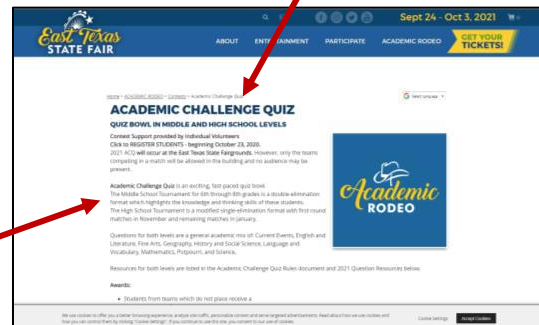
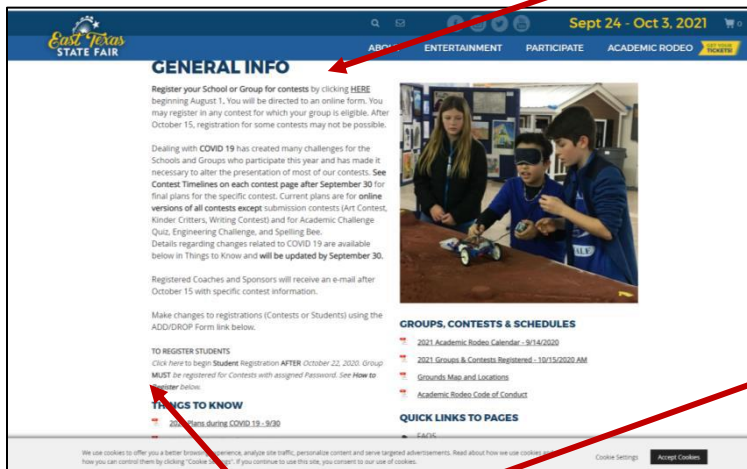


How to Register on the ShoWorks Portal

September 2022

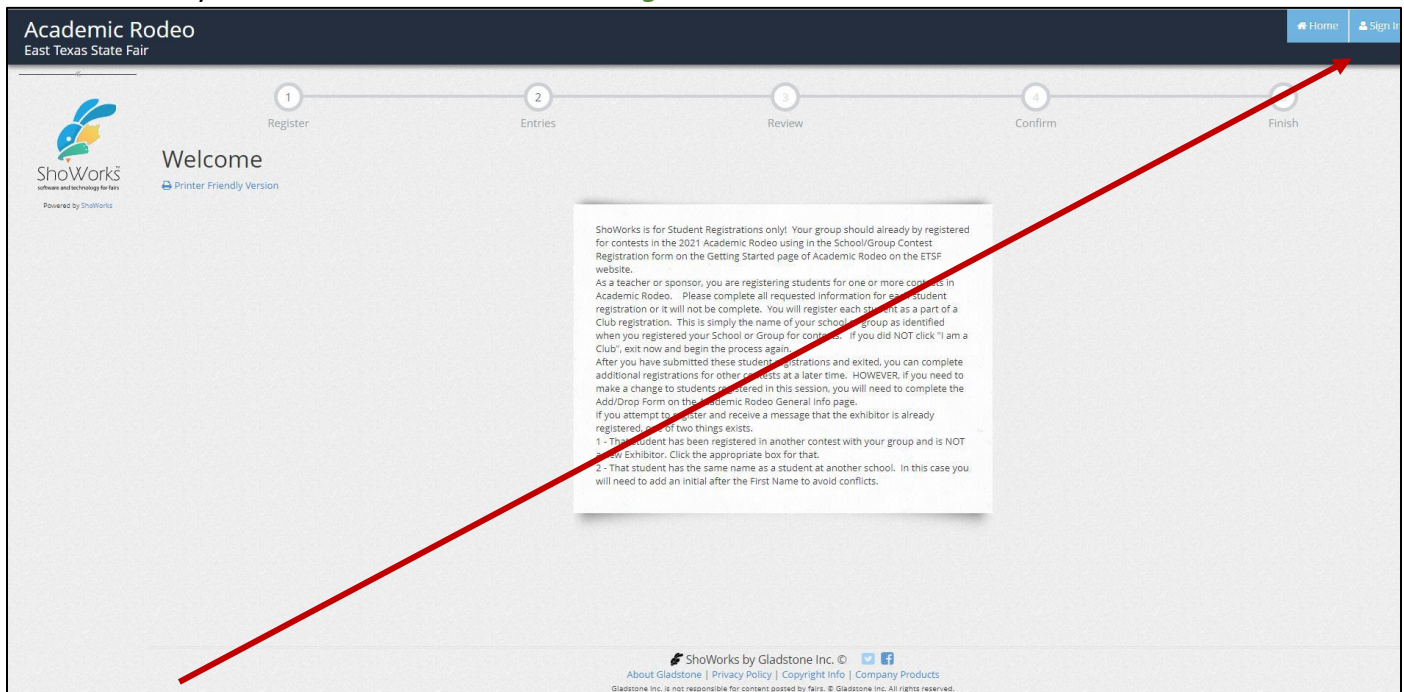
Student Registrations are done online through the ShoWorks portal that is linked to our account. We pay a fee per entry, so **please read instructions to avoid unnecessary charges to Academic Rodeo**. Following is a step-by-step guide to completing a registration and includes some special scenarios you 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 18.



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.

PLEASE do NOT change the Password assigned to you because other Coaches and Sponsors for your group also use the same password.

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. Set

Club Name -- Choose a Club --

Password

Forgot your Password? Click here to reset your password.

Continue

Club Name -- Choose a Club --

- Choose a Club --
- Academic Rodeo Sample School
- All Saints Episcopal School
- Andy Woods 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
- Boulter Middle School
- Bridgemark Center for Learning
- Brown Elementary School

You will see your "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

Home My Account

Club Information

Club Name Academic Rodeo Sample School

Club Leader Deborah Newman

Club Address

Club Address 2

Club City

Club State/Prov

Club Postal Code

Club Phone

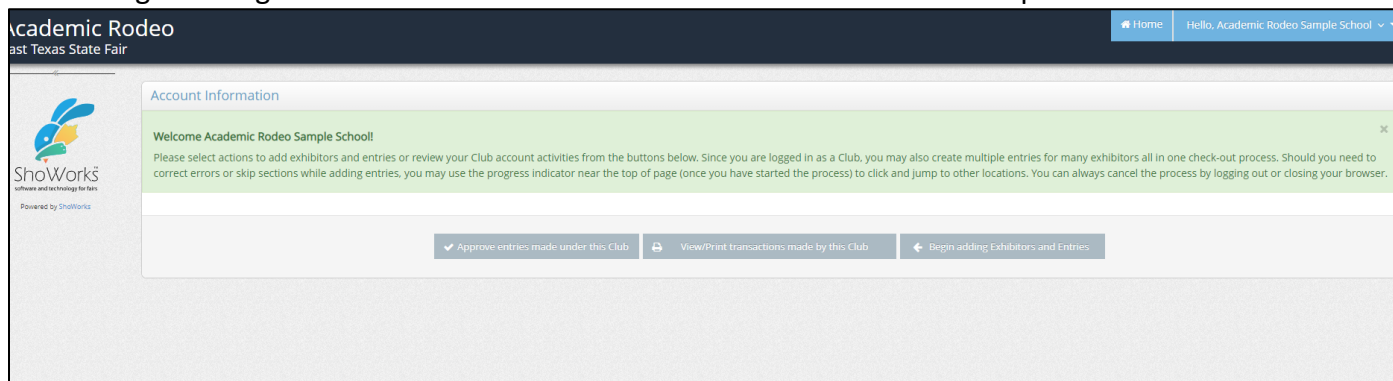
Club e-mail shewman@eaststar.com

Edit Delete 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 light blue banner with a 'Tip: Please specify an exhibitor for these entries.' Below this 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. Please do NOT** create unique passwords for your students as you may make it impossible for another teacher to register that student.

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.

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.

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.

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, if asked** – 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.

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.

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.

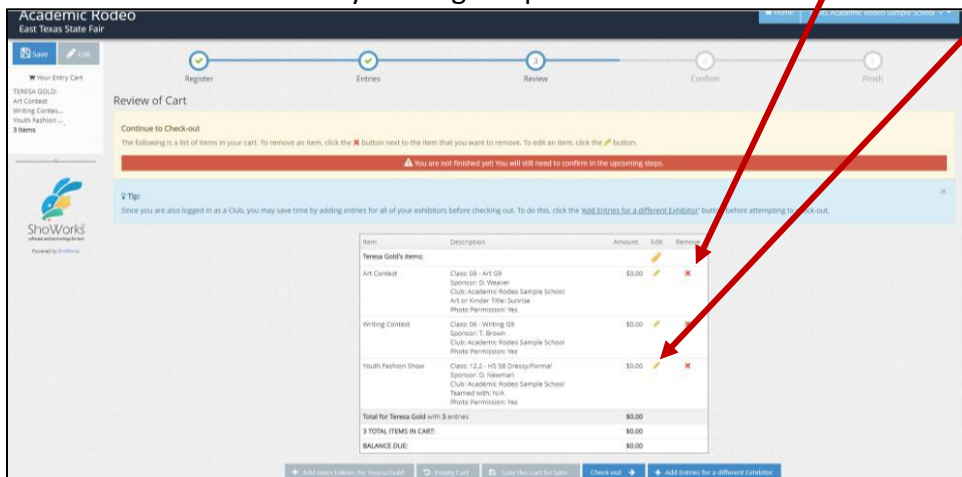
Do **NOT** choose Add Similar Entry. That is for events like Livestock Shows and Fair contests where an individual can have multiple entries in a class.

With the exception of Drama and Youth Fashion Show, a student can be registered in one Class **only** 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.

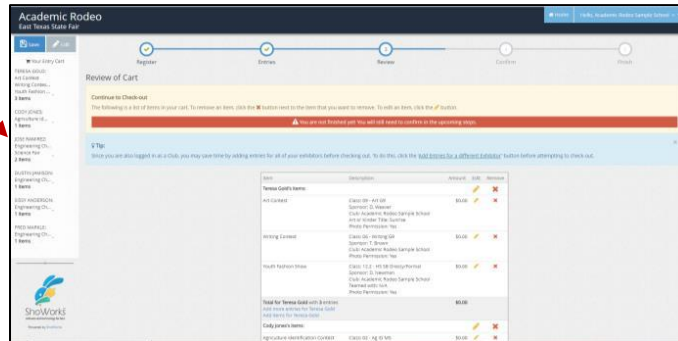


Notice that your cart balance is always \$0.00!

After Reviewing, you have the following options:

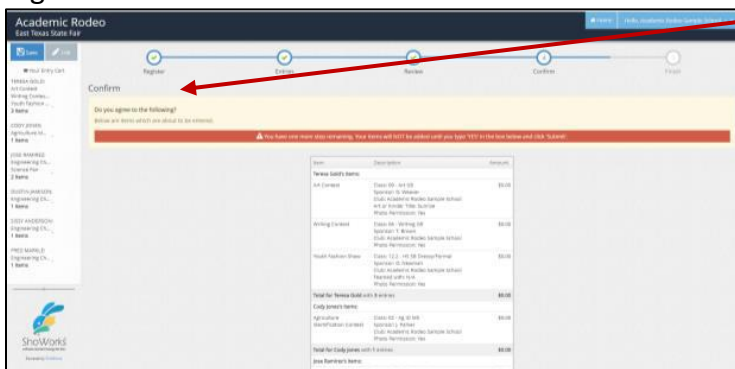
- *Add more entries* for the current Exhibitor (student)
- *Empty the cart* – This will remove any Students that have not already been submitted.
- *Save the cart for later* – This allows you to save and return to finish at another time.
- *Check-out* – Do this **ONLY** if you are completely finished 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.



If you choose to **Save Cart** at any point, everything that you have registered in that session will be saved, but you will **NOT** have submitted the registrations.

When you are ready to **Check Out**, you will be asked to review the entries in your cart and “agree” to the registered items.



At the bottom of the screen is the Signature section and where you Submit the registration.

Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations for Academic Rodeo and that the student registered has read and agreed to the expectations in the Academic Rodeo Code of Conduct.

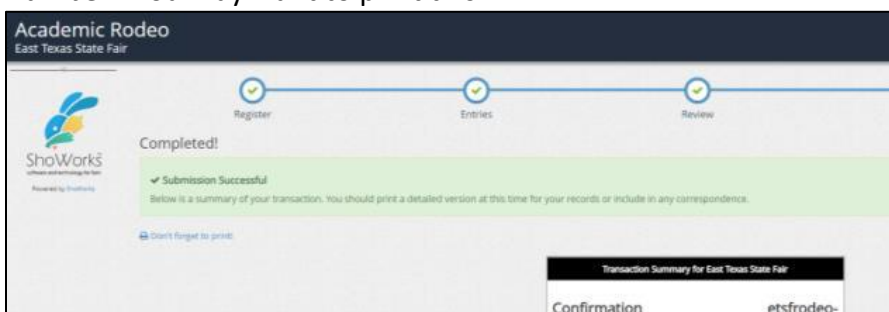
I agree to the above statement (type 'YES' if you agree)

Submit

ShoWorks by Gladstone Inc. ©

You will type **YES** to indicate that you are agreeing to abide by all rules and regulations for Academic Rodeo and that the student registered has read and agreed to the expectations in the Code of Conduct. You will then click **Submit** to finalize the entries.

You will see **Submission Successful** and you will get a summary of your entries with a Confirmation Number. You may want to print this.



Academic Rodeo
East Texas State Fair

Completed!

✓ **Submission Successful**
Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

Transaction Summary for East Texas State Fair

Confirmation ID: **etsfrodeo-0293130113180**

Total Exhibitors: 6

Total Entries: 9

Total Additional Items: 0

Transaction Time: 10/19/2020 1:01:16 PM

Transaction Amount: \$0.00

Transaction Payment: \$0.00

Transaction Balance: \$0.00

☒ Also, email a copy of my receipt to: drewman@etsfair.com

[Print Detailed Receipt](#) [Finish](#)

You can choose to e-mail a copy of the receipt to the e-mail address indicated. It is the e-mail address for your Primary Contact and possibly the Secondary Contact.

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.

Academic Rodeo
East Texas State Fair

Thank you!

Your items were submitted and will be processed by Academic Rodeo in preparation for the various contests. All items must be approved before final acceptance of entries. You may also go to your account to review this and past transactions as well as choose other printing options. To do this click Go to My Account Summary.

We value your feedback!
Would you take a second to let us know your experience with this website?

Rate your experience:

[Sign Out](#)

Academic Rodeo
East Texas State Fair

Thank you!

Your items were submitted and will be processed by Academic Rodeo in preparation for the various contests. All items must be approved before final acceptance of entries. You may also go to your account to review this and past transactions as well as choose other printing options. To do this click Go to My Account Summary.

Sign Out

- Your Past Transactions
- Approved Entries

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.

East Texas State Fair <web@fairsoftware.com>
ShowWorks Online Entries Receipt

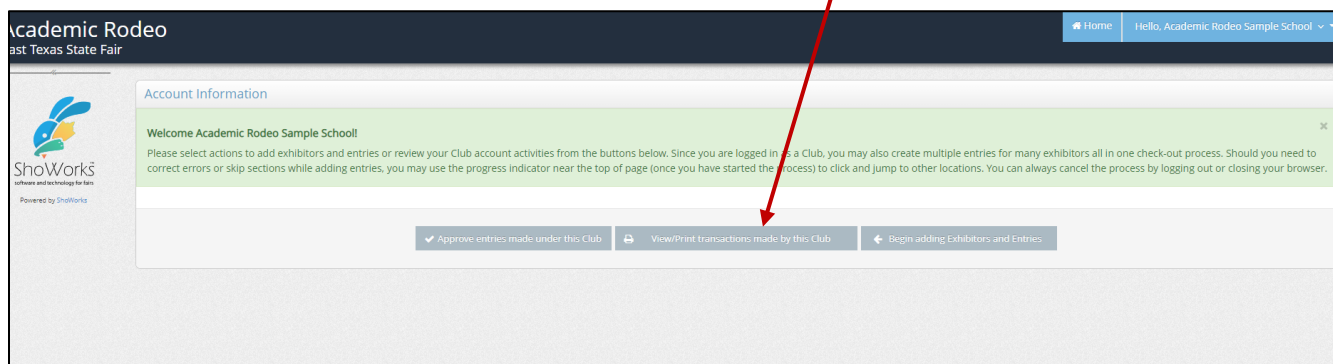
Below is your receipt of your registration in this session. You may print and retain this for your records.

ITEM	DESCRIPTION	WEN	AMOUNT
Engineering Challenge	Class: 06 Class Description: EC Elementary Sponsor: 6, Rookies Club: Academic Rodeo Sample School Photo Permission: Yes	01E534	\$0.00
Total for Sissy Anderson with 1 entries			
School: Academic Rodeo Sample School			
Grade: 4			
Code of Conduct: Yes			
Photo Permission: Yes			
TOTAL:			\$0.00
PAYMENTS:			\$0.00
BALANCE DUE:			\$0.00
(EXHIBITOR NAME):		Sissy Anderson	
CONFIRMATION ID:		etsfrodeo-0293130113180	
TRANSACTION TIME:		10/19/2020 1:01:14 PM	

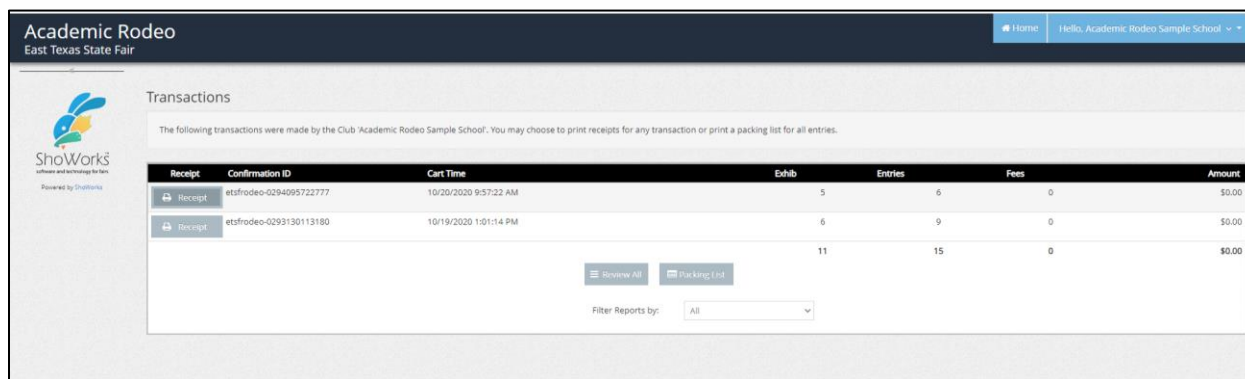
There are no fees for Academic Rodeo, but this is a listing of the students you have registered in this session. To make changes to this registration AFTER it has been submitted, use the ADD/DROP form on the General Info page. You cannot make a change in ShowWorks after an entry is submitted.

To View Transactions:

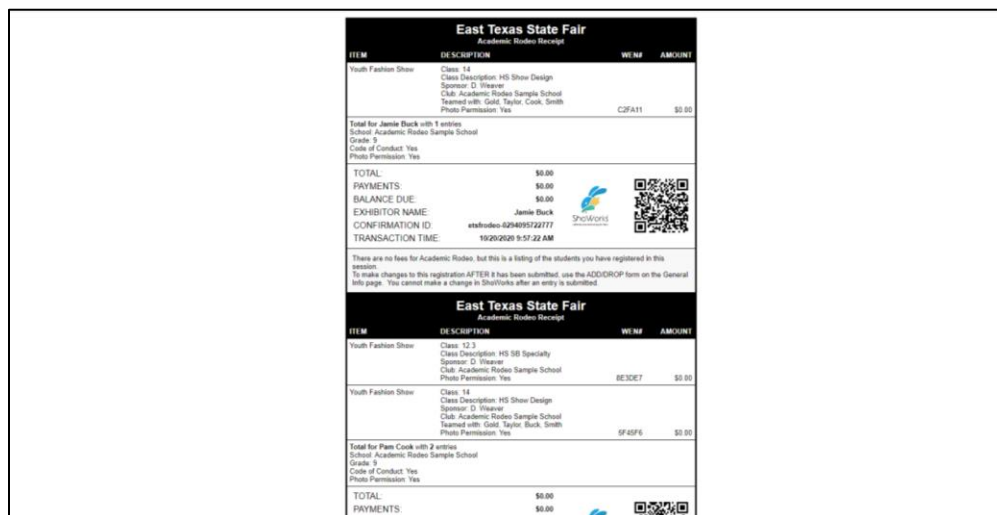
When you have signed into your Account as your Club, click View/Print Transactions made by this Club.



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	WEN#
Sissy Anderson's items:			
Engineering Challenge	Class: 01 Class Description: EC Elementary Sponsor: R. Masters Club: Academic Rodeo Sample School Photo Permission: Yes	\$0.00	01E534
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, Buck, Smith Photo Permission: Yes	\$0.00	5F45F6
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	1DD689
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		