

# STEP 2: CREATING ENTRIES IN SHOWWORKS- 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.

The screenshot shows the 'Douglas County Fair' Showworks interface. At the top, a navigation bar includes 'Home' and 'Hello, Douglas'. Below this is a progress bar with five steps: Register, Entries (current), Review, Confirm, and Finish. The 'Entries' section contains 'Special Instructions' and 'Upload attachments needed' notices. The 'Special Instructions' section states: 'For the TAG ID enter the numbers from the YELLOW DC Fair tag that your animal received on ID Day. Enter numbers only. ONE entry per animal, so you may have more than one entry in each class. Note: Showmanship is MANDATORY; don't forget to enter in the appropriate Showmanship class for this Department.' The 'Upload attachments needed' section states: 'You have chosen a type of entry that requires you to upload file(s). After you have checked out (submitted your entries), you will be given a chance to 'Upload' (send) your files all at once.' Below these notices is a form with the following fields: Department (Swine), Division (Market Swine), Class (All : Market Swine Entries to be sorted), Tag ID (123), Club (FFA), and Animal Name (Petunia). At the bottom right of the form is a button labeled 'Add 1 Entry to Cart' with a plus and minus icon.

Douglas County Fair

Home Hello, Douglas

Save Edit

Your Entry Cart  
DOUGLAS FAIR  
0 Items

FAIR & RODEO  
Powered by Showworks

Register Entries Review Confirm Finish

Entries

**Special Instructions:**  
For the TAG ID enter the numbers from the **YELLOW** DC Fair tag that your animal received on ID Day.  
Enter numbers only. ONE entry per animal, so you may have more than one entry in each class.  
Note: Showmanship is **MANDATORY**; don't forget to enter in the appropriate Showmanship class for this Department.

**Upload attachments needed**  
You have chosen a type of entry that requires you to upload file(s). After you have checked out (submitted your entries), you will be given a chance to 'Upload' (send) your files all at once.

\* required

Department Swine

Division Market Swine

Class \* All : Market Swine Entries to be sorted

Tag ID \* 123

Club \* FFA

Animal Name Petunia

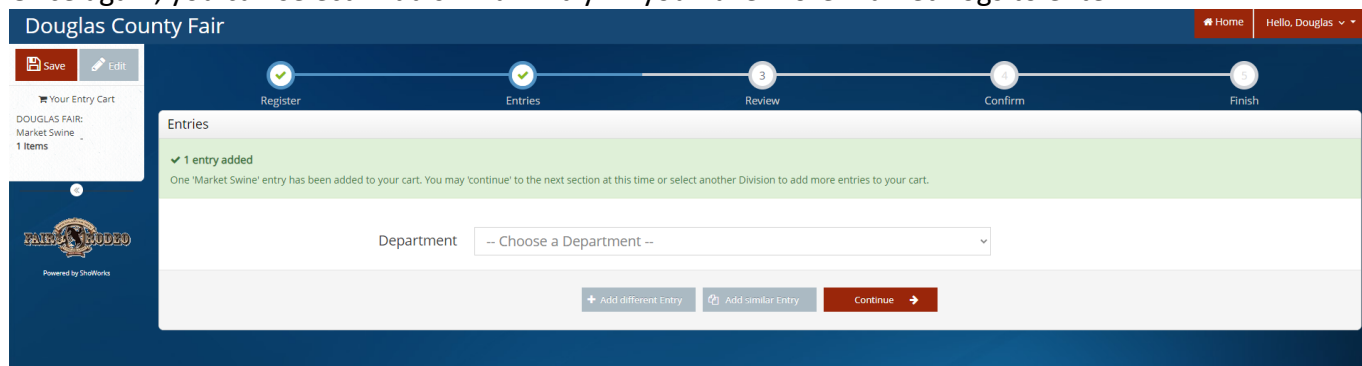
Add 1 Entry to Cart + -

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.

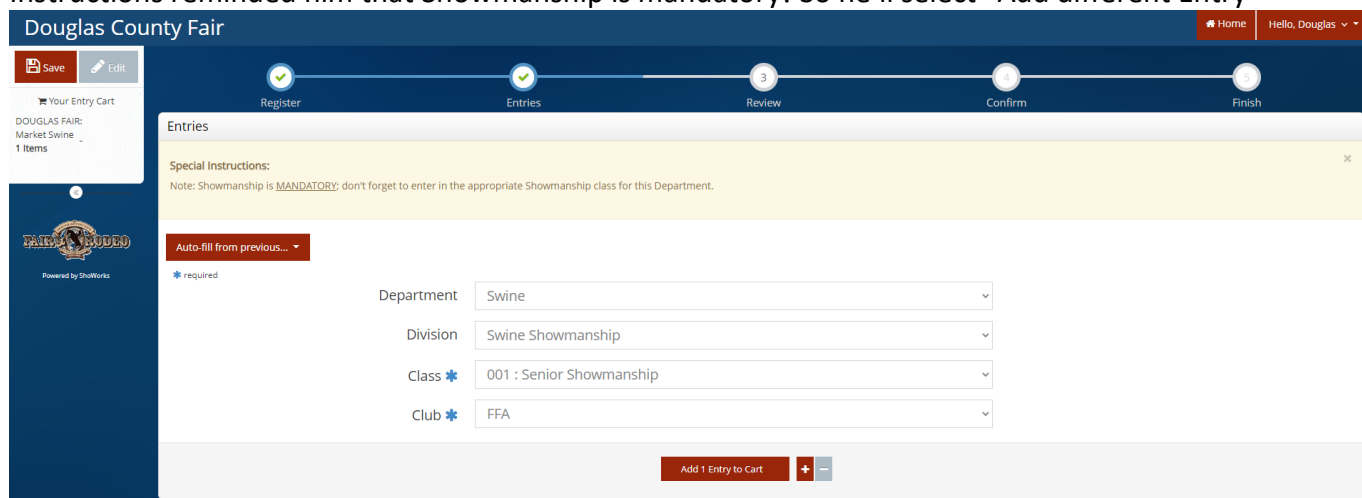
Following the Special Instructions, Douglas enters the number 502 from the yellow ear tag that his pig received from the Extension Office. Even though the tag reads DC Fair 502, only the numbers are entered.

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.

**Douglas County Fair**

Home Hello, Douglas

Save Edit

Your Entry Cart  
DOUGLAS FAIR:  
Market Swine  
Swine Showmans...  
2 Items

FAIR DOUGLAS  
Powered by ShowWorks

Register Entries **3** Review Confirm Finish

**Entries**

**Special Instructions:**  
TAG ID for this class is optional; however you are encouraged to enter the Tag # used on your Non-Market Beef ID Form. Numbers and/or letters may be entered.  
Note: Showmanship is MANDATORY; don't forget to enter in the appropriate Showmanship class for this Department.

Auto-fill from previous...  
required

Department Beef  
Division Breeding Beef  
Class 004 : Junior Yearling born Jan 1 thru Apr 30 previous yr  
Animal Birth Date 03/15/2020  
Tag ID 1234  
Club FFA  
Animal Name

Add 1 Entry to Cart

Animal Birth Date is optional but members are strongly encouraged 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 INSTRUCTIONS!** it reminds you that showmanship is mandatory so Douglas will also add the beef showmanship class to his cart.

**Douglas County Fair**

Home Hello, Douglas

Save Edit

Your Entry Cart  
DOUGLAS FAIR:  
Market Swine  
Swine Showmans...  
Breeding Beef  
3 Items

FAIR DOUGLAS  
Powered by ShowWorks

Register Entries **3** Review Confirm Finish

**Entries**

**Special Instructions:**  
Showmanship is MANDATORY; don't forget to enter in the appropriate Showmanship class for this Department.

Auto-fill from previous...  
required

Department Beef  
Division Beef Showmanship  
Class 001 : Senior Showmanship  
Animal Birth Date 03/15/2020  
Tag ID 1234  
Club FFA  
Animal Name Fluffy

Add 1 Entry to 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).

Item	Description	Amount	Edit	Remove
<b>Douglas Fair's Items:</b>				
Market Swine	Class: All - Market Swine Entries to be sorted Tag ID: 123 Club: FFA Animal Name: Petunia	\$0.00		
Swine Showmanship	Class: 001 - Senior Showmanship Club: FFA	\$0.00		
Breeding Beef	Class: 004 - Junior Yearling born Jan 1 thru Apr 30 previous yr Birth Date: 03/15/2020 Tag ID: 1234 Club: FFA Tattoo: 5	\$0.00		
Beef Showmanship	Class: 001 - Senior Showmanship Birth Date: 03/15/2020 Tag ID: 1234 Club: FFA Animal Name: Fluffy	\$0.00		
Total for Douglas Fair with 4 entries		\$0.00		
4 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

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.