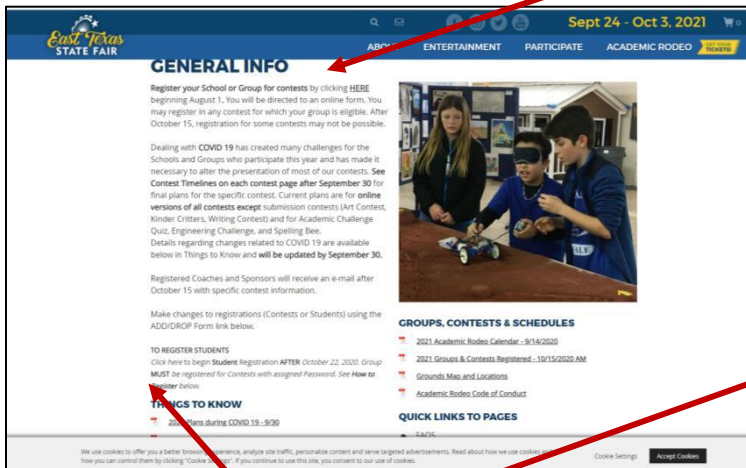


How to Register on the ShoWorks Portal

October 2020

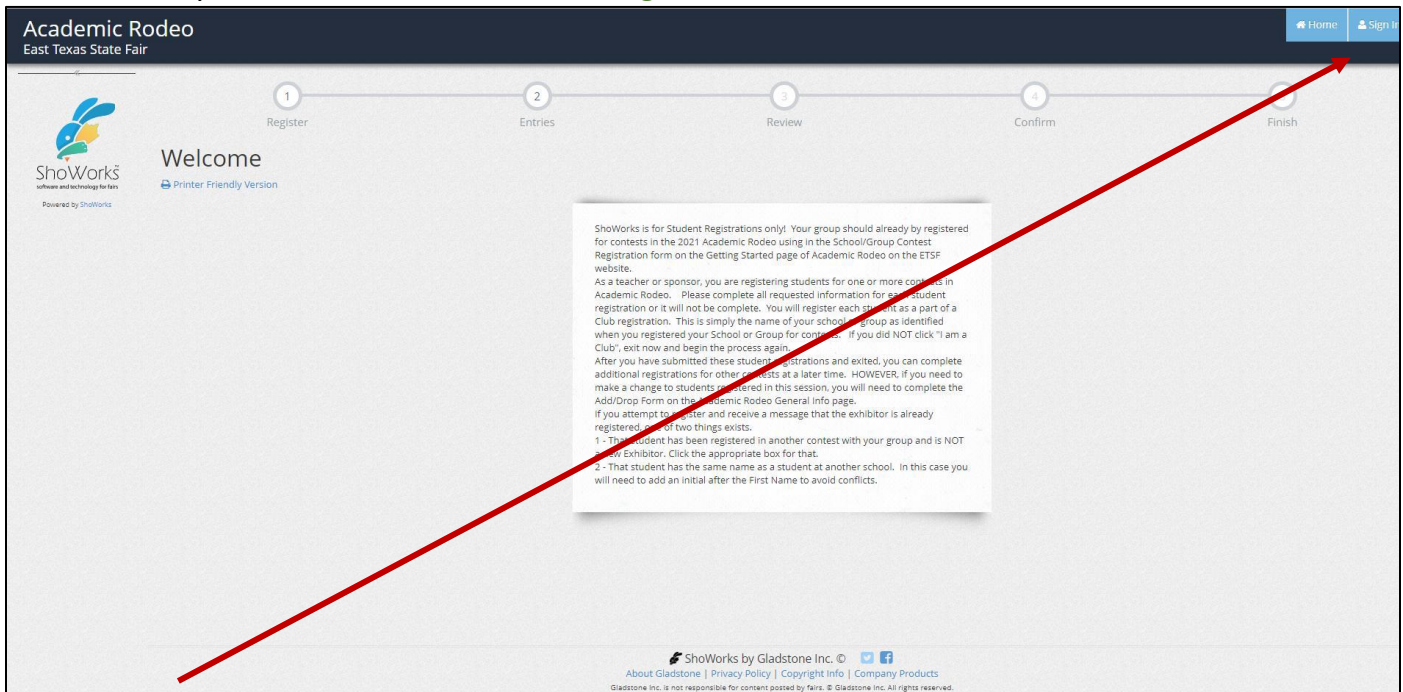
Student Registrations are done online through the ShoWorks portal that is linked to our account. We pay a fee per entry, so **please read instructions to avoid unnecessary charges to Academic Rodeo**. Following is a step-by-step guide to completing a registration and includes some special scenarios you may encounter.

The link for **Student Registrations** will be located on the **General Info** page and on each **Contest** page. The link will not be active until the database is scheduled to go “live” – October 23.



Choose the **REGISTER STUDENTS** link on the General Info page or the specific Contest page.

The Link takes you to the **ShoWorks Welcome Page** for Academic Rodeo.



Click **Sign In** to begin.

Do **NOT** click 1 – Register. If you begin there, you will be creating a new account that is **NOT** assigned to your School.

On the **Sign In screen**, choose **Club**, NOT School, as your **Exhibitor Type** from the drop-down menu. This will link all of your students together, making it easier to create a list of your students.

Academic Rodeo
East Texas State Fair

Home Sign In

Sign In

Tip: Will you be working with more than one exhibitor?
Choose Quick Group if you will be submitting entries for multiple family members or a group of exhibitors and check out all in the same cart.

I am a...

- Choose a type --
- Choose a type --
- Exhibitor
- School
- Club**
- Quick Group
- Buyer
- Administrator

On the **Club page**, you will be directed to **Choose a Club** from the drop-down menu available after your click the down arrow. Choose your School or Group name from the Club drop-down menu. Then type the Password provided to you by e-mail and click Continue. If your School is **not listed**, contact me immediately. I will have to add your school and upload the information to the portal.

Academic Rodeo
East Texas State Fair

Club

Login

You may login if you are a club leader for special privileges such as creating multiple combinations of entries and exhibitors, or approving entries that were created under your club. See

Club Name -- Choose a Club --

Password

Forgot your Password? Click here to reset your password.

Continue

Club Name -- Choose a Club --

Academic Rodeo Sample School

All Saints Episcopal School

Andy Wood Elementary

Arp Elementary School

Arp Future Leaders 4-H

Arp High School

Arp Junior High School

Arrington Academy

Arrow's Way Homeschool Co-op

Athens Christian Prep

Athens Intermediate

Beacon Academy

Beckville Junior/Senior High

Birdwell Elementary School

Bishop Gorman Catholic School

Bonner Elementary School

Boulder Middle School

Bridgemark Center for Learning

Brown Elementary School

You will see your School (Club) Information. If something (address or phone) is incorrect, you can click Edit and change the information. The E-Mail is the Primary & Secondary Contact for your group. Do NOT change unless the Primary Contact has changed.

Academic Rodeo
East Texas State Fair

Club Information

Club Name Academic Rodeo Sample School

Club Location Deborah Newman

Club Address

Club Address 2

Club City

Club State/Prov

Club Postal Code

Club Phone

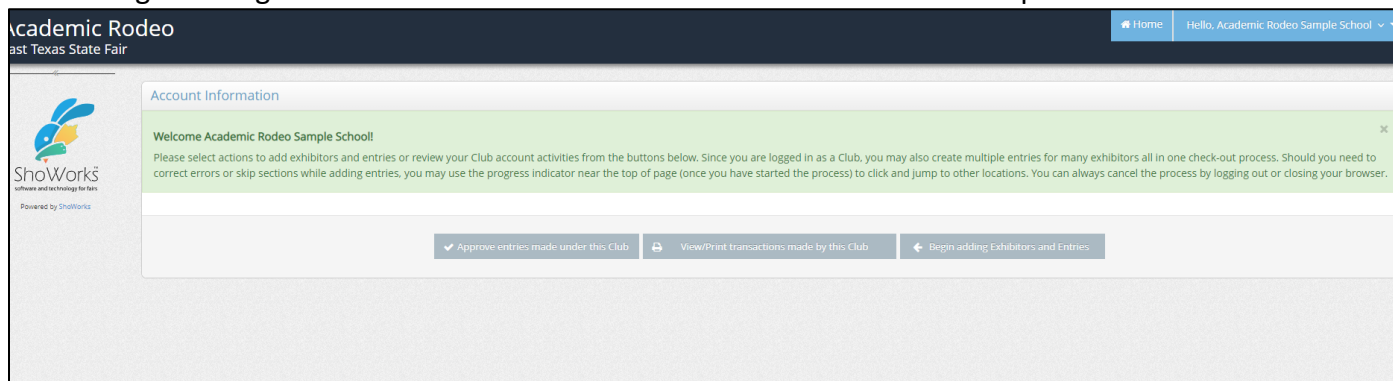
Club e-mail dnewman@stetfair.com

Go to My Account

Then, click **Go to My Account**.

On the **Account page**, you have 3 choices:

1. Approve entries made under this Club
2. View/Print Transactions made by this Club
3. Begin adding Exhibitors and Entries – You will most often choose this option.



You may want to take a quick look to see what students have already been registered for your group. This could be important as you begin registering students. Do this by clicking View/Print Transactions. IF previous Coaches and Sponsors have registered their students correctly under Club, you will be able to see all of those by clicking any Transactions in the list.

Usually for your first set of registrations and UNLESS others have registered students before you, you will go to Begin Adding Exhibitors.

REMEMBER: You are just registering students. Your **group is ALREADY registered for contests** (or should be) with you as the Sponsor for the contest, so no need to register yourself!

The **Registration page** shows your progress as you make registrations.

Begin by typing the first student's name in the First Name and Last Name fields.

A screenshot of the 'Academic Rodeo' website's 'Registration' page. The header is the same as the previous screenshot. Below the header is a progress bar with five steps: Register, Entries, Review, Confirm, and Finish. The 'Register' step is currently active. The main content area has a 'Registration' title and a 'Tip' box that says 'Please specify an exhibitor for these entries.' Below the tip are two text input fields for 'First Name' and 'Last Name'. At the bottom, there are two radio buttons: 'This is a new exhibitor' and 'This exhibitor has already been registered'. A 'Continue' button is at the bottom right.

After typing in First Name and Last Name in the box provided, choose either ***This is a New Exhibitor*** OR ***This Exhibitor has already registered***, then click **Continue**.

Academic Rodeo
East Texas State Fair

Home | Hello, Academic Rodeo Sample School

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

☐ NO I am not a Team or Company

First Name Sally

Last Name Smith

☒ This is a new exhibitor ☐ This exhibitor has already been registered

Continue

If you are the **FIRST** teacher to enter students, all of your Exhibitors will be **new Exhibitors**. If another Sponsor has already registered some students for a different contest, there is the possibility that a student is already registered. You may want to check with your students or with other sponsors to see who has been registered and how each student is listed.

If you type a student's name that has already been registered and click as a New Exhibitor, you will get a message telling you that the **"Name already exists"**. This will also occur if a student with the same name is registered at another school. That rarely happens, but IS possible.

IF you know the student from your school was registered in another contest, you will click **The exhibitor has already been registered**.

Academic Rodeo
East Texas State Fair

Home | Hello, Academic Rodeo Sample School

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

☒ NO I am not a Team or Company

First Name Cindy

Last Name Taylor

☒ This is a new exhibitor ☐ This exhibitor has already been registered

Continue

IF you **KNOW** this student has not been registered in other contests, the student is probably at a different school but with the same name as your student. In that case, you will need to add something to the student name to make it different – Sally S. Smith (instead of Sally Smith) or Sally 2 Smith (instead of Sally Smith). **If you do this, please** let any other sponsors who may be registering students later know that you have done this so they can use the same name as a Returning Exhibitor when they register the student for a different contest.

Academic Rodeo
East Texas State Fair

Home | Hello, Academic Rodeo Sample School

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

☒ NO I am not a Team or Company

First Name Cindy K.

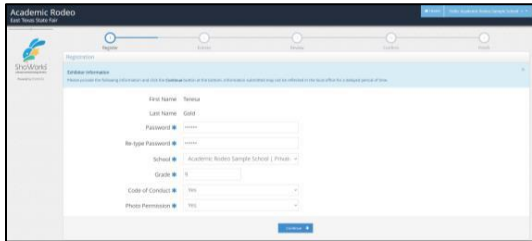
Last Name Taylor

☒ This is a new exhibitor ☐ This exhibitor has already been registered

Continue

After putting in student name, click **Continue**.

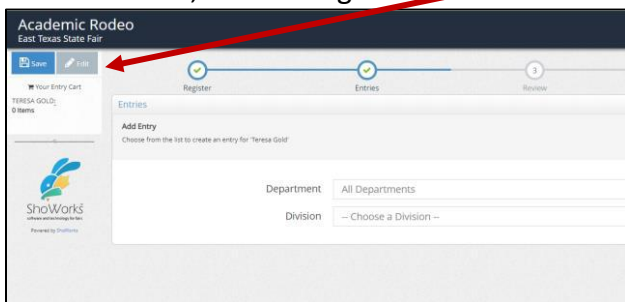
An additional screen will ask you to enter a **Password** and re-type it, the School, also the Club (choose from drop-down menu), the **Grade** for the student, **Yes** or **NO** on **Code of Conduct** (whether or not student has agreed to the Code), and **Yes** or **No** for **Photo Permission** (whether or not you have permission on file for the student's photo to be used). You will use the same **Password** (Your Club Password) for all students.

A screenshot of the 'Registration' screen for the Academic Rodeo. The form includes fields for First Name, Last Name, Gold, Password, Re-type Password, School (Academic Rodeo Sample School), Grade (8), Code of Conduct (Yes), and Photo Permission (Yes). A 'Continue' button is at the bottom right.

Click **Continue** when this is complete. You will see a Confirm Registration Information screen with the student's information. If it is **incorrect**, use the back arrow to go back and make your correction.

Next you will be on the **Entries** page.

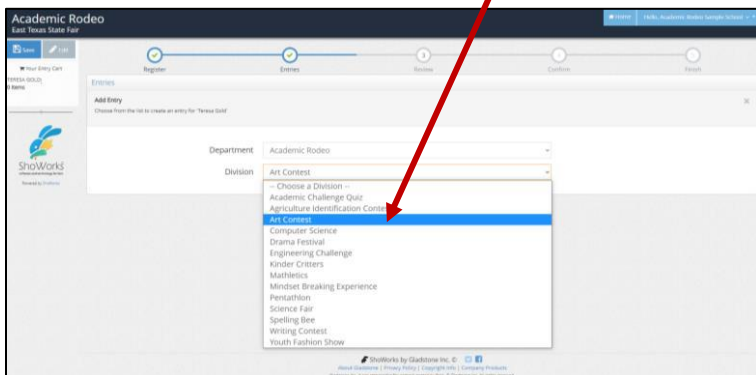
You will see a small window at the upper left of your screen, showing the entries you have in your Cart. (It is called a Cart, even though there are ~~NO~~ fees to you.) You can edit your Cart from that window.

A screenshot of the 'Entries' page. On the left, there is a 'Your Entry Cart' section showing 'TERESA GOLD' and '0 Items'. A red arrow points from this section to the 'Cart' icon in the top navigation bar. The main area is titled 'Add Entry' and 'Choose from the list to create an entry for "Teresa Gold"'. It has dropdown menus for 'Department' (All Departments) and 'Division' (Choose a Division).

On this page, you will choose the contests for this student.

You will choose a Department – Academic Rodeo.

You will choose a Division – the Contest the student is entering.

A screenshot of the 'Entries' page with the 'Division' dropdown menu open. The menu lists various contests: Art Contest, Academic Challenge Quiz, Agriculture/Identifications Contest, Art Contest, Computer Science, Drama Festival, Engineering Challenge, Kinder Critters, Mathematics, Mindset Breaking Experience, Penatation, Science Fair, Spelling Bee, Writing Contest, and Youth Fashion Show. A red arrow points to the 'Art Contest' option.

After the **Division** (Contest) is selected, an additional screen will ask for more information about the Student you are registering. You will also see a note that will indicate any limitations to the number you may register.

Academic Rodeo
East Texas State Fair

Special Instructions
Groups may register 2 students in each grade level.

Required

Department: Academic Rodeo
Division: Art Contest
Class: 09 : Art G9
Sponsor: D. Weaver
Club: Academic Rodeo Sample School
Art or Kinder Title: Sunrise
Photo Permission: Yes

Add Entry to Cart

You will do the following:

- Choose a **Class** for the Division from a drop-down menu. Kinder Critters does not have a class.
- Type the **Sponsor** for the Contest
- Type the Student's **Grade** – This helps us check in each contest to see that students are registered correctly.
- Answer Yes or No regarding **Photo Permission**

For some contests, you may have to give additional information, such as Art or Kinder Titles, Teamed with for Computer Science or Science Fair, etc.

When you are satisfied that you have correctly provided the information, Click **Add Entry to Cart**.

If a small box appears at the top of the screen, you may be missing some required information. For the most part, if a box is there (*Art or Kinder Title*; *Teamed With*, etc., it needs to be filled. Exceptions would be in contests (Youth Fashion Show) where all Divisions do not allow a Team, but at least one does.

Academic Rodeo
East Texas State Fair

Art or Kinder Title is required

Special Instructions
Groups may register 2 students in each grade level.

Required

Department: Academic Rodeo
Division: Art Contest
Class: 09 : Art G9
Sponsor: T. Rosenbaum
Club: ETSP Sample School
Art or Kinder Title:
Photo Permission: Yes

Add Entry to Cart

Click **Add Entry** again, and if the database is satisfied that you have entered all required information, it will move you to the next screen.

The next screen will show that the entry was added and the Cart will update as well.

Academic Rodeo
East Texas State Fair

1 entry added
Entry Art Contest entry has been added for "Teresa Gold". You may continue to the next section at this time or select another Division to add more entries for Teresa Gold.

Department: All Departments
Division: -- Choose a Division --

Add Entry to Cart

If the Exhibitor is in other contests, you can continue adding other entries for that student by clicking Add different entry and repeating the process of choosing the Division (Contest) and Class and providing other

information until you have registered all Contests for the student. You will still be able to go in and register additional contests at a later time for the student.

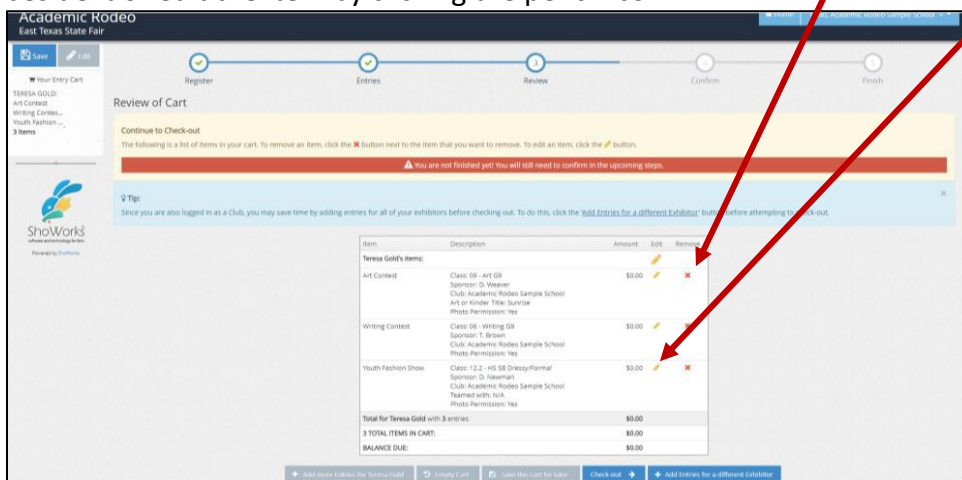
Do **NOT** choose Add Similar Entry. That is for events like Livestock Shows and Fair contests where an individual can have multiple entries in a class.

With the exception of Drama and Youth Fashion Show, a student can only be registered in one Class in a Division (Contest). The exception in Drama is to allow High School students to do a Monologue or Duologue and also do Musical Theater. The exception in Youth Fashion Show is to allow Middle School and High School students to have a garment entry and be a part of a Design Team.

If you do not have any additional entries for that student, you can click **Continue** to review the entries you have made.

When you have completed registering a student for contests (1 or several), and have clicked **Continue**, you will see the **Review** screen to show what you have registered for that student.

Make sure all information on the **Review Screen** is correct. You can remove an item by clicking the **X** beside it or edit the item by clicking the pencil icon.



Notice that your cart balance is always \$0.00!

After Reviewing, you have the following options:

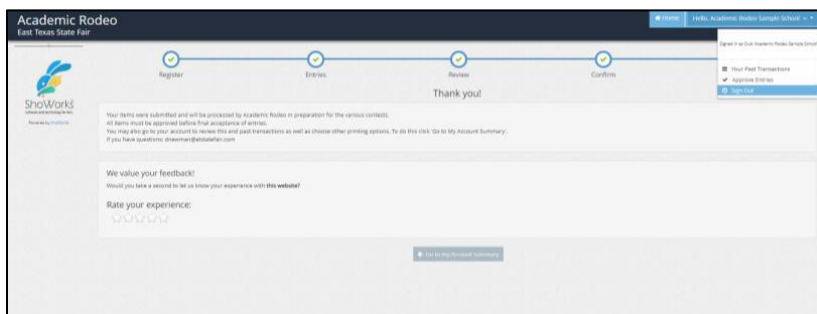
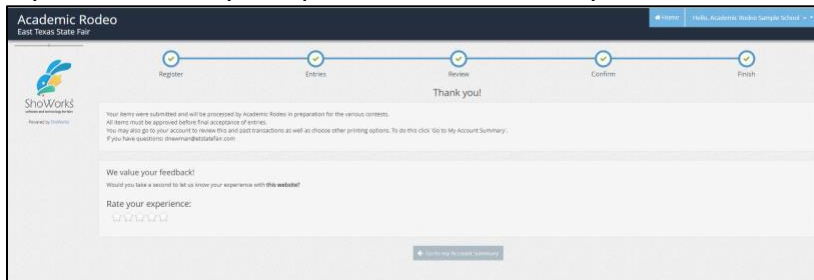
- *Add more entries* for the current Exhibitor (student)
- *Empty the cart* – This will remove any Students that have not already been submitted.
- *Save the cart for later* – This allows you to save and return to finish at another time.
- *Check-out* – Do this **ONLY** if you are completely finished with entries for this session or contest. However, do not wait past the registration deadline for the contest. Academic Rodeo does not see the entries you are making until you have Checked Out.
- *Add entries for a Different Exhibitor* – You will do this over and over until you have registered all of your students for your particular contest.

Each time you go through the process of registering an additional student and that student's entries, you will see that the cart is updated to show all of the entries made thus far.

You can also choose to print a Detailed Receipt before you Finalize. This is a good idea to keep for your records to know who has been registered and for which contests.

You will click Finish to complete the transaction.

If you successfully complete the transaction, you will see a final message and can Sign out.

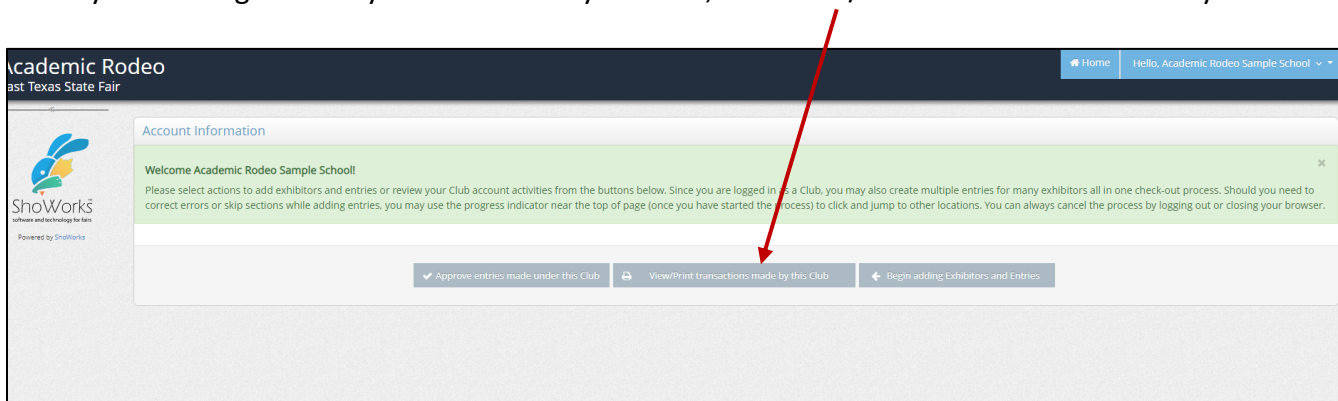


You will receive a receipt of the entry transaction by e-mail that we have associated with your account – the Primary Contact, and possibly the Secondary Contact. I am sorry but only 1 or 2 e-mails can be added to the online database. However, remember that you can always go in, check your account and see the transactions that have been successfully made.

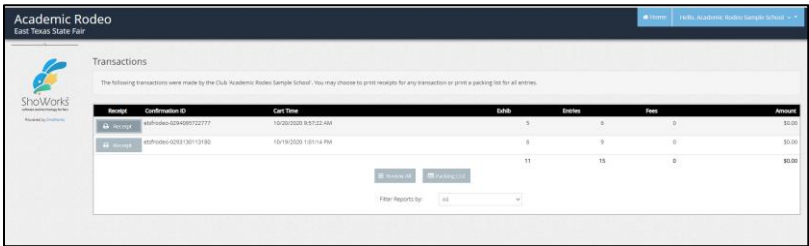


To View Transactions:

When you have signed into your Account as your Club, click View/Print Transactions made by this Club.



You will see a list of all Transactions made by your Club. This is why registering as a Club is SOOOO important. If you register students as individual exhibitors, they will not appear in your Club Transaction List. If you are registering students for your group as a Club, and someone else chooses School, then you will not be able to view all Transactions.



Click on the Receipt for a particular Transaction. The next screen will show all entries made on that Transaction.



Click the back arrow to return to the Transactions list.

If you click **View All**, it will show ALL transactions made for the Club.

Item	Description	Amount	Int. Ref
Sissy Anderson's Items:			
Engineering Challenge	Class 01 Class Description: EC Elementary Sponsor: S. Masters Club: Academic Rodeo Sample School Photo Permission: Yes	\$0.00	61E534
Total for Sissy Anderson with 1 entries			
		\$0.00	
Jamie Buck's Items:			
Youth Fashion Show	Class 14 Class Description: HS Show Design Sponsor: D. Weaver Club: Academic Rodeo Sample School Teamed with: Gold, Taylor, Cook, Smith Photo Permission: Yes	\$0.00	C2FA11
Total for Jamie Buck with 1 entries			
		\$0.00	
Pam Cook's Items:			
Youth Fashion Show	Class 12.3 Class Description: HS SB Specialty Sponsor: D. Weaver Club: Academic Rodeo Sample School Photo Permission: Yes	\$0.00	8E3DE7
Youth Fashion Show	Class 14 Class Description: HS Show Design Sponsor: D. Weaver Club: Academic Rodeo Sample School Teamed with: Gold, Taylor, Cook, Smith Photo Permission: Yes	\$0.00	SF4SF6
Total for Pam Cook with 2 entries			
		\$0.00	
Teresa Gold's Items:			
Art Contest	Class 09 Class Description: Art G9 Sponsor: D. Weaver Club: Academic Rodeo Sample School Art or Kinder Title: Sunrise Photo Permission: Yes	\$0.00	1DD6B9
Writing Contest	Class 06 Class Description: Writing G9 Sponsor: T. Brown Club: Academic Rodeo Sample School Photo Permission: Yes	\$0.00	2F25A9
Youth Fashion Show	Class 12.2 Class Description: HS SB Dressy/Formal Sponsor: D. Newman Club: Academic Rodeo Sample School Teamed with: N/A Photo Permission: Yes	\$0.00	F4707D
Youth Fashion Show	Class 14 Class Description: HS Show Design Sponsor: D. Weaver Club: Academic Rodeo Sample School Teamed with: Taylor, Cook, Buck, Smith Photo Permission: Yes	\$0.00	DE9984
Total for Teresa Gold with 4 entries			
		\$0.00	
Dustin Jamison's Items:			
Engineering Challenge	Class 01 Class Description: EC Elementary		