

HEART O' TEXAS



LIVESTOCK SHOW

*presented by*  Bar None  
COUNTRY STORE

# 2024 Entry Instructions

HEART O' TEXAS

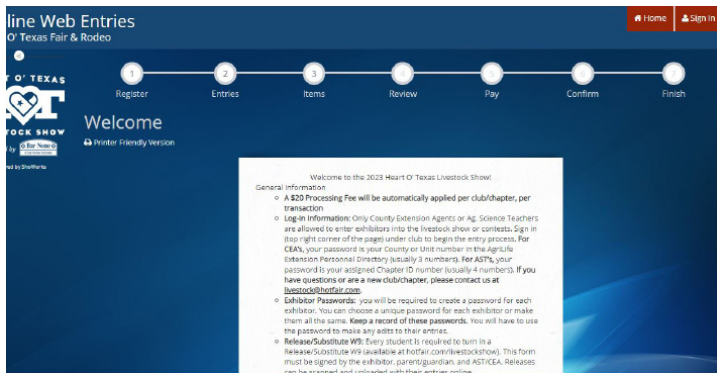


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## Step 1

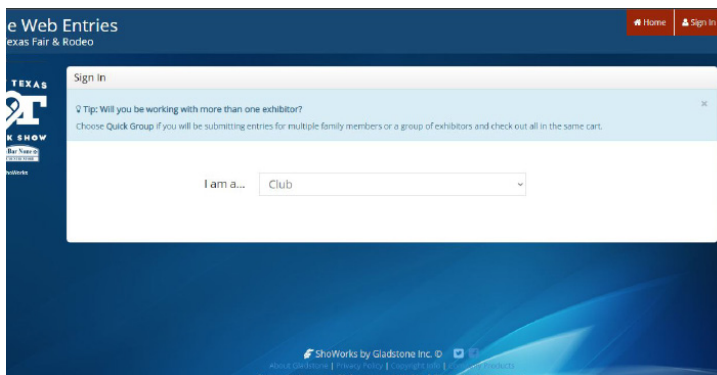


Go to Enter Now link on [hotfair.com/livestockshow](http://hotfair.com/livestockshow).

That link will redirect you to the page on the left. Read the directions on this page carefully.

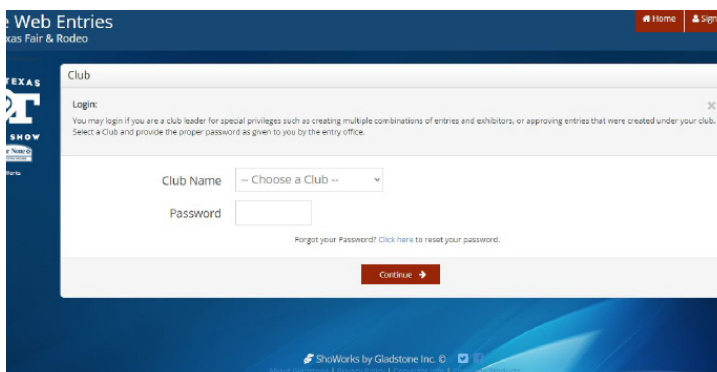
When you're ready hit the "Sign In" button in the upper right corner.

## Step 2



On the next page, select "I am a club." This applies to both 4H Clubs and FFA Chapters.

## Step 3

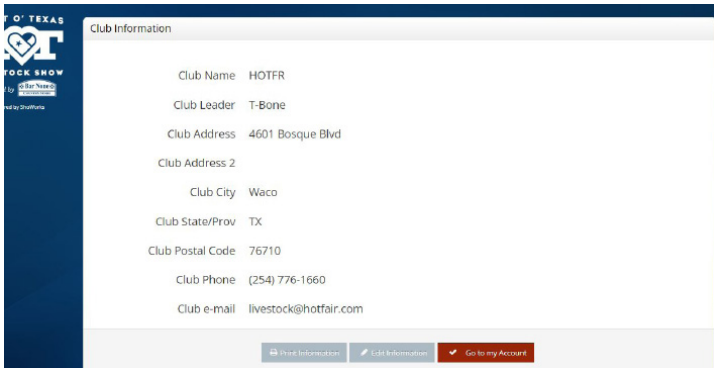


Find your club/chapter name in the drop down menu. Your password is your club/chapter number.

If you are a new club, or don't know your number, contact the office at [livestock@hotfair.com](mailto:livestock@hotfair.com).

# 2024 Entry Instructions

## Step 4



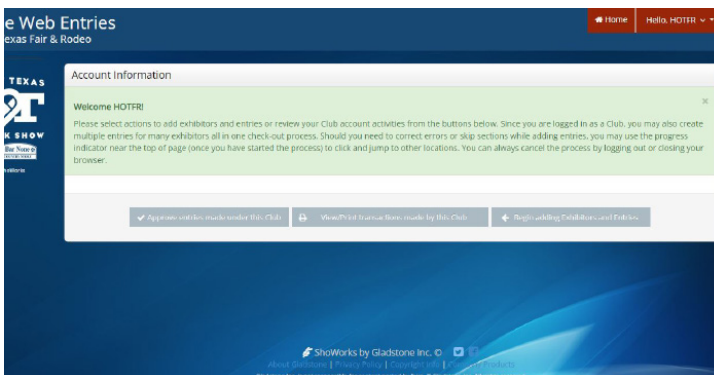
Club Information

Club Name	HOTFR
Club Leader	T-Bone
Club Address	4601 Bosque Blvd
Club Address 2	
Club City	Waco
Club State/Prov	TX
Club Postal Code	76710
Club Phone	(254) 776-1660
Club e-mail	livestock@hotfair.com

[Print Information](#) [Edit Information](#) [Go to my Account](#)

The next page will show you the information we have on file for your club/ chapter. Make any necessary updates now.

## Step 5



Account Information

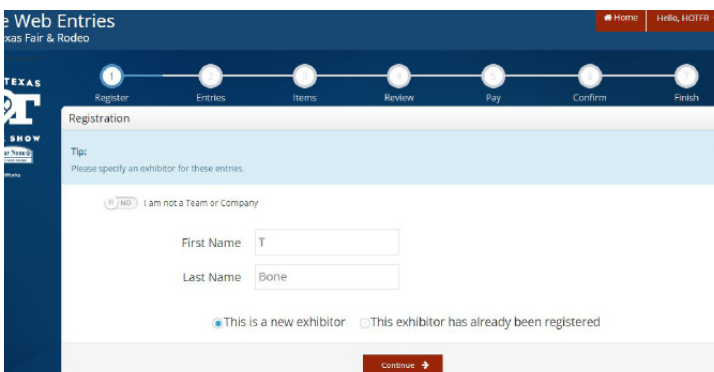
Welcome HOTFR!

Please select actions to add exhibitors and entries or review your Club account activities from the buttons below. Since you are logged in as a Club, you may also create multiple entries for many exhibitors all in one check-out process. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing your browser.

[Approve exhibitors made under this Club](#) [View Print Name Forms made by this Club](#) [Begin Adding Exhibitors and Entries](#)

The next screen will be where you start the entry process. Select the “Begin adding Exhibitors and Entries” option on the right.

## Step 6



Registration

Tip: Please specify an exhibitor for these entries.

I am not a Team or Company

First Name

Last Name

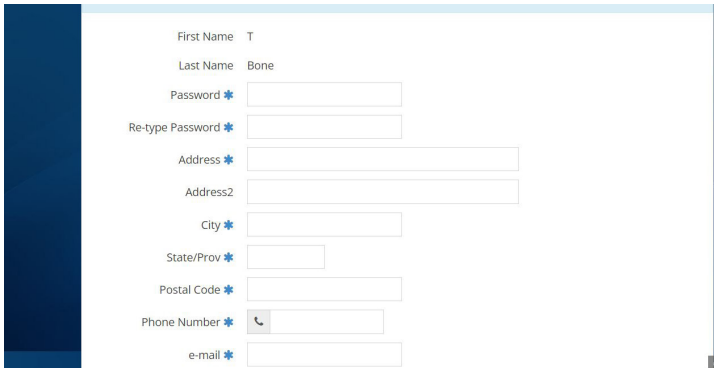
This is a new exhibitor  This exhibitor has already been registered

[Continue](#)

For livestock and non-team contests, make sure it says “I am not a Team or Company.” Enter the exhibitors first and last name, select “This is a new exhibitor,” and click continue. **Exhibitors are not saved from previous years.**

# 2024 Entry Instructions

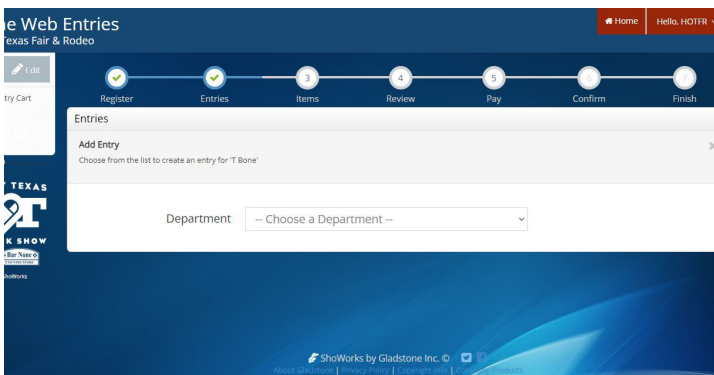
## Step 7



Enter all the exhibitor information. All information is required and you will not be able to continue if fields are left blank.

Social Security Numbers are required for **all** exhibitors, no exceptions.

## Step 8

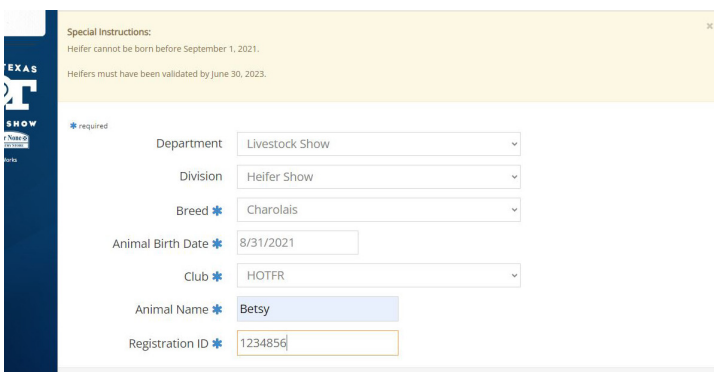


Select a “Department” to start inputting entries.

- Contests
- Livestock (premium show entries will be included in the scholarship show entries)
- Showmanship Showdown

This guide will cover Calf Scramble entries later on.

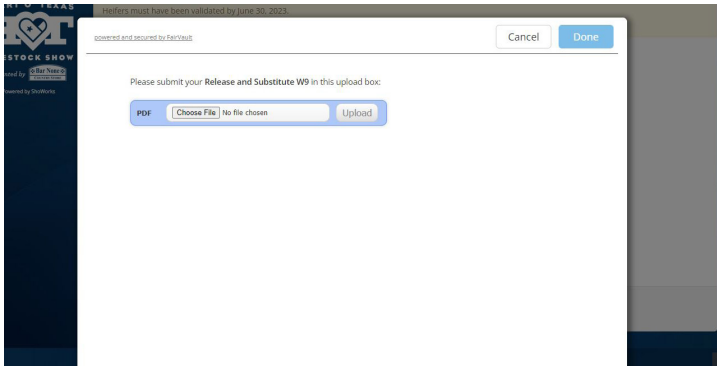
## Step 9



Enter all necessary information for that species or contest. Some divisions, like heifers and gilts, will require animal information. Feel free to utilize the entry worksheets on the website to help you collect this information from your exhibitors.

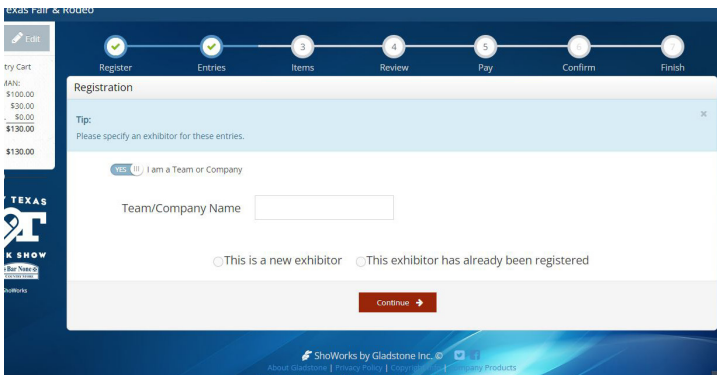
# 2024 Entry Instructions

## Step 10



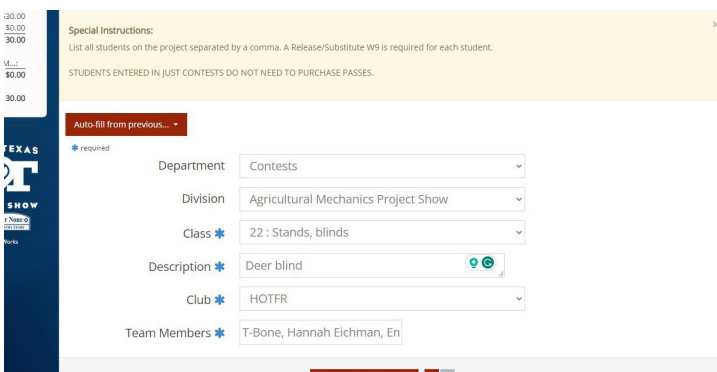
You will be required to upload a copy of the exhibitors “Release and Substitute W9” form before you can submit any of their entries. This form can be found on our website and will require the exhibitor’s, parent/guardian’s, and AST/CEA’s signature.

## Step 11



When entering teams like Ag. Mech and Food Challenge, all entries must be under the Club/Chapter name. On the entry screen make sure it says “I am a Team or Company.” For the team information, enter the Club/Chapter’s information.

## Step 12



For all team entries, you will be required to list all the members on the team. When asked to upload the “Release and Substitute W9” forms include **all** the team members’ forms in one document, even if you have multiple teams competing.

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# 2024 Entry Instructions

## Step 13

Auto fill from previous... -

\* required

Department Calf Scramble

Division Calf Scramble & Chute-Out

Club \* HOTFR

Night Pref 1 \* -- Choose an Item --

Night Pref 2 \* -- Choose an Item --

Night Pref 3 -- Choose an Item --

Night Pref 4 -- Choose an Item --

Night Pref 5 -- Choose an Item --

Division Sponsored by Brazos Masonry

Calf Scramble entries are online this year. There is no limit to the number of students you can enter and there is no fee. Keep in mind you will be required to upload the Calf Scramble Release form before the entry will be considered finalized.

## Step 14

Additional Items

Choose Quantities

Select the quantities for any items you wish to add for 'Hannah Eichman' by clicking the + and - buttons, then click 'Continue'.

Fee Items	Amount	Qty	Total
Parking Pass <small>Valid for the duration of HOTFR</small>	\$15.00	0	\$0.00
Season Pass <small>Valid for the duration of HOTFR</small>	\$35.00	0	\$0.00

Reset Values Continue

If additional passes are needed, they may be purchased on this screen. **Students that are competing in only contests do not need to purchase passes.**

## Step 15

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 edit button.

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

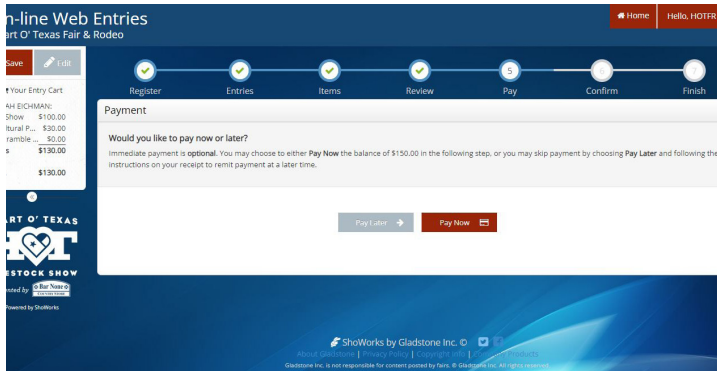
Item	Description	Amount	Edit	Remove
Hannah Eichman's Items:				
Lamb Show	Club: HOTFR	\$100.00		
Agricultural Public Speaking	Class: Senior - Ages 14 - 19 (age as of August 31, 2023) Club: HOTFR Speech Topic: Ag. Policy	\$30.00		
Calf Scramble & Chute-Out	Club: HOTFR Night Pref 1: Oct 10 Night Pref 2: Oct 11	\$0.00		
Total for Hannah Eichman with 3 entries		\$130.00		
3 TOTAL ITEMS IN CART:		\$130.00		
PROCESSING FEE (\$20.00):		\$20.00		
BALANCE DUE:		\$150.00		

+ Add Items to Cart Empty Cart Save this Cart for Later Check out + Add Entries for a different Exhibitor

Once you have finished entering all your exhibitors, you will be taken to the screen on the left. Carefully review the entries to make sure they are correct. If everything looks right, select "Check Out."

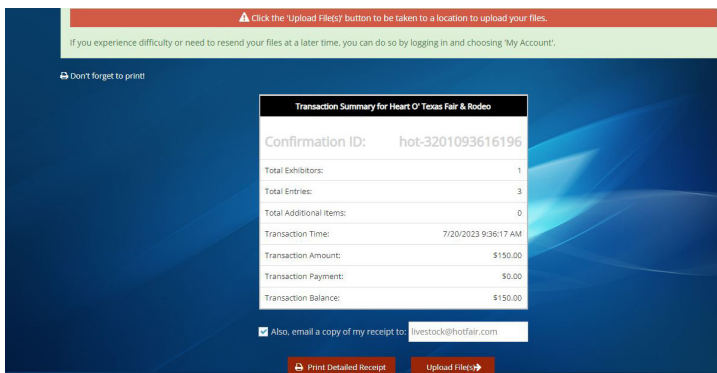
# 2024 Entry Instructions

## Step 16



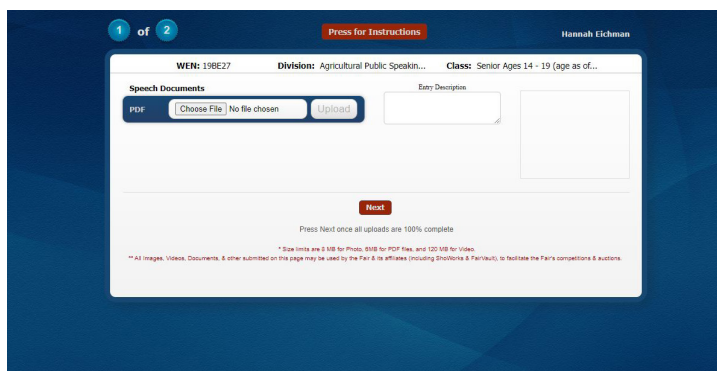
You will be given the option to Pay Now or Pay Later. **If you are paying with a credit card, you must select the Pay Now option.** If you are paying with check, select Pay Later.

## Step 17



After the payment screen you will be shown a transaction summary and the option to “Print Detailed Report.” Keep a copy of this report for your records. If you entered Calf Scramble or Public Speaking, you will be given the option to “Upload Files.”

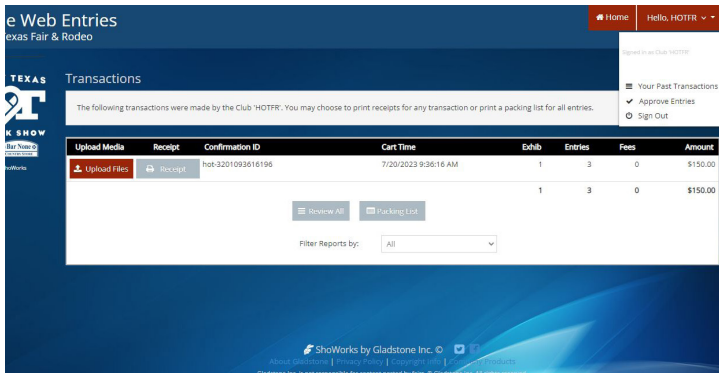
## Step 18



You will be asked to upload files one by one for each entry necessary. Pay close attention to what file they are asking for. Files do not have to be uploaded immediately, they are due by the entry deadline. However, entries are not finalized until files have been received.

# 2024 Entry Instructions

## Step 19



If you choose to upload files later, you can do so by logging back in to your account. Click the drop down menu in the upper right corner and select “Your Past Transactions.”

## Step 20-Mail

If you are **paying with a credit card**, you do not have to mail us anything. We will send you a confirmation email once we have approved your entries.

If you are **paying with a check**, make the check payable to Heart O’ Texas Fair & Rodeo and mail to:

**Heart O’ Texas Fair & Rodeo  
Attn: Livestock Office  
4601 Bosque Blvd  
Waco, TX 76710**