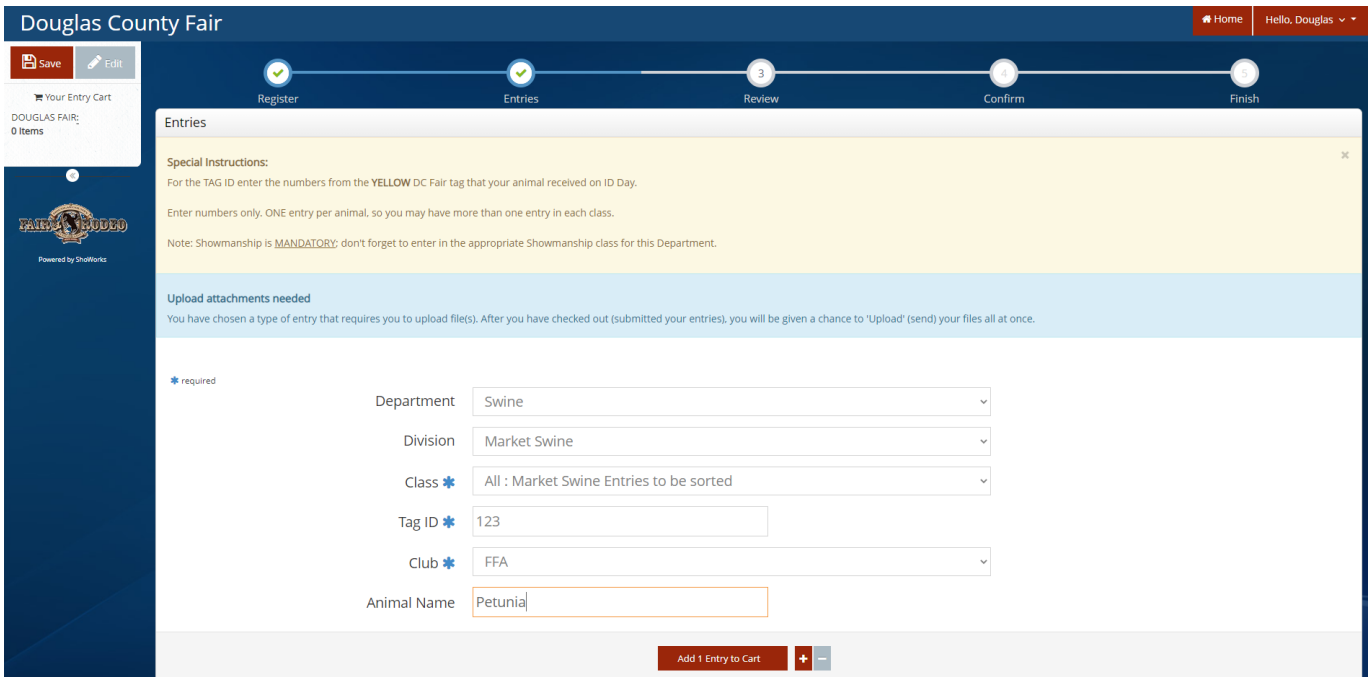
# STEP 2: CREATING ENTRIES IN SHOWORKS- 2021

START WITH THE DOCUMENT: “Step 1: Setting up Your Account”

# LIVESTOCK ENTRIES

In our example, Douglas has pigs to enter.
So, he will select the Swine Department and he will select the Division Market Swine. **SPECIAL INSTRUCTIONS!** will be at the top of the screen and talk about Tag ID number to use and also a reminder to enter in showmanship.

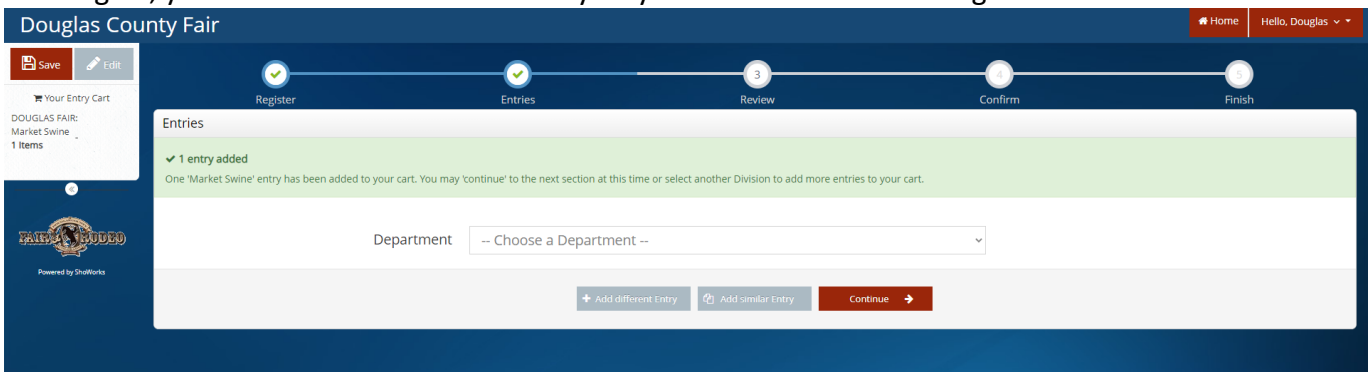



For all the livestock market divisions there is only one class to select – All: Market **** entries to be sorted. After the animals go through their final weigh-in at check-in day at fair, they will then be sorted by weight and divided into classes.

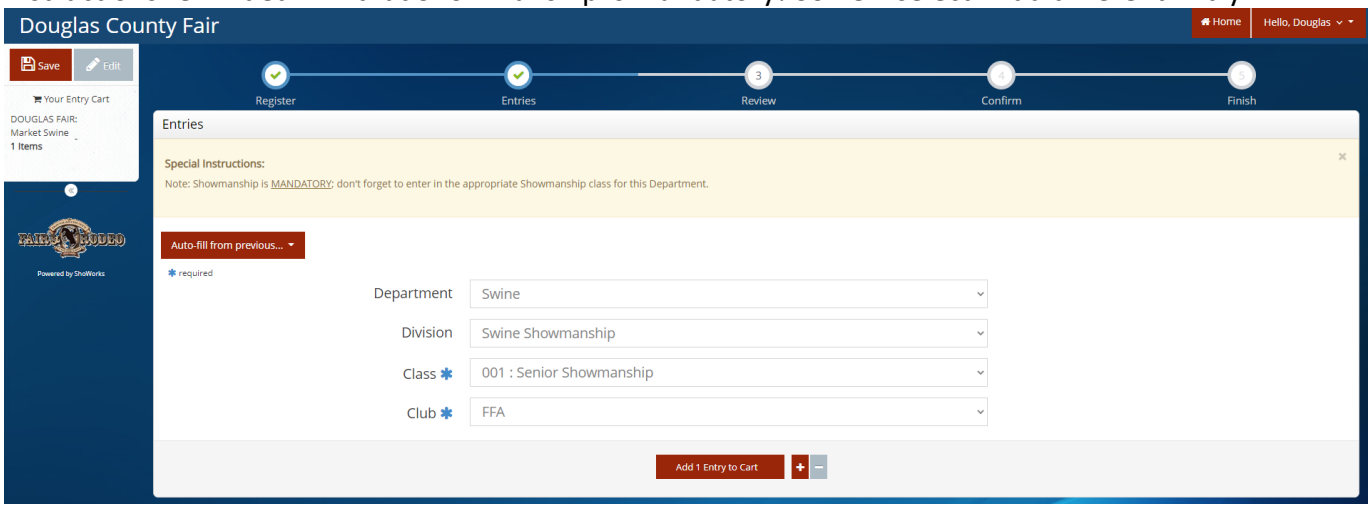
Following the Special Instructions, Douglas enters the number 502 from the yellow ear tag that his pig received from the Extension Office. Even though the tag reads DC Fair 502, only the numbers are entered.

Next he selects the Club that he is taking the Swine project with and then an optional field is your animal’s name. Click “Add Entry to Cart”.

Once again, you can select “Add similar Entry” if you have more market hogs to enter.



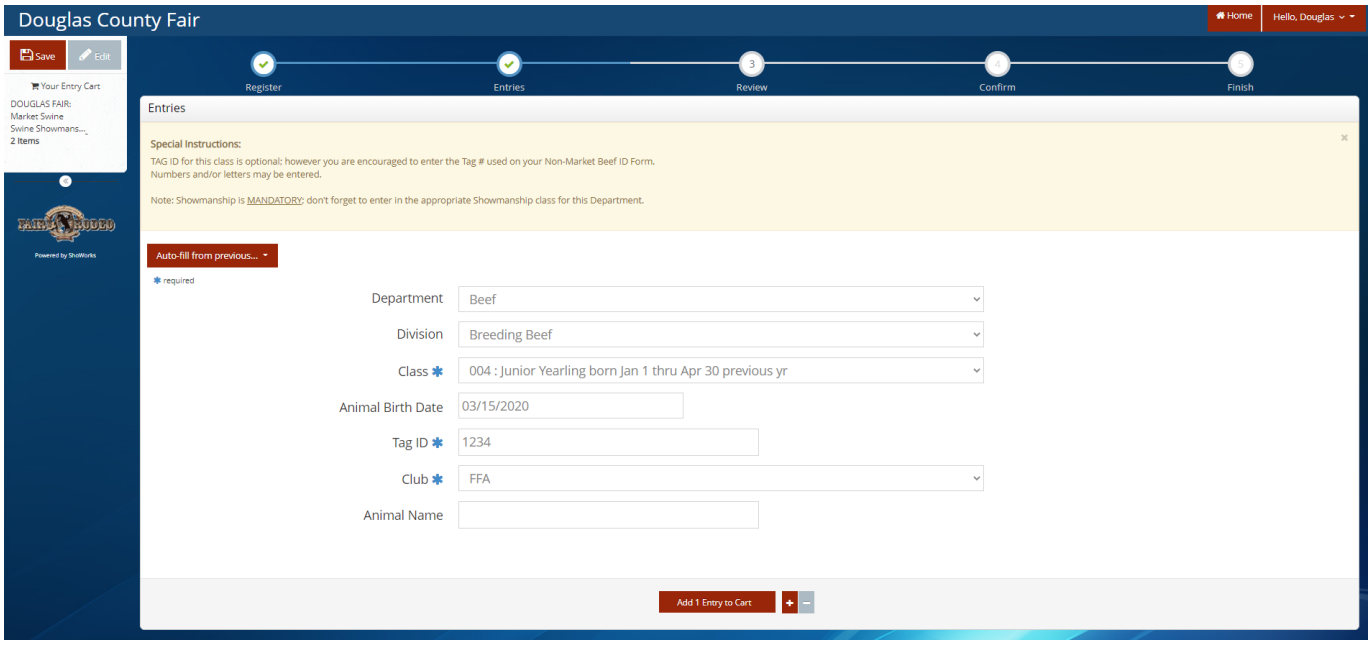

With all his pigs entered, now Douglas will want to enter in Showmanship. Remember the Special Instructions reminded him that Showmanship is mandatory! So he’ll select “Add different Entry”




So, he selects the Swine department, Swine Showmanship division, Senior Showmanship class and then selects his appropriate Club. Clicks “Add Entry to Cart”

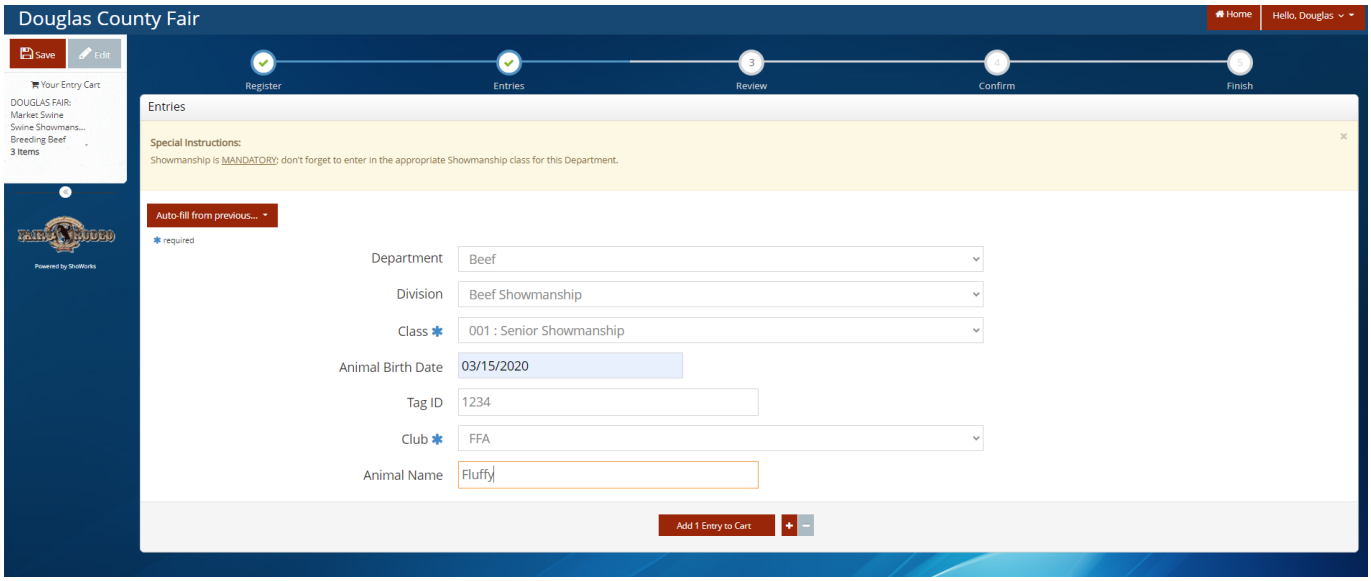
If you are interested in the Master Showmanship Class there is a Qualifier Class for that now – remember to sign up for it as well.

In our example, Douglas has one last project to enter in and that is his breeding heifer.
So, he will select the Beef department and the Breeding Beef division.
Next he must select the correct class, so he will refer to his Non-Market Beef ID Form for the DOB (date of birth) of his heifer, which was March 15, 2020. Looking at the drop-down list, yearlings born Jan 1 thru April 30 of the previous year (i.e. 2020) his heifer would be a Junior Yearling or Class 004.




Animal Birth Date is optional but members are <u>strongly encouraged</u> to enter in this information. Then select your club and enter your animal's name also (optional). Add the Tag ID and Tattoo for breeding animals which are required.

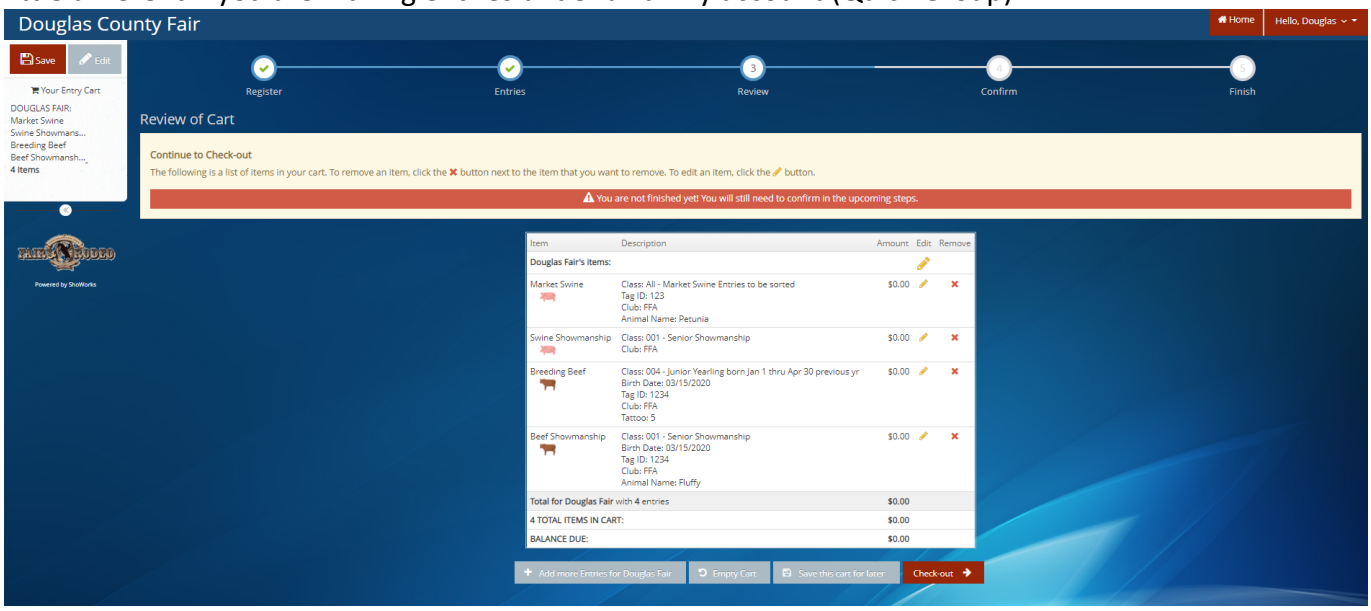
Please note in the **SPECIAL INSTRUCTONS!** it reminds you that showmanship is mandatory so Douglas will also add the beef showmanship class to his cart.



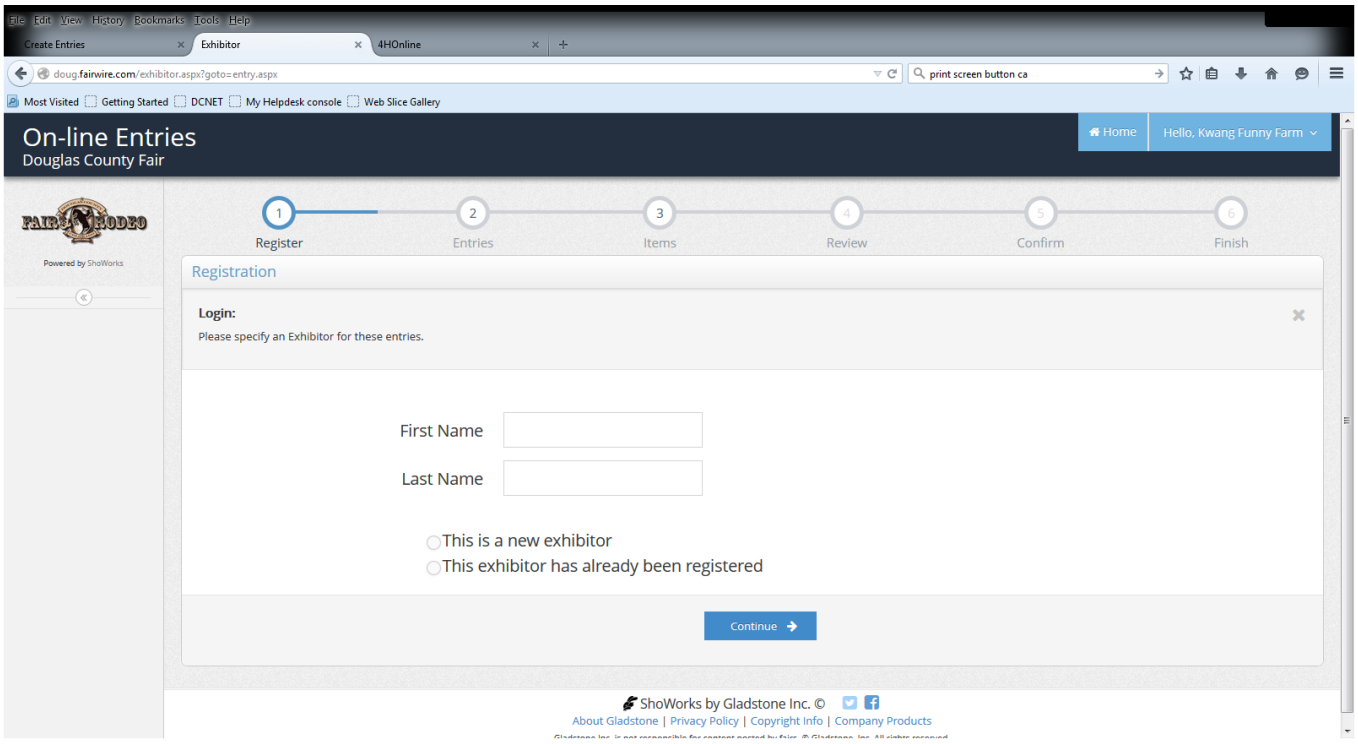

So now Douglas has entered in all his projects and is ready to "Check Out". So, he will click "Continue".

Now the next screen is where you will review your entries and make any corrections or delete any errors. If after reviewing the cart you realize that you forgot to make an entry you can select "Add more Entries for (Name)". You can "Save this cart for later", you can delete everything in your cart by

selecting “Empty Cart”, or if you’re done, you can click “Check-out”. However, this screen will look a little different if you are making entries under a Family account (Quick Group).




Note that you have the same four options as a single Exhibitor PLUS the option “Add Entries for a different Exhibitor”.  So, let’s select “Add Entries for a different Exhibitor”.




This takes you back to the first screen where you will enter the next family member. Again, you can use the password that you created for the family (recommended) or create a new one for the other family member.

So, let’s move on to the Checking Out section.