

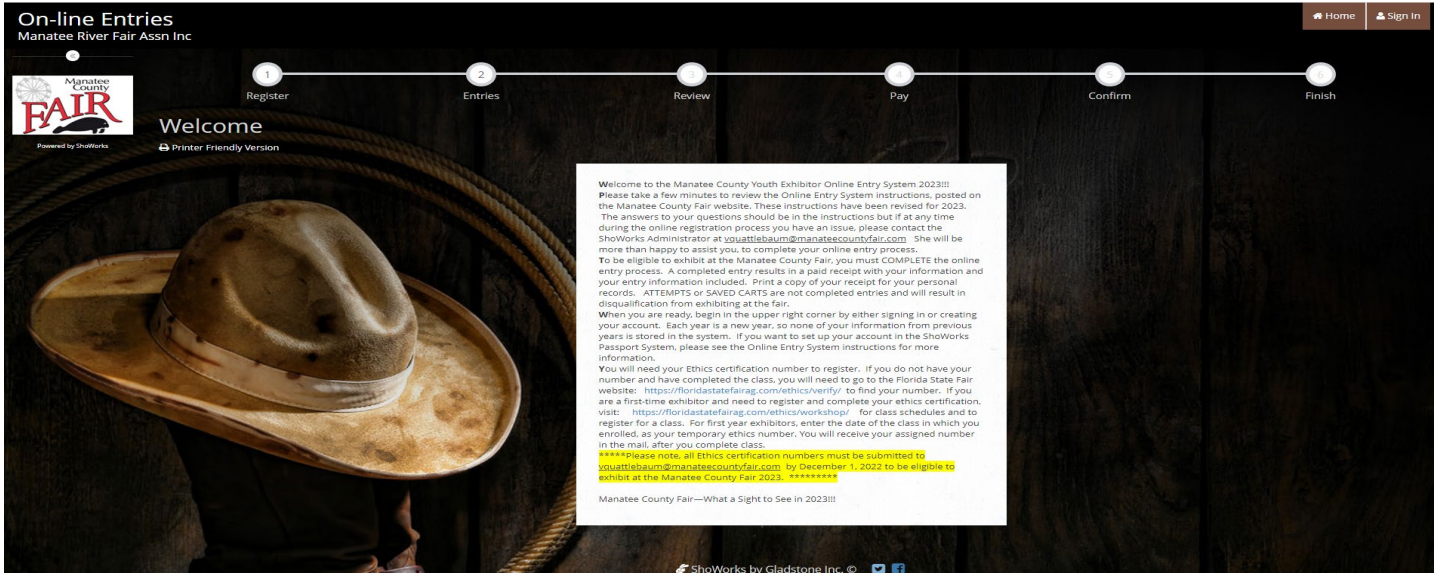


## SHOWWORKS EXHIBITOR ENTRY INSTRUCTIONS

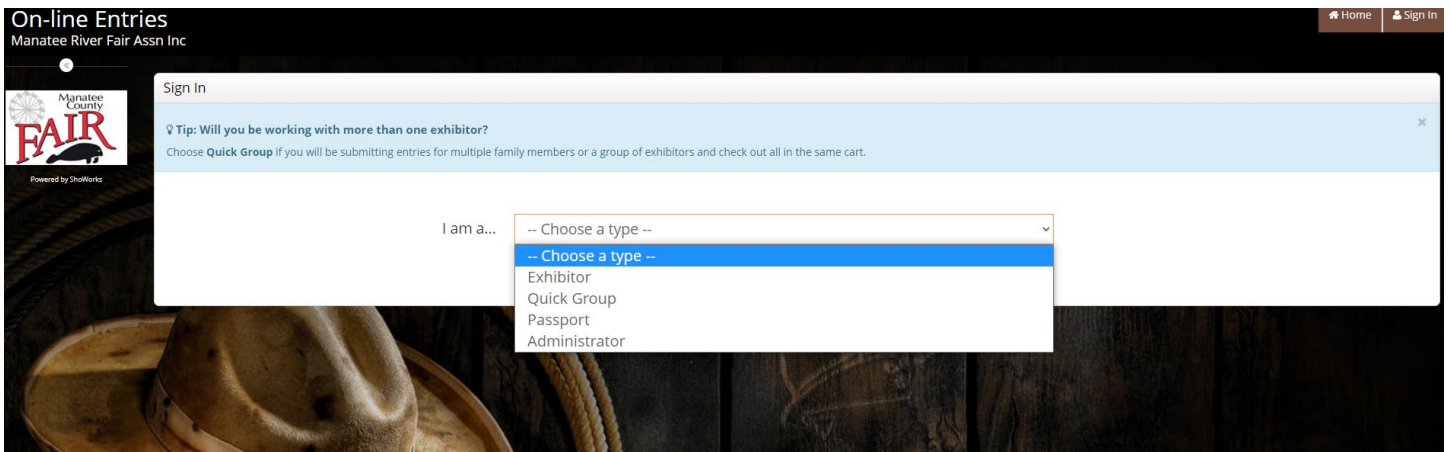
Revised August 3, 2024, for Manatee County Fair 2025

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Welcome to the Manatee County Fair!!! We are looking forward to an exciting time in January 2025. 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 insure 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 2025, each registered exhibitor will receive a t-shirt with their paid security pass. The exhibitor security pass is automatically added to the cart.
- ✓ **New 2025:** Your age division for Showmanship. Your age is determined by your age on September 1, 2024. Cloverbuds 5-7 years old; Juniors 8-10 years old; Intermediate 11-13 years old and Seniors 14-19 years old.

#### 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 -- <small>Exhibitor T-shirt is required</small>

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.

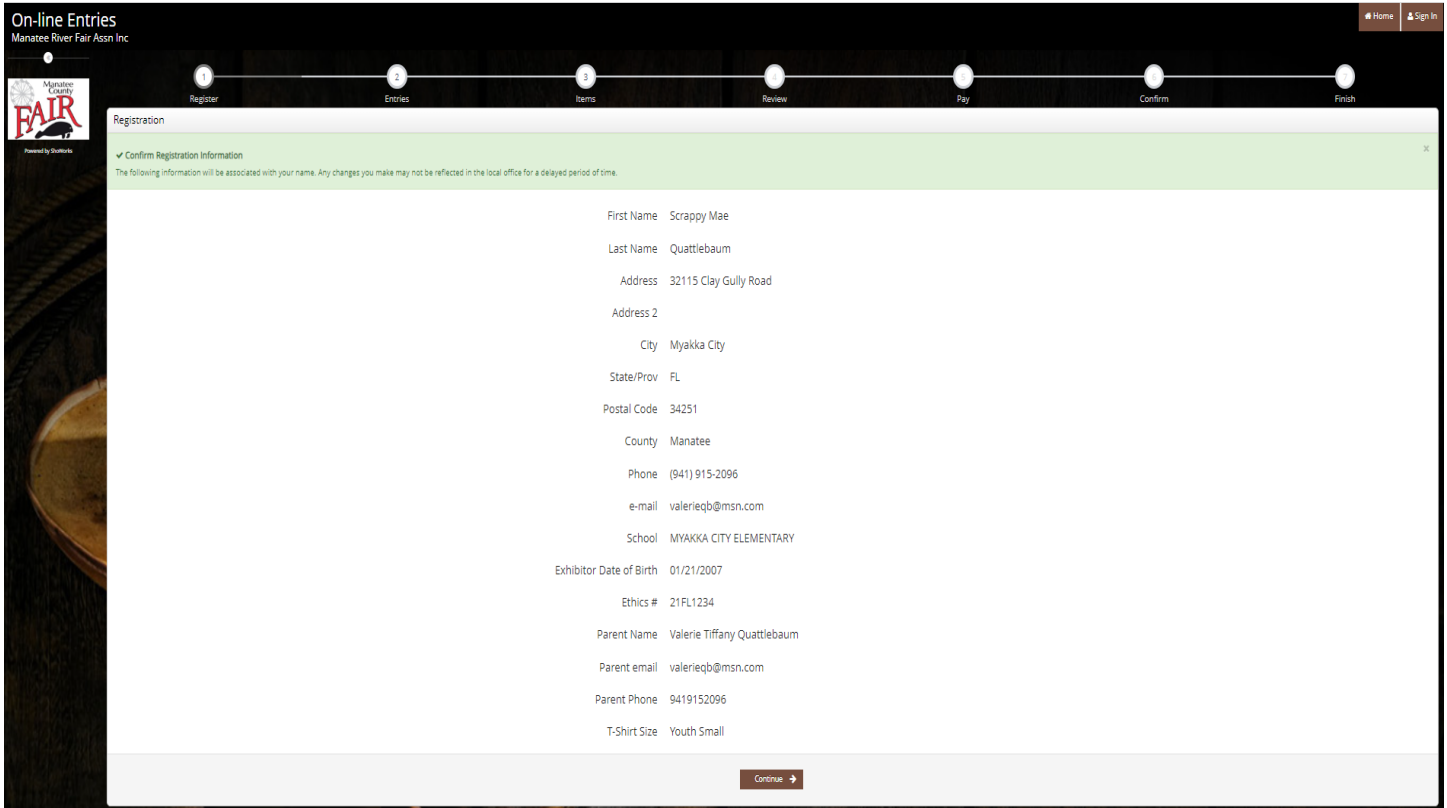
The “school” field is a drop-down field. If your school is not listed, select “Other School” in the county the school is located. Please email me the school name, so I can update the list, [vquattlebaum@manateecountyfair.com](mailto:vquattlebaum@manateecountyfair.com).

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 November 16, 2024, to be eligible to participate in the Fair.**

The next 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.

The last field is the Age division. Select your age division from the drop-down menu. Remember, this is determined by your age on September 1, 2024.

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



This page will ask you to confirm the information you entered. Once you have confirmed your information, 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:

Auto-fill from previous... ▾

\* required

Department	Beef Breeding ▾
Division	Brahman Influence ▾
Class *	01 : Brahman Influence Heifer ▾
Animal Birth Date *	06/01/2023
Tag ID *	221
Description	White, Z-bar brand
Club *	Lakewood Ranch FFA ▾
Electronic ID *	984059587898965
Animal Name	Bertha
Animal Address *	32115 Clay Gully Road
1ST Year in Species *	No ▾

Add Entry to Cart ✓

### Beef Breeding: Registration open October 1, 2024 – October 27, 2024

- ✓ 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
- ✓ USDA Premise Tag number “840 tag” number (15-digit number)
- ✓ 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
- ✓ First year in Area, answer yes if this is the first time you have exhibited in Beef Breeding.

## MARKET STEER (BEEF)

### SAMPLE ENTRY:

Auto-fill from previous... ▾

\* required

Department	Beef ▾
Division	Market Steer ▾
Animal Birth Date *	02/29/2020
Club *	Lakewood Ranch FFA ▾
Electronic ID	840123456789101
Animal Address *	32115 Clay Gully Road
1ST Year in Species *	Yes ▾
1ST Market Animal *	No ▾

Add Entry to Cart ✓

### Market Steer (Beef): Registration open August 1, 2024– August 8, 2024

- ✓ Select Department Beef
- ✓ Select Division Market Steer
- ✓ Animal Birthdate
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ USDA Premise Id Tag number “840 Tag” (If you have this before arrival at weigh-in please provide, 15-digit number)
- ✓ 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 Beef project
- ✓ First year exhibiting a market animal. If this is your first year exhibiting a market animal (sold at the Manatee County Fair Auction), you would answer “Yes”. BUT if you have exhibited a market animal in past years (a swine for example) then you would select “No”.

## DAIRY CATTLE SAMPLE ENTRY:

Auto-fill from previous... ▾

\* required

Department	<input type="text" value="Dairy Cattle"/>
Division	<input type="text" value="Dairy Cattle"/>
Class *	<input type="text" value="01 : Fall Heifer Calf: Sept. 1, 2024-Nov. 30, 2024"/>
Breed *	<input type="text" value="Holstein"/>
Animal Birth Date *	<input type="text" value="9/1/2024"/>
Tag ID *	<input type="text" value="52568"/>
Club *	<input type="text" value="Lakewood Ranch FFA"/>
Electronic ID *	<input type="text" value="840525680907207"/>
Animal Name	<input type="text" value="Spots"/>
Registration ID	<input type="text"/>
Animal Address *	<input type="text" value="32115 Clay Gully Road"/>
1ST Year in Species *	<input type="text" value="No"/>

Add Entry to Cart ✓

### Dairy: Registration open October 1, 2024– October 27, 2024

- ✓ 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
- ✓ USDA Premise tag number “840 Tag” number (15-digit number)
- ✓ Animal name (optional)
- ✓ Registration ID (for registered animals)
- ✓ 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 Cattle project



## DAIRY GOAT

### SAMPLE ENTRY:

Auto-fill from previous... ▾

\* required

Department	<input type="text" value="Dairy Goat"/>
Division	<input type="text" value="Dairy Goat"/>
Class *	<input type="text" value="01 : Senior doe kids: 4 - 8 months, born May 1, 2024-August 31, 2024"/>
Breed *	<input type="text" value="La Mancha"/>
Animal Birth Date *	<input type="text" value="5/2/2024"/>
Tag ID *	<input type="text" value="525"/>
Club *	<input type="text" value="Lakewood Ranch FFA"/>
Animal Name *	<input type="text" value="La Goat"/>
Animal Address *	<input type="text" value="32115 Clay Gully Road"/>
1ST Year in Species *	<input type="text" value="Yes"/>

### Dairy Goat: Registration open October 1, 2024 – October 27, 2024

- ✓ 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 *	<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 checked="" type="radio"/> 05 : Obedience: Basic <input type="radio"/> 06 : Obedience: Sub-Novice A <input 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 type="radio"/> 11 : Obedience: Open <input checked="" type="radio"/> 12 : Obedience: Utility <input type="radio"/> 13 : Obedience: Brace <input type="radio"/> 14 : Obedience: Team <input type="radio"/> 15 : Agility: On-leash <input checked="" type="radio"/> 16 : Agility: Off-leash <input type="radio"/> 17 : Cloverbud Showmanship Participation
Animal Birth Date *	08/01/2020
Club *	Lakewood Ranch FFA
Animal Name *	Belle
Dog's Breed *	Golden Retriever
Dog's Titles	
Team Contest Members	
Animal Address *	32115 Clay Gully Road
Agility Jump Height	-- Choose an Item --
1ST Year in Species *	Yes

Add Entry to Cart

### Dogs: Registration open October 1, 2024 – October 27, 2024

- ✓ 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)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Dog's name (Animal Name)
- ✓ Dog's Breed
- ✓ Titles the Dog has earned (optional)
- ✓ Team members if participating in the team contest
- ✓ Animal Address, the address of the facility where your animal is housed for this project
- ✓ 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:

Auto-fill from previous... ▾

\*required

Department	Plants (FNGLA) ▾
Division	Plants (FNGLA) ▾
Class *	A : Woody Ornamentals ▾
Club *	Lakewood Ranch FFA ▾
Common Name *	Red Maple
Scientific Name *	Acer Rubrum
"Other" Container	
Container Quantity *	2
Extra Plants *	1
Container Type *	Pot ▾
Container "Pot" Size	7 Gallon ▾
1ST Year in Species *	Yes ▾

Add 1 Entry to Cart + -

Plants (FNGLA): Registration open October 1, 2024– October 11,2024

- ✓ Select Department: Plants (FNGLA)
- ✓ Select Division: Plants (FNGLA)
- ✓ Select Class: See Appendix 1 Plant Classes, in the Manatee County Fair FNGLA Rules 2025
- ✓ Club or Chapter through which you are exhibiting this project
- ✓ "Other" Container: Use this field if you use "Other" as your container type (below)
- ✓ Common Name: See "Appendix 1, Plant Classes" in the Manatee County Fair FNGLA Rules 2025
- ✓ Scientific Name: See "Appendix 1, Plant Classes", in the Manatee County Fair FNGLA Rules 2025
- ✓ 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 (above)
- ✓ Container "Pot" 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 \*

- 00 : MRFA Entry Fee
- 01 : Grade Mares (Conformation)
- 02 : Grade Geldings (Conformation)
- 03 : Registered Mares (Conformation)
- 04 : Registered Geldings (Conformation)
- 05 : Senior Western or English Showmanship
- 06 : Junior Western or English Showmanship
- 07 : Walk Trot English or Western Pleasure (cannot enter canter/lope class)
- 08 : Walk Trot Equitation (cannot enter a canter/lope class)
- 09 : Senior English Pleasure
- 10 : Junior English Pleasure
- 11 : Senior English Equitation
- 12 : Junior English Equitation
- 13 : English or Western Dressage
- 14 : Senior Western Pleasure
- 15 : Junior Western Pleasure
- 16 : Senior Western Equitation
- 17 : Junior Western Equitation
- 18 : Senior Ranch Riding
- 19 : Junior Ranch Riding
- 20 : Senior Poles
- 21 : Junior Poles
- 22 : Stake Race
- 23 : Senior Barrels
- 24 : Junior Barrels
- 25 : Keyhole

Gender \*

Stallion

Mare

Gelding

Club \* Lakewood Ranch FFA

Animal Name \* Patches

Coggins # \* AIE67865

Animal Address \* 32115 Clay Gully Road

Rider Age on 1/1/25 \* 14

Class 13 Dressage Western

1ST Year in Species \* Yes

Add Entry to Cart

### Horses: Registration open October 1, 2024 – October 27, 2024

- ✓ 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)
- ✓ Select your horse's gender
- ✓ 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, 2025
- ✓ Class 13 Dressage. A new class added to the program this year. If you select Class 13 Dressage, you must select which discipline you will be participating, Western or English
- ✓ 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	<input type="text" value="Poultry"/>
Division	<input type="text" value="Bantams"/>
Class *	<input type="text" value="-- Choose a Division --"/>
Breed *	<input type="text" value="Bantams"/>
Club *	<input type="text" value="Duck"/>
Poultry Variety *	<input type="text" value="Geese"/>
	<input type="text" value="Large Fowl (Standard)"/>
	<input type="text" value="Layer Pen"/>
	<input type="text" value="Meat Pen (Poultry)"/>
	<input type="text" value="Turkey"/>
Sex of Poultry *	<input type="text" value="-- Choose an Item --"/>

### Poultry: Registration open October 26, 2024– October 27, 2024

- ✓ 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)
- ✓ Tag ID, unique identifier for your bird
- ✓ 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
- ✓ 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

The 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	<input type="text" value="Poultry"/>
Division	<input type="text" value="Bantams"/>
Class *	<input type="text" value="02 : Modern Game"/>
Breed *	<input type="text" value="Buckeyes"/>
Tag ID *	<input type="text" value="123"/>
Club *	<input type="text" value="Lakewood Ranch FFA"/>
Animal Name	<input type="text" value="Petra"/>
Variety *	<input type="text" value="Black"/>
Animal Address *	<input type="text" value="32115 Clay Gully Road"/>
Sex of Poultry *	<input type="text" value="Pullet"/>
1ST Year in Species *	<input type="text" value="Yes"/>

Add Entry to Cart ▾

## RABBIT

### SAMPLE ENTRY:

Auto-fill from previous... ▾

\* required

Department	Rabbit
Division	Rabbit
Class *	G : CLASS SIX: Intermediate Buck (Six months to eight months or older--Day of Show)
Breed *	Checkered Giant
Tag ID *	525
Club *	Lakewood Ranch FFA
Animal Name	Clucky
Variety *	Black
Animal Address *	32115 Clay Gully Road
Sex of Rabbit *	Doe
1ST Year in Species *	Yes

Add Entry to Cart ▾

#### Rabbit: Registration open October 26, 2024– October 27, 2024

- ✓ Select Department: Rabbit
- ✓ Select Division: Rabbit
- ✓ Class will be provided by the Rabbit Committee at check-in. Cloverbud’s select class “M” Cloverbud participation
- ✓ Breed and Tag ID (will be provided by Rabbit Committee)
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ Animal Name
- ✓ Variety will be provided by the Rabbit Committee
- ✓ Animal Address: the address of the facility where your animal is housed for this project
- ✓ Sex of Rabbit, select “Doe” or “Buck”
- ✓ First year in Area: answer yes if this is the first time you have exhibited in the Rabbit project

The 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 copy of your information to be used for entries.

## SWINE

### SAMPLE ENTRY:

Auto-fill from previous... ▾

\*required

Department	Swine
Division	Swine
Breed	Chester White
Animal Birth Date	06/01/2024
Tag ID	525
Club *	Lakewood Ranch FFA
Electronic ID	840123156452151
Animal Name	Patches
Animal Address *	32115 Clay Gully Road
1ST Year in Species *	Yes
1ST Market Animal *	No

Add Entry to Cart ✓

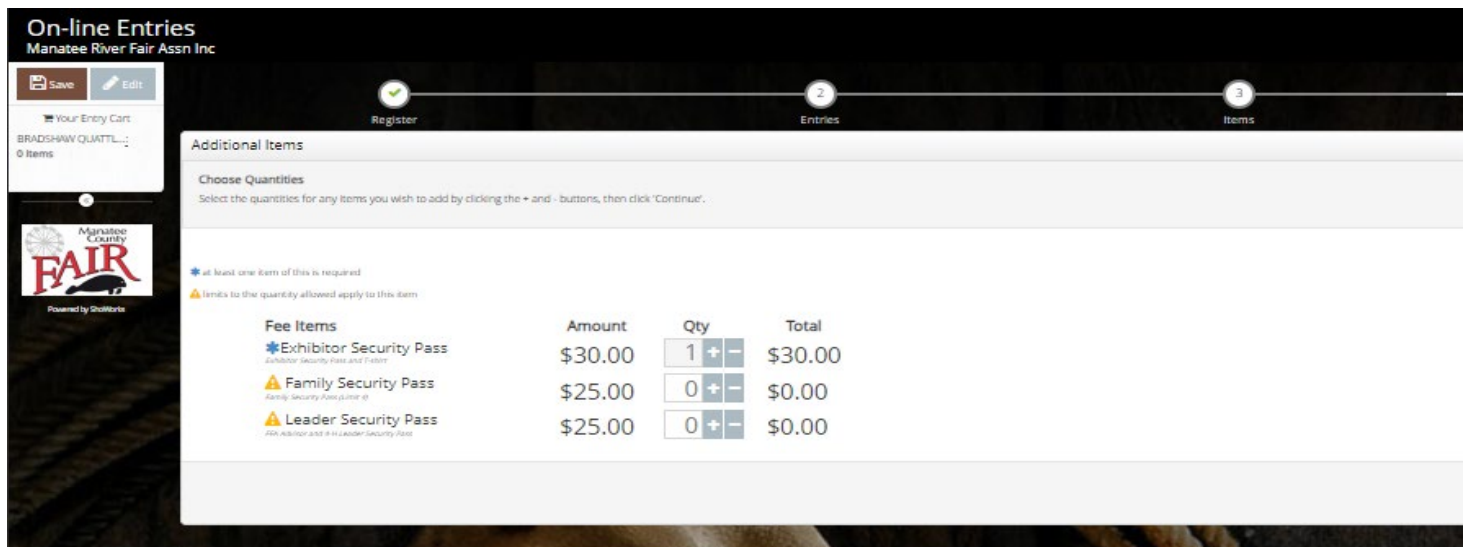
### Swine: Registration September 16, 2024 – October 3, 2024

- ✓ Select Department: Swine
- ✓ Select Division: Swine
- ✓ Breed (if your animal is a cross bred, select “Other”)
- ✓ Animal Birthdate
- ✓ Tag ID \*\*\*Only enter a Manatee County Fair tag in this field. If your hog has not been tagged with a Manatee County Fair tag, leave this field blank.
- ✓ Club or Chapter through which you are exhibiting this animal
- ✓ USDA Premise “840 tag” number (if your animal has this tag before mandatory check-in, please enter here, it will be verified at the mandatory check-in) This is a 15-digit number.
- ✓ Animal Name (Optional)
- ✓ 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 Swine project
- ✓ First year exhibiting a market animal. If this is your first year exhibiting a market animal (sold at the Manatee County Fair Auction), you would answer “Yes”. BUT if you have exhibited a market animal in past years (a steer, for example) then you would select “No”.

## SECURITY PASSES AND EXHIBITOR T-SHIRTS

In 2025, 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. (Circle 3)



You will see the “Exhibitor Security Pass” has been automatically added to the cart. It is noted with a blue asterisk.

This is also the opportunity to purchase Family Security Passes. You are allowed to purchase 4 security passes per FAMILY, not exhibitor. A family purchasing more security passes than allowed 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, if the Advisor or Leader is entering the project, the exhibitor can press on the white circle at the top of the screen to “Items” and this will take them directly to the “Items” Area where the Exhibitor pass and Family passes 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 999999999 and 999999999

## 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: 4027 Description: Black and White Club: Buffalo Creek FFA Animal Name: Oreo Showmanship: Yes	\$15.00	✎	✕
<b>Total for Tom Landry with 1 entries</b>		<b>\$15.00</b>		
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 Castlemens 4-H Animal Name: Beera Registration ID: 5014587421 Showmanship: Yes	\$15.00	✎	✕
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	✎	✕
<b>Total for Belle Landry with 2 entries</b>		<b>\$20.00</b>		
Add more entries for Belle Landry Add items for Belle Landry				
2 Total exhibitors in cart:				
3 Total entries in cart:		\$35.00		
0 Total additional items in cart:		\$0.00		
<b>3 TOTAL ITEMS IN CART:</b>		<b>\$35.00</b>		
<b>BALANCE DUE:</b>		<b>\$35.00</b>		

[+ 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.

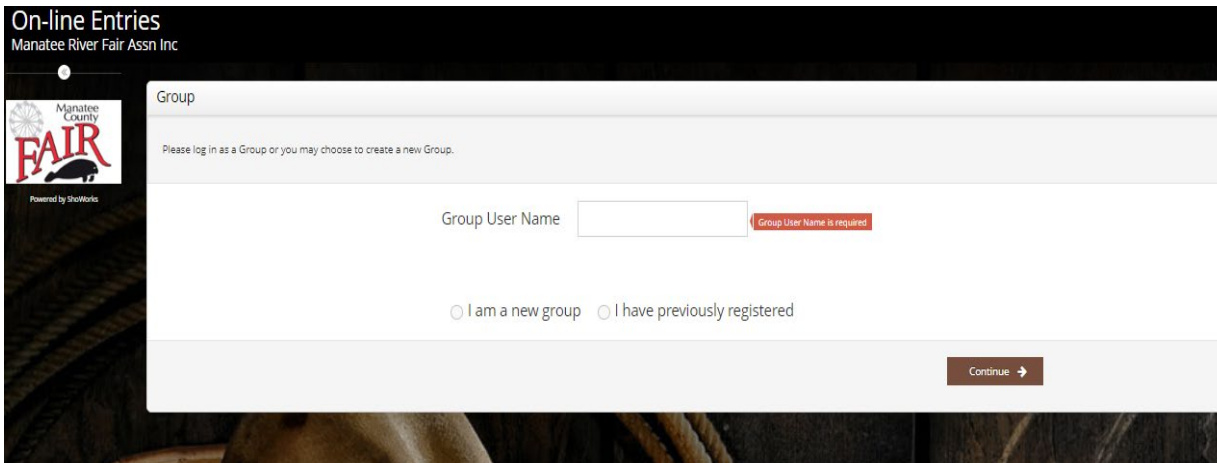
Please keep in mind, **THE ENTRIES ARE NOT COMPLETE UNTIL THEY HAVE BEEN CHECKED OUT AND PAID IN FULL.** All entries must be paid online through ShoWorks. After you have completed your sale, **PRINT A COPY OF YOUR RECEIPT!!!!** ALL TRANSACTIONS ARE DATE AND TIME STAMPED, LATE ENTRIES WILL NOT BE ACCEPTED. 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.

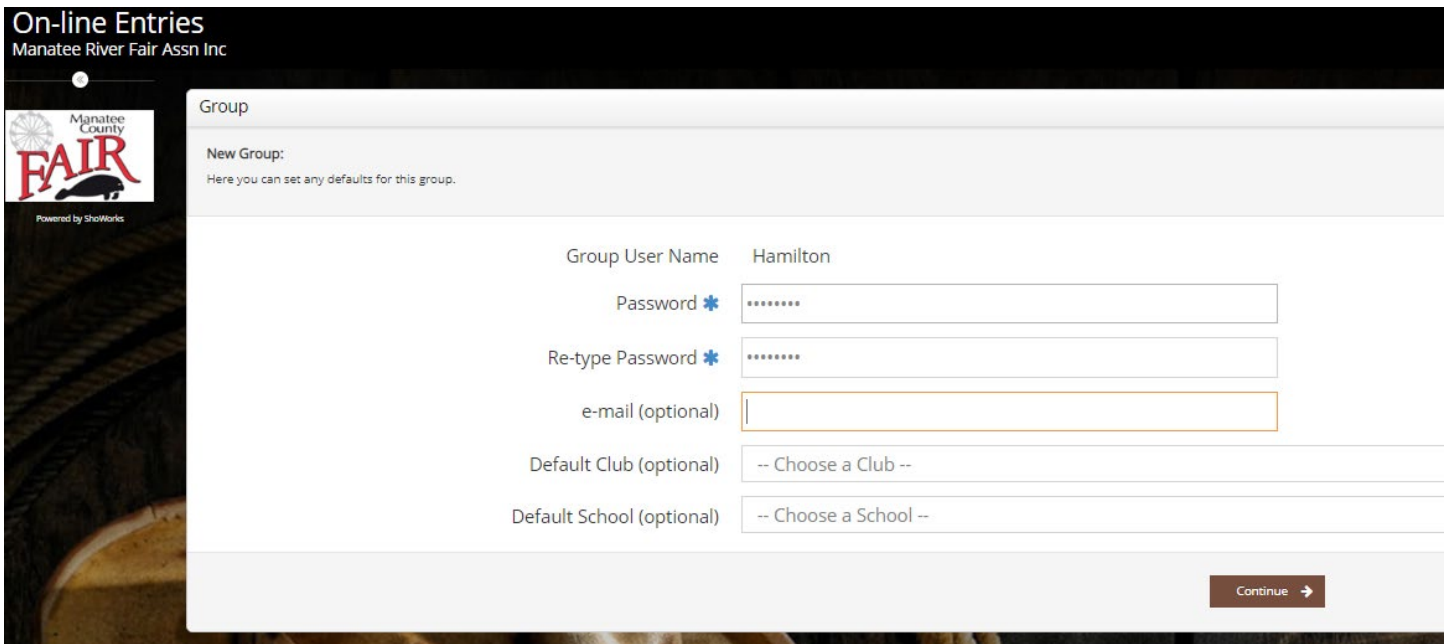
## GROUP OR FAMILY ENTRIES (OPTIONAL)

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



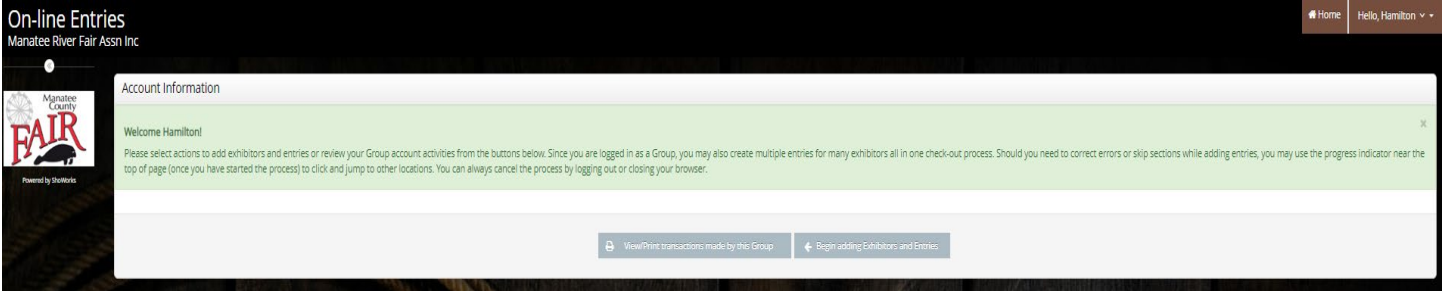
The screenshot shows the 'Group' login page. At the top left, it says 'On-line Entries Manatee River Fair Assn Inc'. Below that is the 'Manatee County FAIR' logo with 'Powered by ShowWorks' underneath. The main heading is 'Group'. Below the heading, it says 'Please log in as a Group or you may choose to create a new Group.' There is a text input field for 'Group User Name' with a red error message 'Group User Name is required' to its right. Below the input field are two radio buttons: 'I am a new group' (which is selected) and 'I have previously registered'. At the bottom right, there is a 'Continue' button with a right-pointing arrow.

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

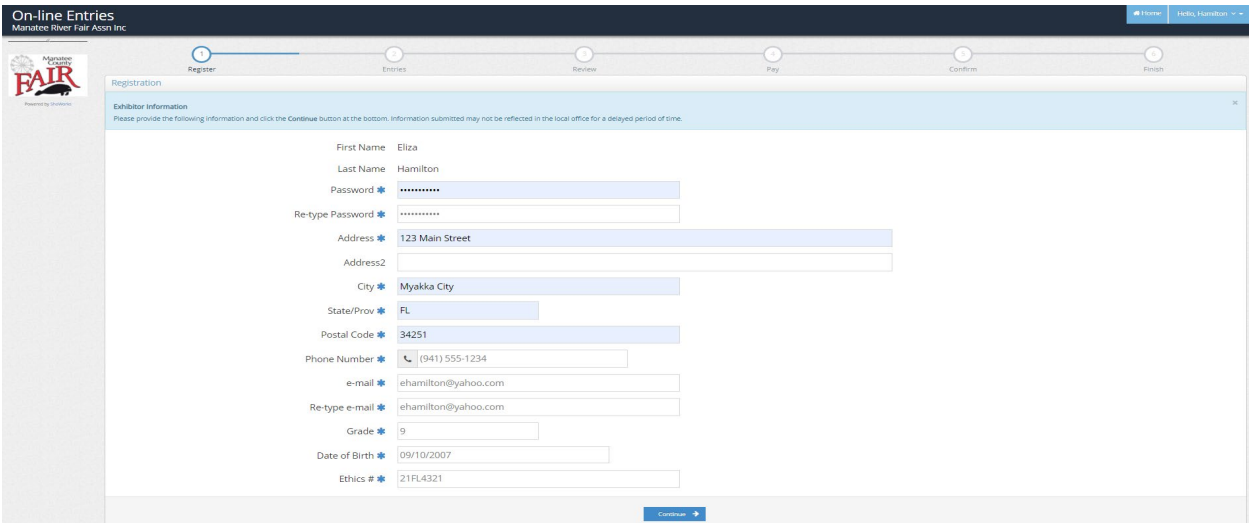


The screenshot shows the 'New Group' creation page. At the top left, it says 'On-line Entries Manatee River Fair Assn Inc'. Below that is the 'Manatee County FAIR' logo with 'Powered by ShowWorks' underneath. The main heading is 'Group'. Below the heading, it says 'New Group: Here you can set any defaults for this group.' There are several input fields: 'Group User Name' with the value 'Hamilton', 'Password' with a blue asterisk and a masked field, 'Re-type Password' with a blue asterisk and a masked field, 'e-mail (optional)' with an empty field, 'Default Club (optional)' with a dropdown menu showing '-- Choose a Club --', and 'Default School (optional)' with a dropdown menu showing '-- Choose a School --'. At the bottom right, there is a 'Continue' button with a right-pointing arrow.

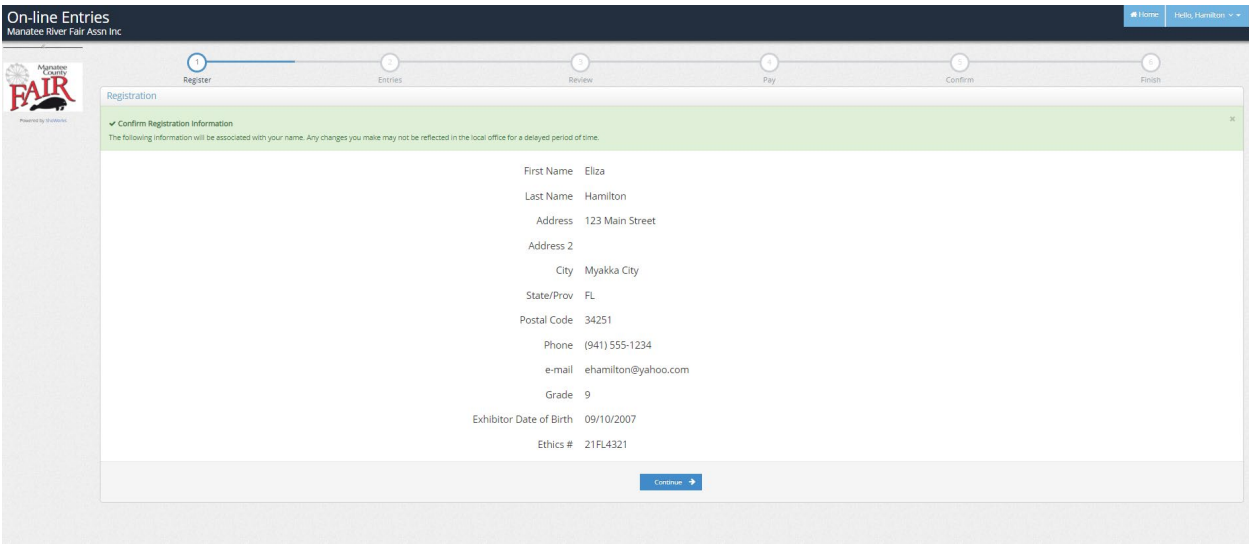
Once you have confirmed all the group information is correct, you are ready to enter each member of the group and their entries.



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.



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 of this manual for detailed instructions) Press “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.

Once you have completed the entries for the first exhibitor, from this screen, press the continue button.

Item	Description	Amount	Edit	Remove
<b>Eliza Hamilton's Items:</b>				
Horses	Class: 01 - Grade Mares (Conformation) Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00		
Horses	Class: 08 - Walk Trot Equitation (cannot enter a canter/lope class) Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00		
Horses	Class: 12 - Senior Western Equitation Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00		
Horses	Class: 13 - Junior English Pleasure Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00		
Horses	Class: 15 - Junior English Equitation Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00		
Family Livestock Passes	Class: 2 - Purchase two(2) passes for immediate family	\$50.00		
Exhibitor Security Pass	Class: 01 - Exhibitor Security Pass	\$25.00		
<b>Total for Eliza Hamilton with 7 entries</b>		<b>\$75.00</b>		
<b>7 TOTAL ITEMS IN CART:</b>		<b>\$75.00</b>		
<b>BALANCE DUE:</b>		<b>\$75.00</b>		

At the bottom of the screen are buttons: '+ Add more Entries for Eliza Hamilton', 'Empty Cart', 'Save this cart for later', 'Check-out', and '+ Add Entries for a different Exhibitor'.

You will be asked to confirm the entries for exhibitor number one. To add your next exhibitor, press the blue button “Add Entries for a different Exhibitor”. This will take you back to the beginning of the group entry by asking you to add the first and last name of the exhibitor. You will continue this cycle until you have entered all of the exhibitors in your family. You can then proceed to check out with one payment for all of the exhibitors.



## SHOWORKS PASSPORT (OPTIONAL BUT RECOMMENDED)

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 can be used to enter 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 aka Manatee River Fair Association.

The screenshot shows the ShoWorks Passport landing page. At the top, it says "Welcome to ShoWorks Passport!". Below that is a headline: "Passport makes your fair entry easy!". Underneath the headline, it lists "8-things a ShoWorks Passport does for you:" followed by a bulleted list of benefits: keep information year-after-year, use a single login, review entries in one place, reuse past entries, check-in via mobile app, get notifications, view awards room, and optionally share the awards room. To the right of the list is an image of a blue passport book with the ShoWorks logo. Below the list, it says "...and it's free!" and "See a list of fairs that take ShoWorks Passport". A large orange button says "Get Your Free Passport Today!". Below the button, it says "or click here if you already have a passport account". At the bottom, there is a note about a dedicated app for winter 2019 and two buttons for downloading the app from the App Store and Google Play.

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

The screenshot shows the "Your Passport Account" setup screen. At the top, it says "ShoWorks Passport" and has navigation links for "Home", "List of Fairs", and "My Account". Below that, it says "Your Passport Account" and "Login:". A small text box explains that 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. Below this, there is a text input field for "Passport User Name (or e-mail)". Underneath the input field, there are two radio button options: "I don't yet have a ShoWorks Passport but want to create one" and "I already have a ShoWorks Passport". At the bottom, there is a "Continue" button with a right-pointing arrow.

Enter a Passport username 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, it says 'Registration Information: Complete the following registration and click the Continue button at the bottom.' The form fields are as follows:

- Username: Scrapy Mae
- Password: [Redacted]
- Re-type Password: [Redacted]
- First Name: Scrapy Mae
- Last Name: Quattlebaum
- Pay premiums to: (leave blank if same)
- Address: 32115 Clay Gully Road
- Address2: [Redacted]
- 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' page after registration. It has a 'Personal Information' section with the following details:

- Welcome Scrapy Mae Quattlebaum (Scrapy Mae)
- 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' and 'Edit Info', and a 'Check in' button. Below this is an 'Activity' section with a table:

Member Since:	7/23/2022 10:06:18 PM
Last Updated:	7/23/2022 10:06:18 PM
Last Fair Participated In:	Unavailable

There is also an 'Entries' section with a note: '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. 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 than is required 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

