

REGISTRATION IS DUE AUGUST 1ST ---LATE FEE \$25

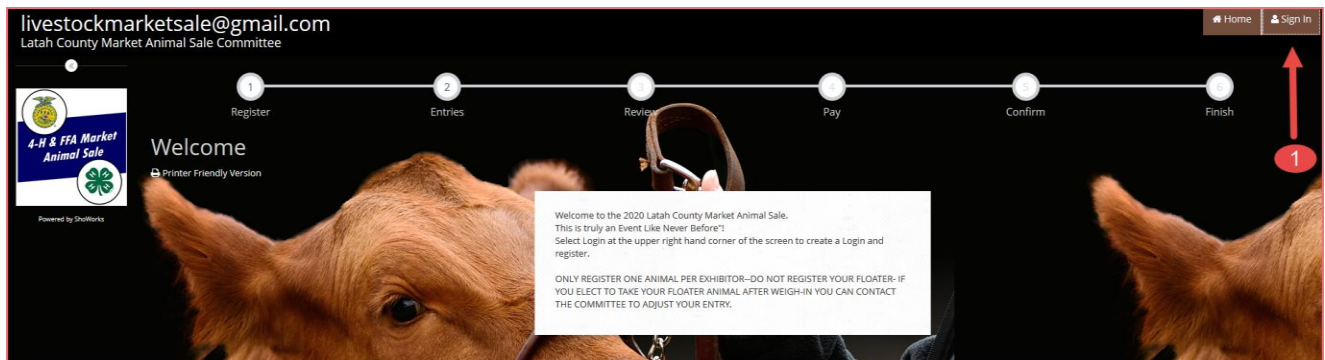
Family with Multiple Exhibitors Registration for the 2021 Livestock Auction

Each member of the family with a Market Project will be registered as individuals within a group.

You **ONLY** do this for your single MARKET Project that you want to sell in the auction.

*NOTE****pictures/video can be uploaded later—be sure to follow the instructions for logging back in later to do so. Must be **uploaded NO LATER THAN SEPTEMBER 1ST**. Please save up to 3 good photos of your exhibitor with their **MAIN** project and up to one short video (90 second limit) on the computer you are using. Photos/videos are optional, but highly encouraged. Also prepare a very short biography of Exhibitor name, project name, years in project, and a fun fact or two about this year's project.*

Go to this page: <http://latah.fairwire.com> Then click on the upper right corner for “Sign in”:



Then choose the type of Exhibitor:

Only one exhibitor in your family = Exhibitor (please refer to the individual instructions)

Multiple exhibitors = Quick Group

A screenshot of the 'Sign In' form on the website. It includes a tip: '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.' Below this is a dropdown menu labeled 'I am a...' with the following options: '-- Choose a type --', 'Exhibitor', 'Quick Group' (highlighted in blue), 'Buyer', 'Passport', and 'Administrator'.

Then give your group a user name, we suggest something that identifies the family, and select New Group, then click continue:

Group

Please log in as a Group or you may choose to create a new Group.

Group User Name

Merry/Dave Logan Family

☒ I am a new group ☐ I have previously registered

Continue →

Then set a password for the group (don't forget this), add in your email, and **LEAVE** the default club at "-- Choose a Club -" if you are a blended family of both 4-H and FFA, but if all of your projects are in the same club/chapter, you may select it here.

Group

New Group:
Here you can set any defaults for this group.

Group User Name

Logan Family

Password *

••••••••

Re-type Password *

••••••••

e-mail (optional)

jlogan@latah.id.us

Default Club (optional)

-- Choose a Club --

Review your data, and then click continue: We are NOT using the School option for the auction.

Group

Group Information:
Please check the following information for accuracy. You may make changes by choosing the 'Back' button in your browser. This information is for your benefit only and not recorded in the final entries process.

Group User Name

Logan Family

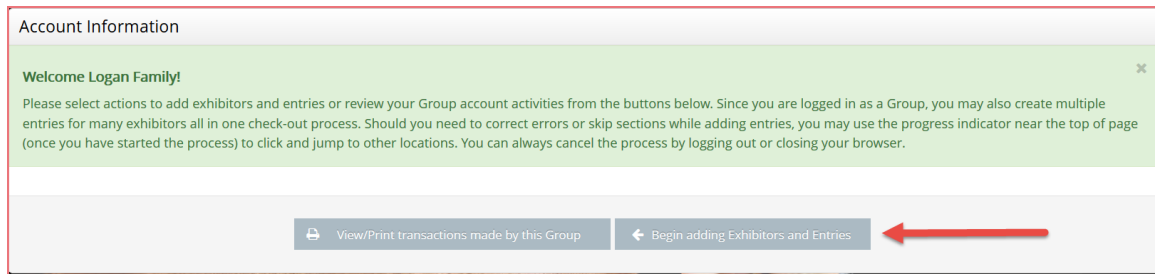
e-mail (optional)

jlogan@latah.id.us

Default Club (optional)

Default School (optional)


You will see a welcome message, you will select “Begin adding Exhibitors and Entries”:




Account Information

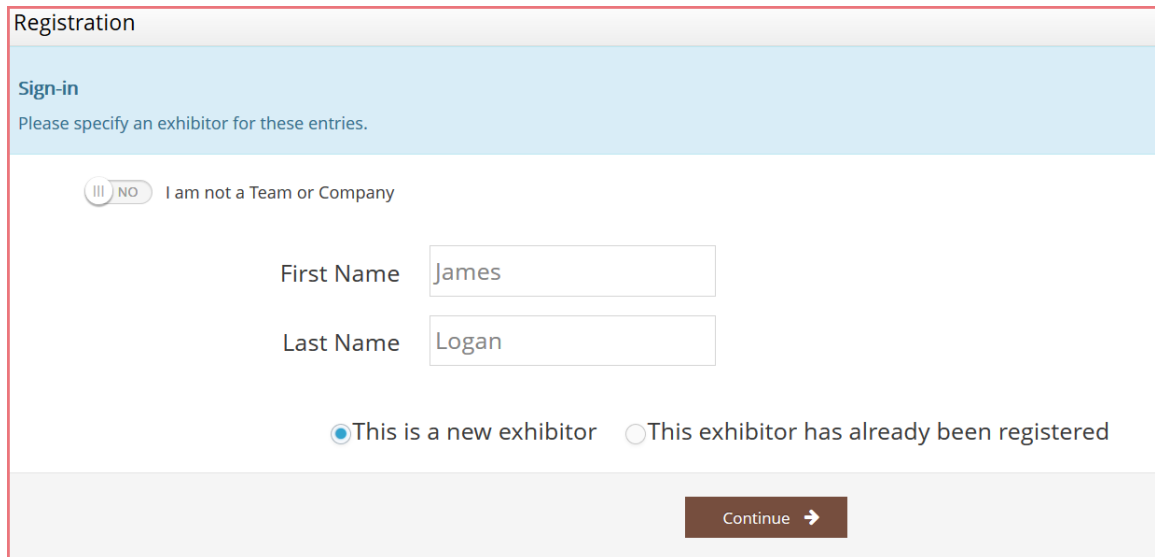
Welcome Logan Family!

Please select actions to add exhibitors and entries or review your Group account activities from the buttons below. Since you are logged in as a Group, you may also create multiple entries for many exhibitors all in one check-out process. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing your browser.

 View/Print transactions made by this Group

 Begin adding Exhibitors and Entries

Put in the name of the first youth in your group, select new exhibitor, click continue:



Registration

Sign-in

Please specify an exhibitor for these entries.

☐ NO I am not a Team or Company

First Name

Last Name

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

Continue →

You will then put in Exhibitor Information for youth #1. For the email, you can use the same email you established the group with. When done click continue:

Exhibitor Information

Please provide the following information and click the **Continue** button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time.

First Name James

Last Name Logan

Password * ●●●●●●

Re-type Password * ●●●●●●

Address * 1021 Harold St

Address2

City * Moscow

State/Prov * ID

Postal Code * 83843

Phone Number * 2088835722

e-mail * jlogan@latah.id.us

Re-type e-mail * jlogan@latah.id.us

Exhibitor Notes THIS IS MY SHORT BIO

This is where you put your short biography
**Name*
**Project*
**Years in Project*
**Fun Fact*

Fill everything in, and click continue. Next screen will confirm info

Continue →

Confirm the data is correct, and click continue:

Registration

✓ Confirm Registration Information

The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name James

Last Name Logan

Address 1021 Harold St

Address 2

City Moscow

State/Prov ID

Postal Code 83843

Phone (208) 883-5722

e-mail jlogan@latah.id.us

Continue →

You will now enter in the project info for Youth #1. Select the appropriate species of large animal, or select Small Animal for rabbits and poultry:

Save Edit

Your Entry Cart

JAMES LOGAN:
0 Items

4-H & FFA Market
Animal Sale

Powered by ShoWorks

Register Entries Review Pay

Entries

Add Entry

Choose from the list to create an entry for 'James Logan'

Department

-- Choose a Department --

-- Choose a Department --

All Departments

Beef

Goat

Sheep

Small Animal

Swine

Then you pick a division, for large livestock you will only have one option, the same as your Department (species) for small livestock, this is where you pick either rabbit or poultry.

Entries

Add Entry

Choose from the list to create an entry for 'James Logan'

Department

Beef

Division

-- Choose a Division --

-- Choose a Division --

Beef

Then you pick a class (this is either 4-H or FFA), which ever your project is registered with, and then pick your club or chapter. For the Tag ID, Only put in your primary animal, if you have a floater and decide to keep the floater at Fair and not your primary, during Wednesday weigh-in, the LMAS Committee can adjust this entry.

Department	Beef	
Division	Beef	
Class *	-- Choose a Class --	<i>Pick what program your project is enrolled in</i>
Breed	01 : FFA 02 : 4-H	
Tag ID *		<i>Only enter one tag # into this box. If you have a floater animal, this can be adjusted after weigh-in on Wednesday of the show weekend.</i>
Club *	-- Choose a Club --	<i>Pick your Club or Chapter from the Drop Down</i>

Animal Raised At *	
City *	
State *	
Animal Bought At *	
City *	
State *	
FLOATER TAG ID	
<input type="button" value="Add Entry to Cart"/>	

****This section is in place of the COOL (Country of Origin Label)**

1. Animal Raised at: physical address where animal is being raised at from time of purchase to day of fair
2. Animal bought at—physical address where animal was purchased from

So you have just completed the data entry for youth #1, and you will click “Continue” to start on youth #2:

<input type="button" value="Save"/> <input type="button" value="Edit"/>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>Register Entries Review Pay Confirm</div>
<div> <div>Your Entry Cart</div> <div>JAMES LOGAN: Beef 1 Items</div> <div>4-H & FFA Market Animal Sale</div> </div>	<div> <div>Entries</div> <div>✓ 1 entry added</div> <div>One 'Beef' entry has been added for 'James Logan'. You may 'continue' to the next section at this time or select another Division to add more entries for James Logan.</div> <div>Department -- Choose a Department --</div> <div> <input type="button" value="+ Add different Entry"/> <input type="button" value="Add similar Entry"/> <input type="button" value="Continue"/> </div> </div>

The process is the same, start out by putting in the name for youth #2:

Registration

Sign-in

Please specify an exhibitor for these entries.

III NO

 I am not a Team or Company

First Name

John

Last Name

Logan

☒ This is a new exhibitor

☐ This exhibitor has already been registered

Continue →

And then you will put in contact information for youth #2:

Exhibitor Information

Please provide the following information and click the **Continue** button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time

First Name

John

Last Name

Logan

Password *

••••••

Re-type Password *

••••••

Address *

1021 Harold St

Address2

City *

Moscow

State/Prov *

ID

Postal Code *

83843

Phone Number *

2088835722

e-mail *

jlogan@latah.id.us

Re-type e-mail *

jlogan@latah.id.us

Exhibitor Notes

THIS IS MY SHORT BIO

This is where you put your short biography
**Name*
**Project*
**Years in Project*
**Fun Fact*

←

Fill everything in, and click continue. Next screen will confirm info

Continue →

And confirm that information:

✓ **Confirm Registration Information**

The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name John

Last Name Logan

Address 1021 Harold St

Address 2

City Moscow

State/Prov ID

Postal Code 83843

Phone (208) 883-5722

e-mail jlogan@latah.id.us

Continue →

Department Swine

Division Swine

Class * 02 : 4-H

Breed

Gender
☒ Male
☐ Female
☐ Castrated

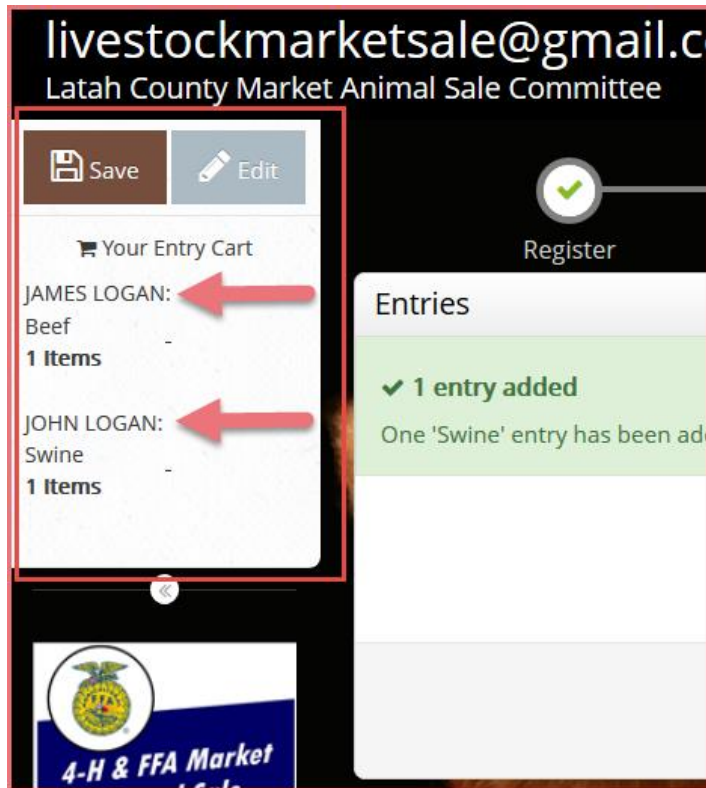
Tag ID * 4321

Club * Mountain View Swine

Add 1 Entry to Cart

+ -

Now check the upper left corner, you should see both of the youth you have entered information for:



Now, repeat for any more youths with market projects you have in your family.

If you only have 2 youth in your group, you will click Continue to “Review of Cart”: At the bottom right you have two options:

- Check-Out will take you to where you will start uploading photos
- Add Entries for a different exhibitor is where you would start the data entry on Youth #3 if there is one

Review of Cart

Continue to Check-out
The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✎ button.


⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

💡 Tip:
Since you are also logged in as a Group, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the 'Add Entries for a different Exhibitor' button before attempting to check-out.

Item	Description	Amount	Edit	Remove
James Logan's Items:				
Beef	Class: 01 - FFA Breed: Gelbvieh Tag ID: 1234 Club: Moscow FFA	\$0.00	✎	✖
Total for James Logan with 1 entries		\$0.00		
Add more entries for James Logan Add items for James Logan				
John Logan's Items:				
Swine	Class: 02 - 4-H Gender: Male Tag ID: 4321 Club: Mountain View Swine	\$0.00	✎	✖
Total for John Logan with 1 entries		\$0.00		
Add more entries for John Logan Add items for John Logan				
2 Total exhibitors in cart				
2 Total entries in cart:		\$0.00		
0 Total additional items in cart:		\$0.00		
2 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

[Add more Entries for James Logan](#)
[Empty Cart](#)
[Save this Cart for Later](#)
[Check-out](#)
[Add Entries for a different Exhibitor](#)

Type YES into the small box on the left to act as your signature (this is the attestation previously located on the COOL/Quality Assurance Form; be sure to read and click submit:

 **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 a copy of these rules and regulations, please contact the fair office.

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

[Submit](#)

By typing 'YES' you agree and are bound by the above statement. This action serves as your signature.

You will then see a Transaction Summary Screen, print or email if you want a copy for your records, and then click Upload File(s):

Completed!

✓ **Upload of files needed**
Your entries were successfully submitted however you have 2 entries that require files to be uploaded (document, photo, audio, or video).

⚠ Click the 'Upload Files' button to be taken to a location to upload your files.

If you experience difficulty or need to resend your files at a later time, you can do so by logging in and choosing 'My Account'.

🖨 Don't forget to print!

Transaction Summary for Latah County Market Animal Sale Committee

Confirmation ID: latah-0231093103216

Total Exhibitors:	2
Total Entries:	2
Total Additional Items:	0
Transaction Time:	8/18/2020 9:31:03 AM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

☒ Also, email a copy of my receipt to: jlogan@latah.id.us

[Print Detailed Receipt](#)
[Upload File\(s\)](#)

Then you will go to a screen where you will upload your pictures and video, the name of the exhibitor is displayed at the top, so you can make sure to use the correct pictures.

Click on Browse to add photo and video and put in a short caption of "Exhibitor name, Project, Year,"

Before you leave this page, you need to click UPLOAD next to each picture.

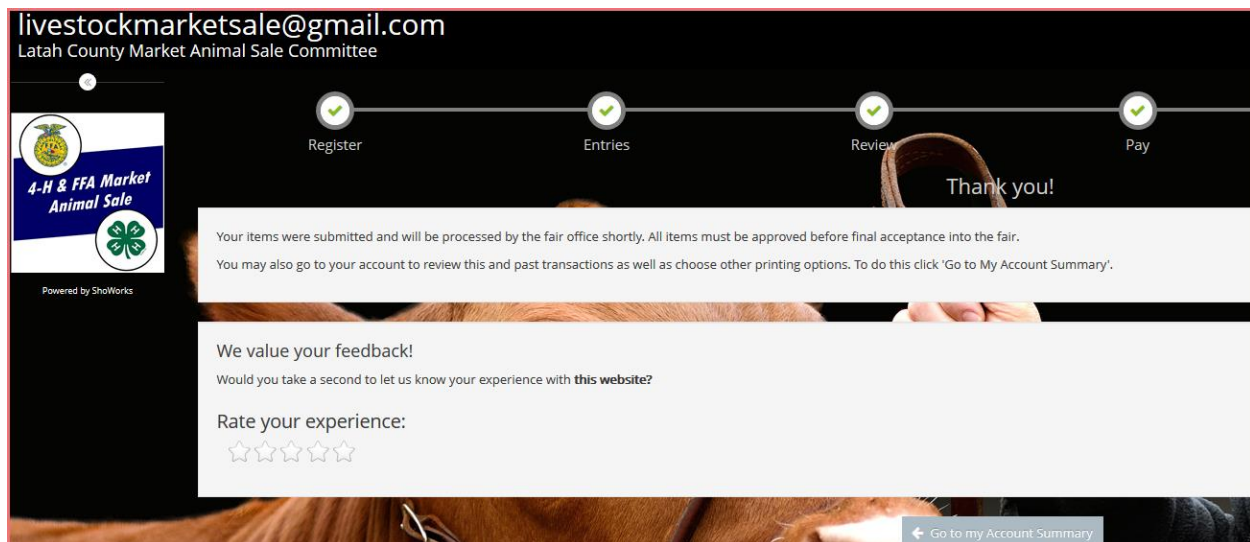
Click next to upload pictures/video for the other exhibitors in your group.

This screenshot shows the first step of the upload process for James Logan. The interface has a red header with "1 of 2" in a blue circle and a yellow button labeled "Press For Instructions". Below the header, the user's information is displayed: "WEN: 35DCSF", "Division: Beef", and "Class: 01 FFA". The main area contains four rows for uploading photos or videos. Each row has a label ("PHOTO" or "VIDEO"), a "Browse..." button, a status message ("No file selected."), and an "Upload" button. To the right of each row is a text box for the "Entry Description". At the bottom right, there is a yellow "Next" button.

Make sure each image is 100% uploaded, and then click DONE at the bottom of the page:

This screenshot shows the second step of the upload process for John Logan. The header displays "2 of 2" in a blue circle and the same "Press For Instructions" button. The user information is "WEN: 4EC549", "Division: Swine", and "Class: 02 4-H". The first photo upload row is highlighted with a red border. It shows the file "Pig.jpg" has been uploaded, with a progress bar at 100% and a status of "Upload Complete". The "Entry Description" box contains the text "John, 2020 Pig". To the right of the description is a thumbnail image of a pig. A red arrow points from the "Upload Complete" status to the "Entry Description" box. The other upload rows are currently empty.

You should then see a THANK YOU message... and that means you are all done.

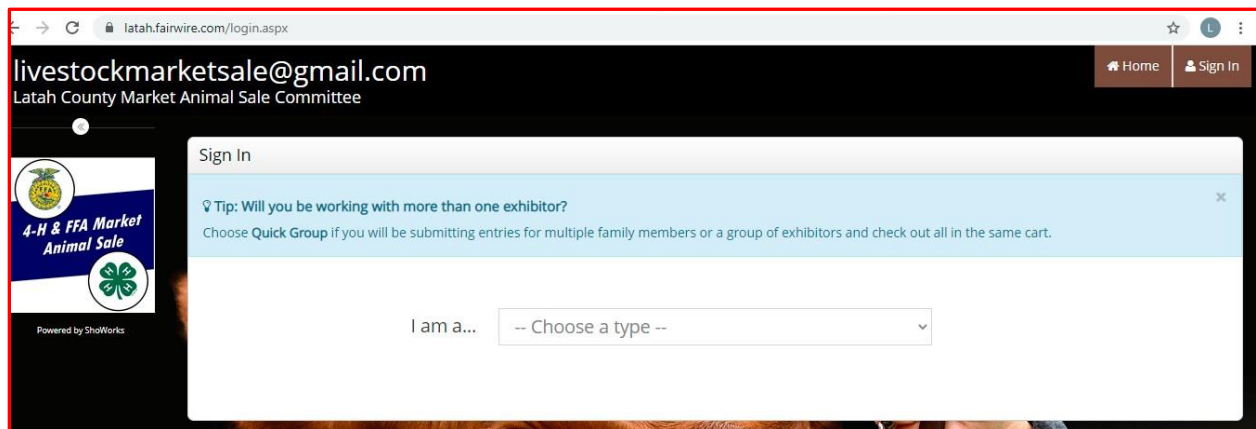


If you have any questions about this process, please email the LMAS Committee at livestockmarketsale@gmail.com or call the Fair Office at 208-883-5722.

Also – there are more helpful instructions online at: <https://www.latahcountyfair.com/p/fair/livestock-auction>

Also be sure to check the email you provided on your forms, the ShoWorks system will send a receipt of your registrations to you.

If you need assistance logging back in to upload pictures read the following directions:



Be sure to select “I have previously registered this year”

First Name

Mickey

Last Name

Mouse

or sign in using ShoWorks Passport

It's free and lets you securely keep your information and entries **year-to-year** and reuse across different fairs and shows. Get instant notifications when it's time to show or entries have been judged and see your awards. Sign up now and begin keeping track of your own entries!

[Tell me more about ShoWorks Passport...](#)

Password

....

Forgot your password? [Click here](#) to reset your password.

☐ I am a new exhibitor or have yet to register this year

☒ I have previously registered this year

Continue →

Note** this is where you can enter your Bio if you need to add or edit.

Confirm information

✓ Confirm Registration Information

The following information is currently associated with your name. You may make changes by clicking the **Edit Information** button at the bottom. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name

Mickey

Last Name

Mouse

Address

disney lane

Address 2

City

Tampa Bay

State/Prov

FL

Postal Code

99999

Phone

(208) 669-0095

e-mail

brandigriffin77@gmail.com

Exhibitor Notes(Bio)

Edit Information

Information is Correct, Continue ✓

Select the drop down on **RIGHT** side of screen (under Hello Mickey) and select **YOUR PAST TRANSACTIONS**

The screenshot shows the user interface of the Livestock Marketsale website. At the top, the email address **livestockmarketsale@gmail.com** and the organization **Latah County Market Animal Sale Committee** are displayed. A navigation bar includes a Home icon and a user profile dropdown labeled **Hello, Mickey**. The user is signed in as **Mickey Mouse**. On the left sidebar, there are links for **Save**, **Edit**, **Your Entry Cart**, and **Items**. The main content area is titled **Account Information** and features a welcome message: **Welcome Mickey Mouse!**. Below this, a green box contains instructions: **Please choose to review your Exhibitor account activities or create entries. Should you need to correct errors or skip sections while adding entries, progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing your browser.** At the bottom of the main area, there are two buttons: **View/Print transactions made by this Exhibitor** and **Create Entries**.

Select the Upload Files button and this will allow you to upload—go back to page 10

The screenshot displays the **Transactions** page. A message states: **The following transactions were made by the Exhibitor 'Mickey Mouse'. You may choose to print receipts for any transaction or print a packing list for all entries.** Below this is a table with the following data:

Upload Media	Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
Upload Files	Receipt	latah-1144213440688	5/24/2021 9:34:41 PM	1	1	0	\$0.00
				1	1	0	\$0.00

Below the table, there are two buttons: **Review All** and **Packing List**. At the bottom, there is a **Filter Reports by:** dropdown menu currently set to **All**.