On-Line Registration with ShoWorks

Public Speaking, Photography, Horticulture, Landscape or Floral Cup
Registration Procedures

Registration is done online at www.etstatefair.com

Clubs or School Groups:
Sponsors, Club leaders, such as FFA or 4-H Clubs, may register as a group to register all students for the contest. This is done by a designated Ag Teacher, County Agent, or Club Sponsor. The Club should be listed under Clubs. Passwords for each have already been setup in the database and are the same as those the Club uses for Livestock registration.

- Schools (Non FFA/4H Groups) use the mascot and zip code for the school. Mascot is singular (Goat, not Goats).
- FFA Clubs and 4-H County Programs use the password assigned to you for Livestock Registration.
- If your school or Club is not listed, or you cannot access your Password, contact Tina at trosenbalm@etstatefair.com or call 903-597-2501.
- Schools and Clubs are encouraged to complete the payment process online. However, those who must request a school check may do so at a later time. **You must register as a School or Club to delay payment. Individuals must pay when registering.**

Adult or Adult Groups:
Adult entries will be made as individuals and you will set-up your own password.

Instructions for Online Registration

Step 1: Go to www.etstatefair.com > Click on Participate > Click on Contests > Click on Public Speaking, Photography, Horticulture, Landscape, or Floral Cup

Step 2: Find the Click Here to Register button.

Step 3: The opening screen will give you general instructions. *Please note that Public Speaking Contest, Photography Show and Horticulture are using the same portal.* Look to the upper right corner of the screen and click **Sign-in.**

Step 4: You will see a prompt *I am a . . .* with a drop-down menu.
Exhibitor – Individuals choose this. (Adults)
School – for teachers submitting registrations and entries for their students (Non FFA/4-H)
Club – for FFA, 4-H or other Clubs
Quick Group – for someone registering multiple family members or several individuals

Step 5:
- IF you have selected School as the Exhibitor Type: You will be asked to choose a School District. You will then choose the name of your school or 4-H County from the list provided. You will also enter the Password assigned to the School. If you are not on the list, contact the Director of Competitive Events to be added to the School list and receive a password.
- IF you select Club: You will be asked to choose the Club from a list and then enter the Password assigned to that Club. If you are not on the list, contact the Director of Competitive Events to be added to the School list and receive a password.
- IF you are on either list but cannot remember your password, you do have an option to click for the password to be e-mailed to you. It will be sent to the e-mail on record for the group.

If you have previously registered **in this year and have not checked out**, you may click that option to add additional entries to your list

Step 6: The screen has 4 options. To register Exhibitors for the first time, you will click ***Begin adding Exhibitors*** and Entries. Once you have started and saved a cart, you can access it to add additional Exhibitors or make corrections until you Check-out.

Step 7: You will complete the **First Name and Last Name fields and select "This is a new exhibitor"** if this is the first time you are registering exhibitors, or **"This Exhibitor has already been registered."** if you are updating a previously registered Exhibitor in a Saved Cart.

Step 8: This screen will have a series of fields for you to complete. If the field has a blue asterisk, it must be completed for you to continue. Once all fields have been completed and you have clicked, Continue, you will have an opportunity to review your information. Then click Continue.

Step 9: You will select a **Department and Division** and will then be given Class options for each Show. When your selections are complete, **Add Entry to Cart.**

Step 10: You have 3 options:
- Add different Entry – Takes you back to Department and Division choices
- Add similar Entry – Allow you to add additional entries for the Individual.
- Continue - Takes you to the next screen

Step 11: This screen is for adding additional items. The only option is the Public Speaking Late Fee. Simply click **Continue** if this does not apply to you.

Step 12: This screen shows your cart with all entries selected. You may choose to:
- Add more Entries for . . . (will display Exhibitor name)
- Empty Cart – Click this ONLY if you change your mind. It will delete your entries.

- Save this cart for later – This allows you to come back later and add additional entries. You will need to remember your Password to sign in.
- Check-out – Takes you to the payment screen
- Add Entries for a different Exhibitor – You will repeat the process for each additional Exhibitor from your Club or School. When you have successfully registered all Exhibitors from your Club or School, you will click Check-out.

Step 13:

Verify that your Amount Due is correct.

Choose the appropriate Payment Method from the drop-down menu.

Clubs and Schools may choose Pay Later if it is necessary to request a School check for the fees. If this option is not showing, save your cart and contact ETSF

Step 14:

To pay online, fill out Credit Card information and click Continue.

You will see your cart again, and you will click Submit.

You must type YES in the bottom left square to agree to the general rules for the ETSF. Then click Finish. You will receive a confirmation of your entries registered. You can print this for your records