

HEART O' TEXAS



LIVESTOCK SHOW

presented by



2024

Team Entry Instructions

HEART O' TEXAS



LIVESTOCK SHOW

presented by Bar None COUNTRY STORE

2024 Entry Instructions

Step 1

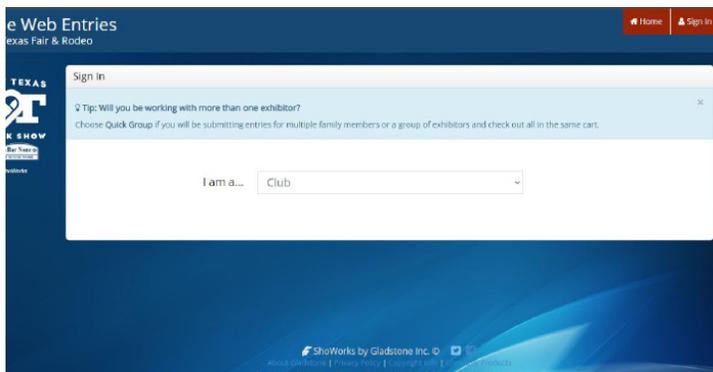


Go to Enter Now link on hotfair.com/livestockshow.

That link will redirect you to the page on the left. Read the directions on this page carefully.

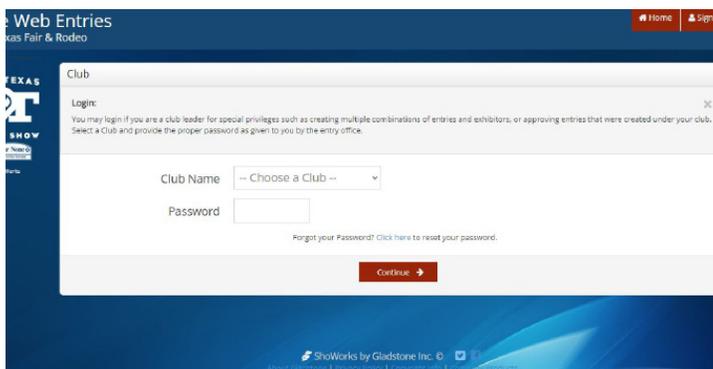
When you're ready hit the "Sign In" button in the upper right corner.

Step 2



On the next page, select "I am a club." This applies to both 4H Clubs and FFA Chapters.

Step 3



Find your club/chapter name in the drop down menu. Your password is your club/chapter number.

If you are a new club, or don't know your number, contact the office at livestock@hotfair.com.

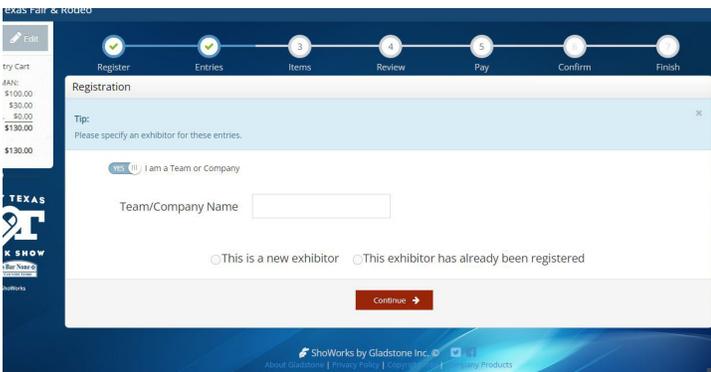
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Step 4



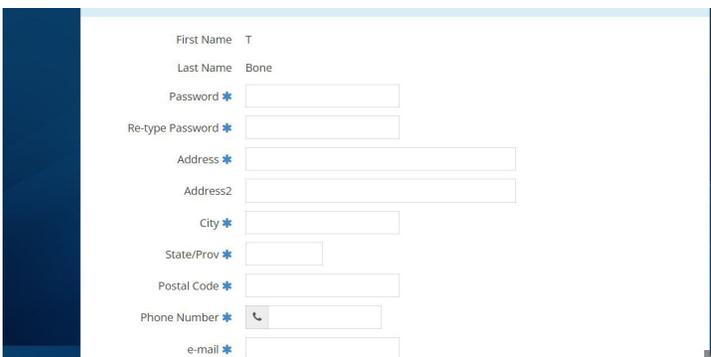
The next page will show you the information we have on file for your club/chapter. Make any necessary updates now.

Step 5



When entering teams such as Ag. Mech and Food Challenge, all entries must be under the Club/Chapter name. On the entry screen make sure it says “I am a Team or Company.” For the team information, enter the Club/Chapter’s information.

Step 6

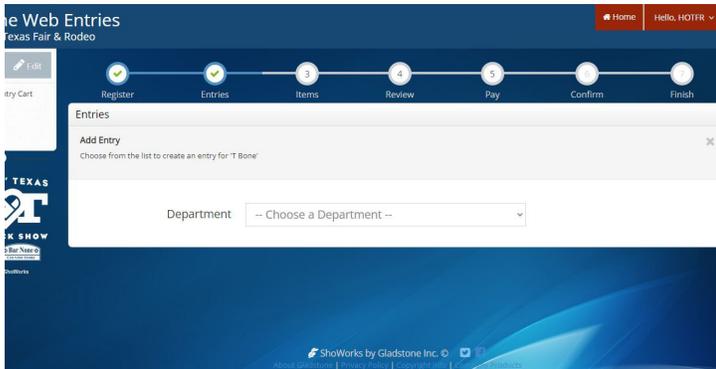


Enter all the chapter or club information such as: school/club address, CEA or AST phone number and email.

***When asked for SSN of EIN just put all zeros for school or club (000-00-0000)**

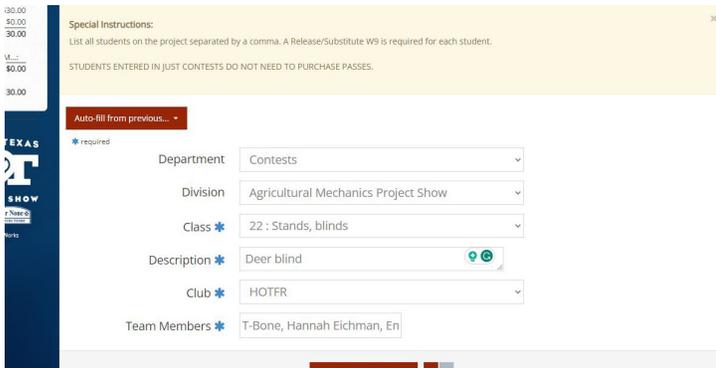
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Step 7



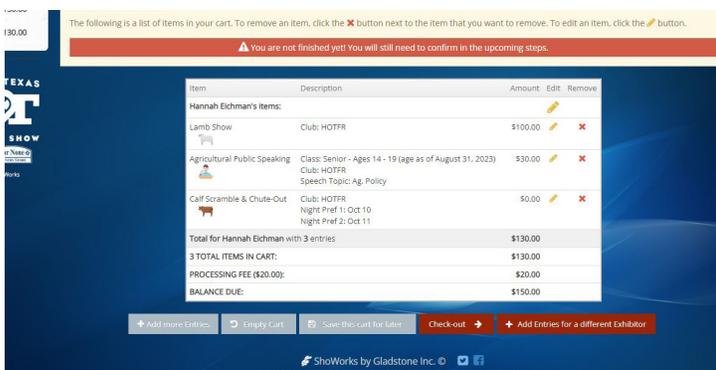
When entering a team contest, use the department drop down and select **contests**, and within divisions, select the contest you wish to enter a team in- either **Ag Mechanics** or **Food Challenge**

Step 8



For all team entries, you will be required to list all the members on the team. When asked to upload the “Release and Substitute W9” forms include all the team members’ forms in one document, even if you have multiple teams competing.

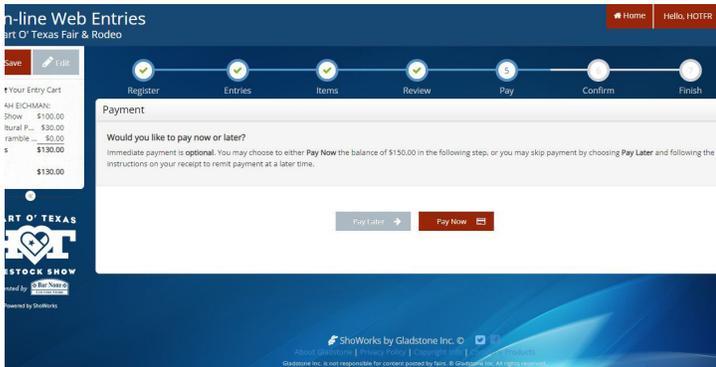
Step 9



Once you have finished entering all your teams/exhibitors, you will be taken to the screen on the left. Carefully review the entries to make sure they are correct. If everything looks right, select “Check Out.”

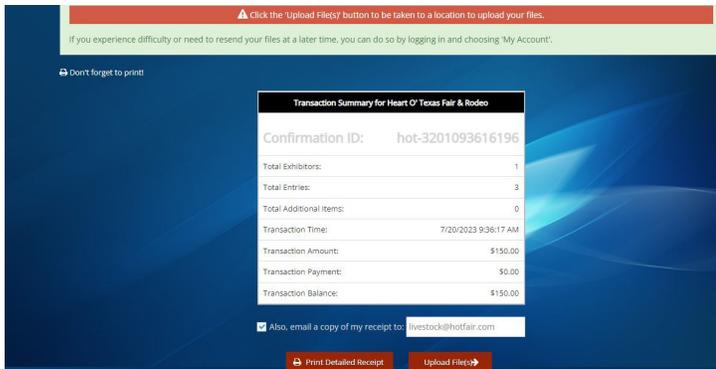
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Step 10



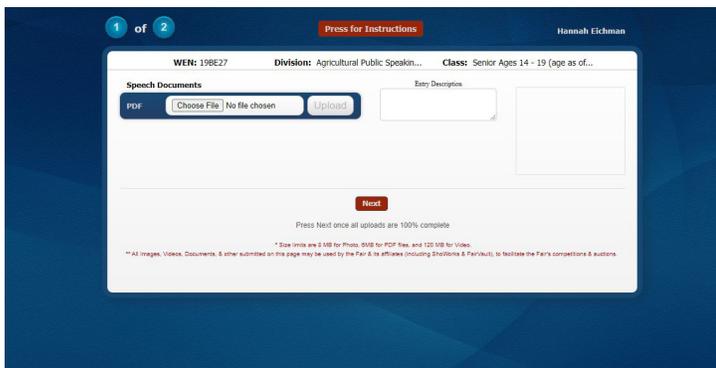
You will be given the option to Pay Now or Pay Later. If you are paying with a credit card, you must select the Pay Now option. If you are paying with check, select Pay Later.

Step 11



After the payment screen you will be shown a transaction summary and the option to “Print Detailed Report.” Keep a copy of this report for your records. If you entered Calf Scramble or Public Speaking, you will be given the option to “Upload Files.”

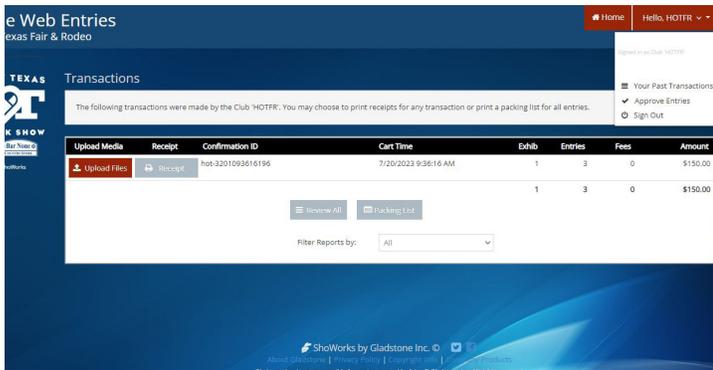
Step 12



You will be asked to upload files one by one for each entry necessary. Pay close attention to what file they are asking for. Files do not have to be uploaded immediately, they are due by the entry deadline. However, entries are not finalized until files have been received.

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Step 13



If you choose to upload files later, you can do so by logging back in to your account. Click the drop down menu in the upper right corner and select “Your Past Transactions.”

Step 14-Mail

If you are paying with a credit card, you do not have to mail us anything. We will send you a confirmation email once we have approved your entries.

If you are **paying with a check**, make the check payable to Heart O’ Texas Fair & Rodeo and mail to:

**Heart O’ Texas Fair & Rodeo
Attn: Livestock Office
4601 Bosque Blvd
Waco, TX 76710**