stalled Address *	1234 Main Street
USDA Premise Tag *	840 123 456 789 101
First year in Area *	Yes

Add Entry to Cart ✓

### Dairy: Registration open October 1, 2023 – October 27, 2023

- ✓ Select Department: Dairy Cattle
- ✓ Select Division Dairy Cattle
- ✓ Select Class (Animals are classified by the animal birthdate.).
- ✓ Select Breed
- ✓ Animal Birthdate
- ✓ Tag ID (visual tag)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal name (optional)
- ✓ Registration ID (for registered animals)
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ USDA Premise tag number
- ✓ First year in Area, answer yes if this is the first time you have exhibited in the Dairy Cattle project



## DAIRY GOAT

### SAMPLE ENTRY:

Department	<input type="text" value="Dairy Goat"/>
Division	<input type="text" value="Dairy Goat"/>
Class *	<input type="text" value="06 : Milkers: 3 to 5 years"/>
Breed *	<input type="text" value="Toggenburg"/>
Animal Birth Date *	<input type="text" value="06/01/2020"/>
Tag ID *	<input type="text" value="221"/>
Club *	<input type="text" value="Home Grown Heritage 4-H"/>
Animal Name *	<input type="text" value="Skippy"/>
Stalled Address *	<input type="text" value="1234 Main Street"/>
First year in Area *	<input type="text" value="No"/>

[Add Entry to Cart](#)

### Dairy Goat: Registration open October 1, 2023 – October 27, 2023

- ✓ Select Department: Dairy Goat
- ✓ Select Division: Dairy Goat
- ✓ Select Class
- ✓ Select Breed
- ✓ Animal Birthdate
- ✓ Tag Id
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal name
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ First year in Area, answer yes if this is the first time you have exhibited in the Dairy Goat project

## DOGS

### SAMPLE ENTRY:

Department	Dogs
Division	Dogs
Class	<div><input checked="" type="radio"/> 00 : MRFA Entry Fee <input type="radio"/> 01 : Showmanship: Basic <input type="radio"/> 02 : Showmanship: Novice <input type="radio"/> 03 : Showmanship: Open <input type="radio"/> 04 : Showmanship: Excellent <input type="radio"/> 05 : Obedience: Basic <input type="radio"/> 06 : Obedience: Sub-Novice A <input checked="" type="radio"/> 07 : Obedience: Sub-Novice B <input type="radio"/> 08 : Obedience: Beginner Novice <input type="radio"/> 09 : Obedience: Novice A <input type="radio"/> 10 : Obedience: Novice B <input checked="" type="radio"/> 11 : Obedience: Open <input type="radio"/> 12 : Obedience: Utility <input type="radio"/> 13 : Obedience: Brace <input type="radio"/> 14 : Obedience: Team <input checked="" type="radio"/> 15 : Agility: On-leash <input type="radio"/> 16 : Agility: Off-leash <input type="radio"/> 17 : Cloverbud Showmanship Participation</div>
Animal Birth Date	02/29/2020
Club	Buffalo Creek FFA
Animal Name	Petra
Animal Address	1234 Main Street
Dog's Breed	Golden Retriever
Dog's Titles	Best of show
Team Contest Members	
Agility Jump Height	24"
First year in Area	No

Add Entry to Cart

### Dogs: Registration open October 1, 2023 – October 27, 2023

- ✓ Select Department: Dogs
- ✓ Select Division: Dogs
- ✓ Select Class 00 for the Manatee County Fair Fee (select this on your first dog entry only. Dog exhibitors pay a flat fee for entry, the number of animals and classes are included in the fee, Cloverbuds do not need to select the MRFA fee to participate. Cloverbuds only select class 17 to participate )
- ✓ Select Classes (you are allowed to enter multiple dogs, but only one dog can have a showmanship class attached to it)
- ✓ Animal Birthdate
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal's name
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ Dog's Breed
- ✓ Titles the Dog has earned (optional)
- ✓ Team members if participating in the team contest
- ✓ Agility height of jump (4", 8", 12", 16", 20", 24") Select the height if you chose an agility class
- ✓ First year in Area, answer yes if this is the first time you have exhibited in the Dog project

## FNGLA (PLANTS)

### SAMPLE ENTRY:

Department	Plants (FNGLA) ▼
Division	Plants (FNGLA) ▼
Class *	B : Foliage Plants ▼
Club *	Awesome Adventure 4-H ▼
"Other" Container	<input type="text"/>
Common Name *	Bamboo Palm
Scientific Name *	Chamaedorea Seifrizi
Container Quantity *	2
Extra Plants *	3
Container Type *	Pot ▼
"Pot" Container Size	3-5 gallon ▼
First year in Area *	Yes ▼

Add 1 Entry to Cart



Plants (FNGLA): Registration open October 1, 2023 – October 13, 2023

- ✓ Select Department: Plants (FNGLA)
- ✓ Select Division: Plants (FNGLA)
- ✓ Select Class: See Appendix 1, in the FNGLA rules
- ✓ Club or Chapter through which you are exhibiting this project
- ✓ "Other" Container: Use this field if you use "Other" as your container type
- ✓ Common Name: See "Appendix 1, Plant Classes", FNGLA Rules
- ✓ Scientific Name: See "Appendix 1, Plant Classes", FNGLA Rules
- ✓ Container Quantity: See "Plant Entry Specifications", FNGLA Rules for minimum number of plants
- ✓ Extra Plants: See "Plant Entry Specifications", FNGLA Rules for number of extra plants allowed to be tagged
- ✓ Container Type: Drop down and select your container, if not listed, select "Other" and fill in "Other" Container field
- ✓ "Pot" Container Size: If you select "Pot" as your container type, then select size of "Pot" from drop down field
- ✓ First year in Area, answer yes if this is the first time you have exhibited in the FNGLA (Plant) project

## HORSE

### SAMPLE ENTRY:

Department	Horse
Division	Horse
Class	<div><input checked="" type="checkbox"/> 00 : MRFA Entry Fee</div> <div><input type="checkbox"/> 01 : Grade Mares (Conformation)</div> <div><input type="checkbox"/> 02 : Grade Geldings (Conformation)</div> <div><input type="checkbox"/> 03 : Registered Mares (Conformation)</div> <div><input type="checkbox"/> 04 : Registered Geldings (Conformation)</div> <div><input type="checkbox"/> 05 : Senior Western or English Showmanship</div> <div><input type="checkbox"/> 06 : Junior Western or English Showmanship</div> <div><input checked="" type="checkbox"/> 07 : Walk Trot English or Western (cannot enter canter/lope class)</div> <div><input type="checkbox"/> 08 : Walk Trot Equitation (cannot enter a canter/lope class)</div> <div><input type="checkbox"/> 09 : Senior English Pleasure</div> <div><input checked="" type="checkbox"/> 10 : Junior English Pleasure</div> <div><input type="checkbox"/> 11 : Senior English Equitation</div> <div><input type="checkbox"/> 12 : Junior English Equitation</div> <div><input type="checkbox"/> 13 : Senior Western Pleasure</div> <div><input type="checkbox"/> 14 : Junior Western Pleasure</div> <div><input type="checkbox"/> 15 : Senior Western Equitation</div> <div><input type="checkbox"/> 16 : Junior Western Equitation</div> <div><input type="checkbox"/> 17 : Senior Ranch Riding</div> <div><input type="checkbox"/> 18 : Junior Ranch Riding</div> <div><input checked="" type="checkbox"/> 19 : Senior Poles</div> <div><input type="checkbox"/> 20 : Junior Poles</div> <div><input type="checkbox"/> 21 : Stake Race</div> <div><input type="checkbox"/> 22 : Senior Barrels</div> <div><input type="checkbox"/> 23 : Junior Barrels</div> <div><input type="checkbox"/> 24 : Keyhole</div>
Club	Braden River Riders 4-H
Animal Name	Patches
Coggins #	AlE67865
Animal Address	1234 Main Street
Rider Age on 1/1/23	14
Horse Gender	Mare
First year in Area	No
<div>Add Entry to Cart</div>	

### Horses: Registration open October 1, 2023 – October 27, 2023

- ✓ Select Department: Horse
- ✓ Select Division: Horse
- ✓ Select Class 00 for the Manatee County Fair Fee (select this on your first horse entry only. Horse fees are a flat fee, the number of horses and classes are covered under one fee)
- ✓ Select classes applicable to first animal (Exhibitors are allowed to enter more than one class with an animal entry, see rules for specific class descriptions and limitations on classes)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal's name
- ✓ Coggins Number
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ Age of the Rider on January 1, 2023
- ✓ Horse Gender
- ✓ First year in Area, answer yes if this is the first time you have exhibited in the Horse project

## POULTRY

Auto-fill from previous...

\* required

Department	Poultry
Division	Bantams
Class *	Bantams
Breed *	Duck
Club *	Geese
Poultry Variety *	Large Fowl (Standard)
	Layer Pen
	Meat Pen (Poultry)
	Turkey
Sex of Poultry *	-- Choose an Item --

### Poultry: Registration open October 21, 2023 – October 27, 2023

- ✓ Select Department: Poultry
- ✓ Select Division: This will be provided by Poultry committee at mandatory meeting
- ✓ Class and Breed: This will be provided by Poultry committee at mandatory meeting (Cloverbuds will select the class “Cloverbud Participation” available under each division)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal Address: the address of the facility where your animal is housed for this project
- ✓ Poultry Variety This will be provided by Poultry committee at the mandatory meeting
- ✓ Sex of Poultry: This will be provided by Poultry committee at the mandatory meeting
- ✓ First year in Area: answer yes if this is the first time you have exhibited in the Poultry project

Poultry committee will be meeting with each exhibitor at the mandatory meeting to assist each exhibitor with the required information, providing the exhibitor with a sheet of paper with the notations.

### SAMPLE POULTRY ENTRY:

Department	All Departments
Division	Bantams
Class *	03 : Single Comb Clean Legged (SCCL)
Breed *	Andalusians
Club *	Braden River FFA
Animal Address *	1234 Main Street
Variety *	Standard red
Sex of Poultry *	Pullet
First year in Area *	No

Add Entry to Cart

## RABBIT

### SAMPLE ENTRY:

Department	Rabbit
Division	Rabbit
Class *	D : CLASS FOUR: Junior Doe (Six months or younger--Day of Show)
Breed *	American Fuzzy Lop
Tag ID *	123
Club *	Bradenton Bunnies 4-H
Animal Name	Patches
Animal Address *	1234 Main Street
Variety *	White
First year in Area *	Yes

Add Entry to Cart

### Rabbit: Registration open October 21, 2023 – October 27, 2023

- ✓ Select Department: Rabbit
- ✓ Select Division: Rabbit
- ✓ Class, Breed and Tag ID (will be provided by Rabbit Committee)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal Name
- ✓ Animal Address: the address of the facility where your animal is housed for this project
- ✓ Rabbit Variety will be provided by Rabbit Committee
- ✓ First year in Area: answer yes if this is the first time you have exhibited in the Poultry project

Rabbit committee will be meeting with each exhibitor at the mandatory meeting to assist each exhibitor with the required information, providing the exhibitor with a sheet of paper with the notations.

## SWINE

### SAMPLE ENTRY:

Department	Swine
Division	Swine
Class *	01 : Class 1 Division 1
Breed	Duroc
Animal Birth Date	06/01/2023
Description	Red animal, floppy ears
Club *	Country Hog 4-H
Animal Name	PRECIOUS
Animal Address *	1234 Main Street
USDA Premise Tag	840 002 541 232 221 551
County Fair Tag No.	113
First year in Area *	No

Add Entry to Cart

### Swine: Registration September 18, 2023 – October 5, 2023

- Select Department: Swine
- Select Division: Swine
- Class (select class one)
- Breed (if your animal is a cross bred, select “Other”)
- Animal Birthdate
- Description of animal (Optional)
- Club or Chapter through which you are exhibiting this animal
- Animal Name (Optional)
- Animal Address: the address of the facility where your animal is housed for this project
- USDA Premise tag number (if your animal has this tag before mandatory check-in, please enter here, it will be verified)
- County Fair Tag No (if your animal has been tagged with a Manatee County Fair tag before mandatory check-in, please enter here, it will be verified)
- First year in Area: answer yes if this is the first time you have exhibited in the Swine project

## SECURITY PASSES AND EXHIBITOR T-SHIRTS

New in 2024, each exhibitor in the Manatee County Fair is required to purchase a security pass and a t-shirt. These items are automatically added to the exhibitor cart with their first purchase.

After you have completed your entries, you are prompted to press continue. This will take you to the “Items” Section.

Fee Items	Amount	Qty	Total
*Exhibitor Security Pass <small>Exhibitor Security Pass and T-shirt</small>	\$30.00	1 + -	\$30.00
Family Security Pass <small>Family Security Pass (limit 4)</small>	\$25.00	0 + -	\$0.00
Leader Security Pass <small>4-H Advisor and 4-H Leader Security Pass</small>	\$25.00	0 + -	\$0.00

You will see the “Exhibitor Security Pass” added to the cart. It is noted with a blue asterick. This is also the place to purchase Family Security Passes. You are allowed to purchase 4 security passes per FAMILY not exhibitor. A family purchasing more security passes will risk having the transaction voided. Chapter Advisors and 4-H Leaders are able to purchase security passes. The list of approved advisors and leaders is provided to the fair office. Once the Family and Leader passes are added, press Continue.

A summary of the entries will be there to review. Changes can be made at this time. If all is correct, press continue to payment.

## CHAPTER AND CLUB EXHIBITORS

Chapter and Club exhibitors are encouraged to register in ShoWorks to purchase their security pass and t-shirts. Chapter exhibitors should set up an account and continue through the process to confirm their information (pages 2-5). Once they arrive at the screen to add entries, the exhibitor can press on the white circle at the top of the screen to “Items” and this will take you directly to the “Items” Area where the Exhibitor pass and Family pass can be added to the cart. You can then proceed to process payment. Again, a completed sale is payment and a transaction receipt.



## FFA CHAPTER AND 4-H CLUB ENTRIES

First Name: Name of the FFA Chapter or 4-H Club

Last Name: “FFA Chapter” or “4-H Club”

A sample registration will look like this:

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.

First Name	Parrish Community High School
Last Name	FFA Chapter
Password *	*****
Re-type Password *	*****
Address *	1234 Main Street
Address2	
City *	Parrish
State/Prov *	FL
Postal Code *	34219
County *	Manatee
Phone Number *	(941) 555-1212
e-mail *	ADVISOREMAIL@EMAIL.COM
Re-type e-mail *	ADVISOREMAIL@EMAIL.COM
School *	PARRISH COMMUNITY HIGH   Manatee
Date of Birth *	01/01/2024
Ethics # *	TBD
Parent Name *	ADVISOR NAMES
Parent email *	ADVISOR EMAILS
Parent Phone *	ADVISOR PH
T-Shirt Size *	Adult Small

Parent Phone is invalid. Enter a number between 0000000000 and 9999999999

## COMPLETE THE PURCHASE

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 **✎** 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 Group, 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
<b>Tom Landry's Items:</b>				
Dairy	Class: 04 - Winter Yearling: Dec. 1, 2020-Feb. 28, 2021 Breed: Holstein Birth Date: 12/01/2020 Tag ID: 4007 Description: Black and White Club: Buffalo Creek FFA Animal Name: Oreo Showmanship: Yes	\$15.00	✎	X
<b>Total for Tom Landry with 1 entries</b>		\$15.00		
Add more entries for Tom Landry				
Add items for Tom Landry				
<b>Belle Landry's Items:</b>				
Beef Breeding	Class: 01 - Brahman Influence Birth Date: 02/29/2020 Tag ID: 123 Description: Big ole Brahman Club: Manatee County Junior Castleman's 4-H Animal Name: Petra Registration ID: 5014587421 Showmanship: Yes	\$15.00	✎	X
Dairy Goats	Class: 01 - Junior Doeslings Breed: Alpine Birth Date: 02/29/2020 Tag ID: 123 Club: Buffalo Creek FFA Animal Name: Old Red	\$5.00	✎	X
<b>Total for Belle Landry with 2 entries</b>		\$20.00		
Add more entries for Belle Landry				
Add items for Belle Landry				
<b>2 Total exhibitors in cart:</b>				
<b>3 Total entries in cart:</b>		\$35.00		
<b>0 Total additional items in cart:</b>		\$0.00		
<b>3 TOTAL ITEMS IN CART:</b>		\$35.00		
<b>BALANCE DUE:</b>		\$35.00		

[+ Add more Entries for Belle Landry](#)
[Empty Cart](#)
[Save this cart for later](#)
[Check-out](#)
[+ Add Entries for a different Exhibitor](#)

**Please review all entries for all exhibitors before you check out.** Once you have completed the purchase, you cannot change any information on the entries. You will be able to change information for the exhibitor when you log-in again. An example would be to change the Ethics number from the date of class to the number issued by the Florida State Fair.

Should you need to add an entry to an exhibitor, you would press on the blue line below the exhibitor's name "add more entries for \_\_\_\_."

Edits to individual entries can be done by pressing on the "pencil" icon next to the entry you need to edit. You will be taken to the entry screen of the item to edit, make the changes and press the "update" button at the bottom of the screen.

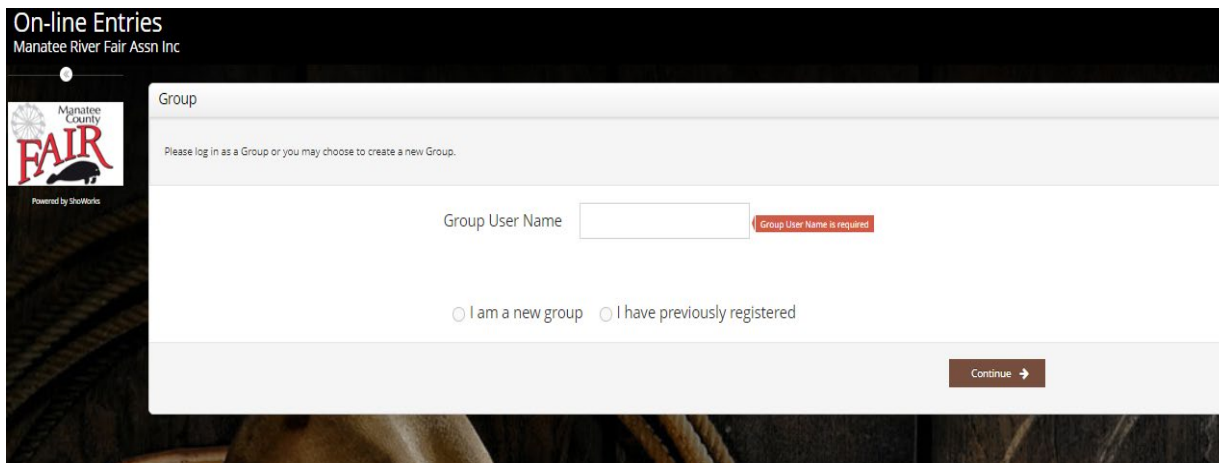
Please keep in mind, **THE ENTRIES ARE NOT COMPLETE UNTIL THEY HAVE BEEN CHECKED OUT AND PAID IN FULL.** All entries must be paid online through ShoWorks. After you have completed your sale, **PRINT A COPY OF YOUR RECEIPT!!!!** ALL TRANSACTIONS ARE DATE AND TIME STAMPED, LATE ENTRIES WILL NOT BE ACCEPTED. The Areas are pre-set to close at the deadline. Plan accordingly, do not wait until the last minute to complete your entries.

Keep in mind you may not be able to register all of your projects at the same time. For example, an exhibitor who exhibits Market steer and Beef Breeding have dates several weeks apart. You will set up your account with the first project and then log-in to add the additional projects and pay for their entry fees.

If you have any questions or encounter any issues, please email Valerie Quattlebaum, the ShoWorks administrator, at [vquattlebaum@manateecountyfair.com](mailto:vquattlebaum@manateecountyfair.com). I check this email often and will respond ASAP.

## GROUP OR FAMILY ENTRIES (OPTIONAL)

Families with more than one exhibitor, can consider using the “Group” option.



On-line Entries  
Manatee River Fair Assn Inc

Group

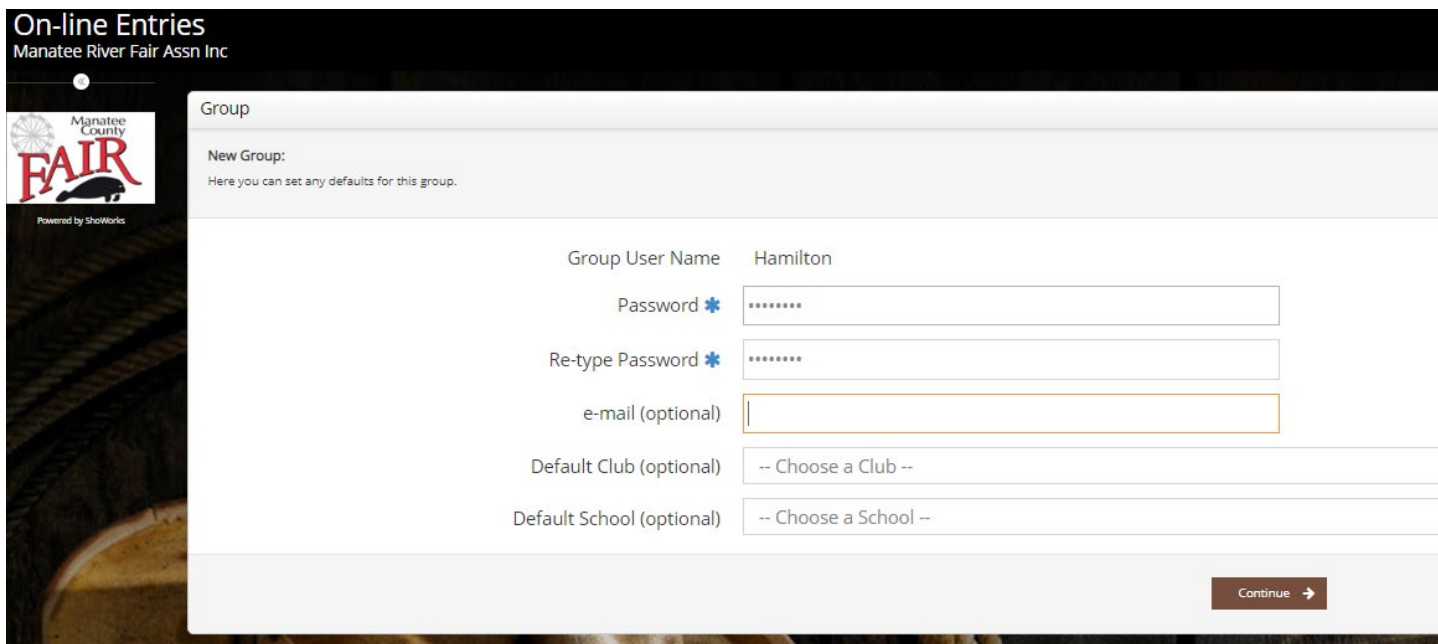
Please log in as a Group or you may choose to create a new Group.

Group User Name  Group User Name is required

☒ I am a new group ☐ I have previously registered

Continue →

Enter the group name and select a password. The rest of the fields are optional as they could be different for each exhibitor.



On-line Entries  
Manatee River Fair Assn Inc

Group

New Group:  
Here you can set any defaults for this group.

Group User Name

Password \*

Re-type Password \*

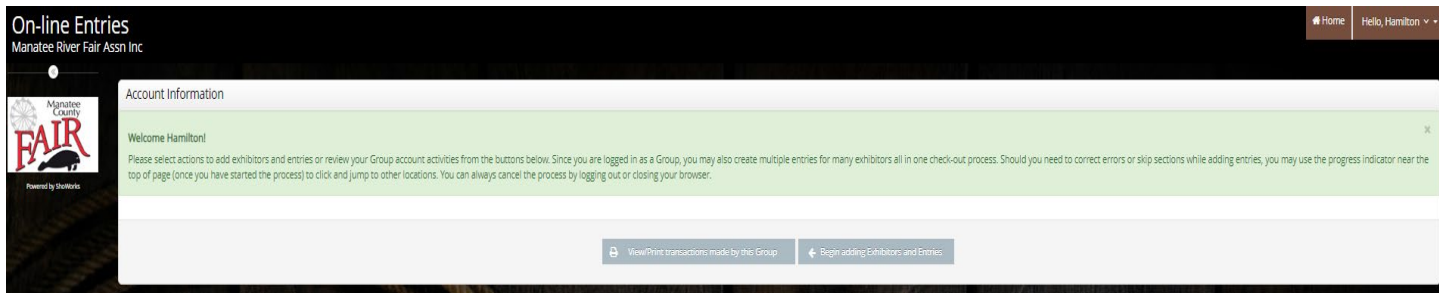
e-mail (optional)

Default Club (optional)

Default School (optional)

Continue →

Once you have confirmed all of the group information is correct, you are ready to enter each member of the group and their entries.



By selecting the tab “Begin adding Exhibitors and Entries” you will be directed to the single exhibitor screen which is the same as a single exhibitor.

On-line Entries  
Manatee River Fair Assn Inc

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.

First Name Eliza  
Last Name Hamilton  
Password \*  
Re-type Password \*  
Address \* 123 Main Street  
Address2  
City \* Myakka City  
State/Prov \* FL  
Postal Code \* 34251  
Phone Number \* (941) 555-1234  
e-mail \* ehamilton@yahoo.com  
Re-type e-mail \* ehamilton@yahoo.com  
Grade \* 9  
Date of Birth \* 09/10/2007  
Ethics # \* 21FL4321

Continue

The screen is the same as the single exhibitor. All fields blue asterisks will need to be completed before you can continue to the next screen. (See pages 2 – 5) Press “Continue.”

On-line Entries  
Manatee River Fair Assn Inc

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.

First Name Eliza  
Last Name Hamilton  
Address 123 Main Street  
Address 2  
City Myakka City  
State/Prov FL  
Postal Code 34251  
Phone (941) 555-1234  
e-mail ehamilton@yahoo.com  
Grade 9  
Exhibitor Date of Birth 09/10/2007  
Ethics # 21FL4321

Continue

This screen will ask you to confirm the information. If all is correct, press “Continue.”

You are then able to enter items/entries into the cart for this exhibitor in the same manner as a single exhibitor.





## SHOWWORKS PASSPORT (OPTIONAL)

You do have the option to set up your account through ShoWorks Passport. Passport is an online site and phone app which will store your information to be used from year to year and used at other fairs which accept ShoWorks Passport. The website for Passport is <https://passport.fairwire.com/passport.aspx> When entering your projects through Passport, you must be certain to select Manatee County Fair.

**Welcome to ShoWorks Passport!**

**Passport makes your fair entry easy!**

8-things a ShoWorks Passport does for you:

- ✓ Keep your information year-after-year
- ✓ Use a single login across all fairs
- ✓ Review current and historical entries in one place
- ✓ Reuse your past entries when making new entries
- ✓ Check-in entries upon arrival using the mobile app \*
- ✓ Get notifications on your mobile device when its time to show, last minute notices, and when your entries are judged \*
- ✓ View all your winnings and ribbons across all fairs from a virtual 'Awards Room' on your mobile device \*
- ✓ Optionally share your 'Awards Room' with your ShoWorks Passport friends as well as social media \*

...and it's free!

See a [list of fairs](#) that take ShoWorks Passport

**Get Your Free Passport Today!**

or [click here](#) if you already have a passport account

\* requires dedicated app available winter 2019 for iPhones, Apple Watch, and Androids

Download on the App Store | GET IT ON Google Play

*Graphic includes a passport book with the ShoWorks logo and the word 'PASSPORT' on the cover.*

By clicking on the “Get Your Free Passport Today” button, you will open the set up screen for Passport.

**ShoWorks Passport**

Home | List of Fairs | My Account

Your Passport Account

**Login:**

ShoWorks Passport is a way of creating one exhibitor account to keep year-after-year and use across all fairs and shows that use ShoWorks.

Passport User Name (or e-mail)

☐ I don't yet have a ShoWorks Passport but want to create one ☐ I already have a ShoWorks Passport

**Continue**

Enter a Passport user name or email address and select the “I don’t have ShoWorks Passport but want to create one” option.

This screen will pop up

The screenshot shows the 'Your Passport Account' registration page. At the top, there's a navigation bar with 'ShoWorks Passport', 'Home', 'List of Fairs', and 'My Account'. Below the header, the page title is 'Your Passport Account'. A sub-header reads 'Registration Information: Complete the following registration and click the Continue button at the bottom.' The form fields are as follows: Username (Scrappy Mae), Password (masked with asterisks), Re-type Password (masked with asterisks), First Name (Scrappy Mae), Last Name (Quattlebaum), Pay premiums to (leave blank if same), Address (32115 Clay Gully Road), Address2 (empty), City (Myakka City), State/Prov (FL), Postal Code (34251), County (Manatee), Country (United States), Phone Number ((941) 915-2096), e-mail (valerieqb@msn.com), Re-type e-mail (valerieqb@msn.com), Date of Birth (03/25/2013), Grade (3). At the bottom, there are two checkboxes: 'Notify me with e-mail' (checked) and 'Send me marketing e-mails' (unchecked). A 'Continue' button is at the bottom right.

Fill in your information, as you would from the Manatee County Fair online entry screen, and press continue. The program will ask you to confirm all of your information and press continue.

Once you have confirmed your information, you will have this screen

The screenshot shows the 'Your Passport Account' dashboard. The navigation bar is the same as the previous screen. The page title is 'Your Passport Account'. Below the header, there's a section titled 'Personal Information' with a welcome message: 'Welcome Scrappy Mae Quattlebaum (Scrappy Mae)'. It lists the user's details: 32115 Clay Gully Road, Myakka City, FL 34251, Manatee, United States, (941) 915-2096, valerieqb@msn.com, 3/25/2013. There are links for 'Sign out of Passport', 'Edit Info', and a 'Check in' button. Below this is an 'Activity' section showing 'Member Since: 7/23/2022 10:06:18 PM', 'Last Updated: 7/23/2022 10:06:18 PM', and 'Last Fair Participated In: Unavailable'. At the bottom is an 'Entries' section with a message: 'No entries have been claimed by you. To claim past entries in any fair that you have participated in, either click the button "Claim Entries" above, or simply login to a fair's ShoWorks online entries (if active) while logged in with your Passport account.' There is a link to 'Click here to see a list of all fairs that are compatible with ShoWorks Passport including links to those fairs that are actively taking logins.'

From here you can find the Manatee County Fair online entry site or you can log out and enter the Manatee County Fair entry site from our county website as you would usually access. You would then select the Passport account when prompted at the beginning of the session, from the welcome screen. Our fair (as would other fairs) requires more information that is asked in the set-up of the passport account (example would be our Ethics Certification number). As a Passport member, when you add information as you

register and enter entries into our fair, the information is saved in your Passport account. Your entries are also saved and can be recalled when registering for other fairs using the Passport system.

The Passport also has a notification system the fair may use to alert of show times and call classes as a secondary means of communication. The Passport system may also be updated of show results, awarding virtual “badges” and “ribbons” on the phone app.

The phone app is available on the app store and Google play.

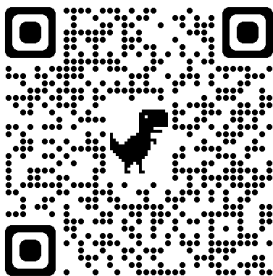


Thank you for your interest in the ShoWorks Passport. If you have any questions, please contact [vquattlebaum@manateecountyfair.com](mailto:vquattlebaum@manateecountyfair.com)

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## QUICK QR ACCESS

Florida State Fair Ethics



Manatee Fair Online Entry



ShoWorks Passport

