

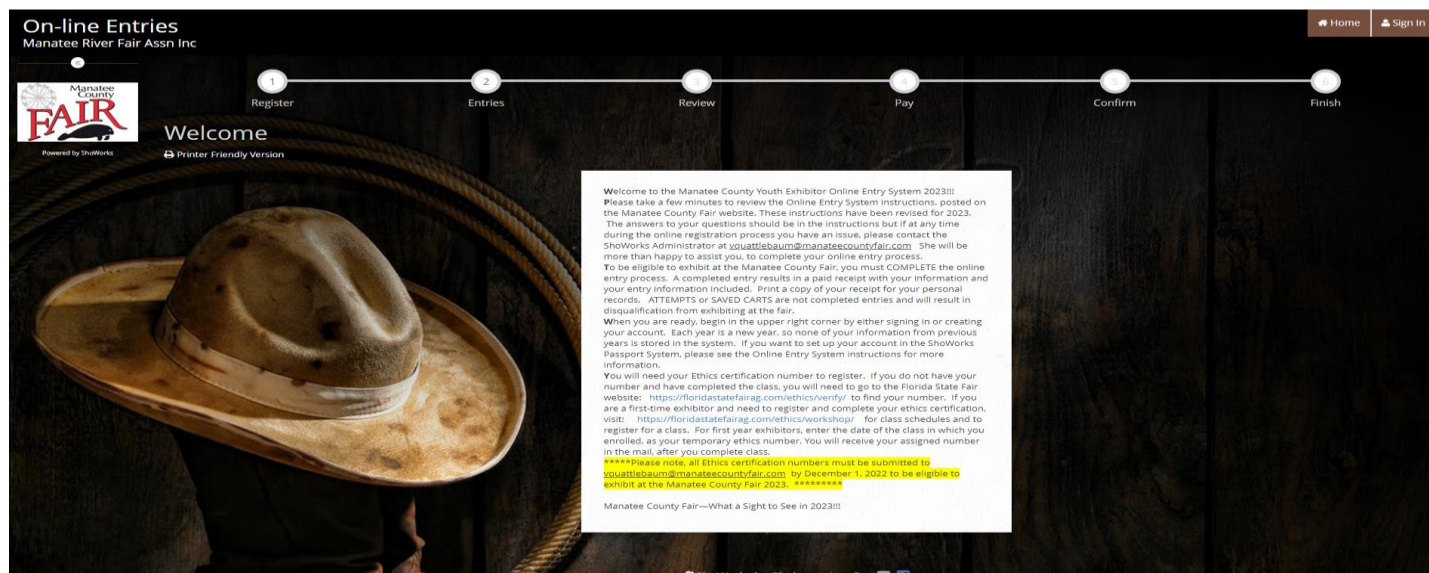


SHOWWORKS EXHIBITOR ENTRY INSTRUCTIONS

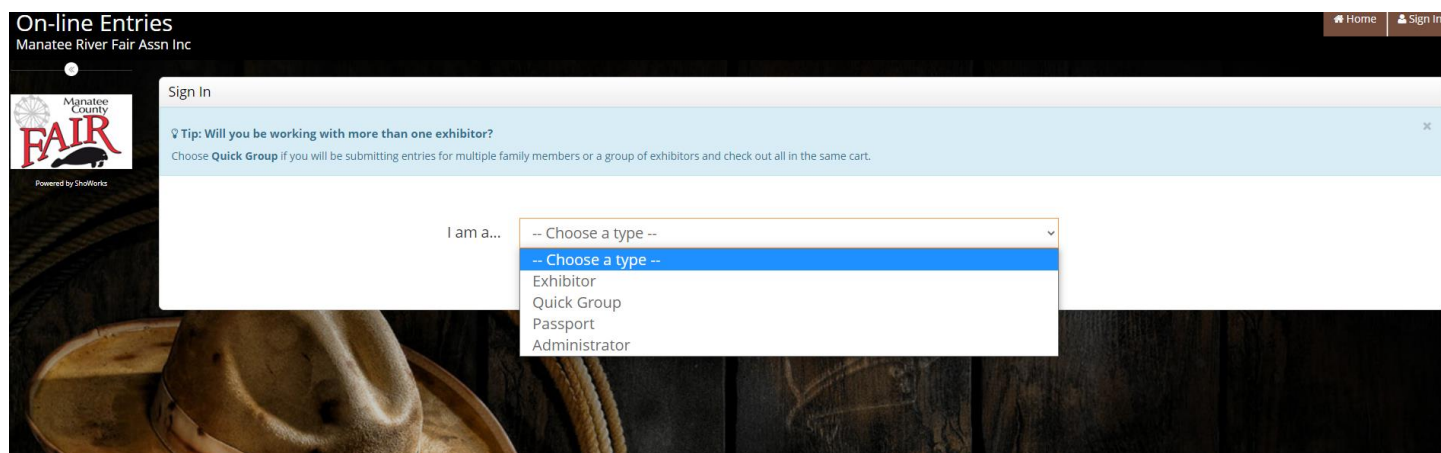
July 2022

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Welcome to the Manatee County Fair!!! We are looking forward to an exciting time in January 2023. These instructions are to assist you in entering your projects correctly into the fair. We use the program referred to as ShoWorks. Please refer to the checklists, not only for the exhibitor required information but also for your entries, to ensure you have all of the information you need before you sit down to begin the online entry process. You will launch to the ShoWorks site from the Manatee County Fair website, under the Youth Ag Exhibits tab, look for the ShoWorks icon.



When you are directed to the ShoWorks online entry opening page, you will be at the welcome screen. Review the information on the Welcome screen. The Manatee County fair does not forward exhibitor information from year to year. All exhibitors will need to set up their account again. Start by clicking on the upper right corner to sign-in.



This drop-down box will appear. You have the options of a “exhibitor” (single exhibitor), “quick group” or “Passport.” The “group” option would be used for a family with more than one exhibitor. This option allows you to enter all of the exhibitors in the family under one financial transaction. The receipt will list the individual exhibitors along with the entries they have entered. We will look at “Groups/Families” later in the instructions. “Passport” is a website and app option which will store your information from year to year, allowing you to quickly enter not only at our fair but other fairs that accept ShoWorks Passport. More information about Passport is available on the last page of these instructions.

We will start with a single exhibitor. After selecting the “exhibitor” from the drop-down options, the above screen will appear. You will enter first and last name of the exhibitor, selecting “I am a new exhibitor or have yet to register this year” (the first time you sign-in this year) then press the “continue” button at the bottom of the screen. After your initial transaction, you will be able to sign in again, using your name and password that you set up. You would simply select the second option, “I have previously registered this year.”

Exhibitor Check-list:

Have the following items before you begin this process.

- Exhibitor first and last name
- A password that can be remembered for the exhibitor to access account this year
- Address
- County
- Phone number
- Valid e-mail for exhibitor
- Exhibitor school attending
- Exhibitor date of birth
- Florida Ethics Certification Number –see further instructions regarding Ethics numbers on following page
- Parent name and contact information (phone number and email address)
- Exhibitor t-shirt. If you do wish to purchase a t-shirt for \$5.00, select yes but **remember to add a t-shirt to your cart**. If you do not wish to purchase a shirt, select no.

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	Scrappy Mae
Last Name	Quattlebaum
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Address *	<input type="text"/>
Address2	<input type="text"/>
City *	<input type="text"/>
State/Prov *	<input type="text"/>
Postal Code *	<input type="text"/>
County *	<input type="text"/>
Phone Number *	<input type="text"/>
e-mail *	<input type="text"/>
Re-type e-mail *	<input type="text"/>
School *	-- Choose a School --
Date of Birth *	<input type="text"/>
Ethics # *	<input type="text"/>
Parent Name *	<input type="text"/>
Parent email *	<input type="text"/>
Parent Phone *	<input type="text"/>
Exhibitor T-shirt *	-- Choose an Item --

Continue →

You will notice the fields are marked with the blue asterisks. These fields must be completed before you can continue to the next page.

The one field that may cause concern is the Ethics number. If you have completed the course and do not have your number, you can access your number at <https://floridastatefairag.com/ethics/verify/>. If you have not taken an ethics class, you need to go to <https://floridastatefairag.com/ethics/workshop/> to find a class and register to take the class. For those exhibitors who need to take a class, put the date of the class you registered for in this field. After the class is completed, you will receive your ethics number. You will need to forward this number to vquattlebaum@manateecountyfair.com before December 1, 2022. Please note it is your responsibility to send the ethics number to the fair office, so your online exhibitor information can be updated. Ethics numbers must be submitted and verified before the exhibitor will be cleared to participate at the fair. The Florida State Fair stores the Ethics numbers for only 3 years. The state fair office deletes the numbers after that time and cannot be retrieved from the site once the number is deleted.

The last field is the Exhibitor T-shirt. If you want to purchase a t-shirt for \$5.00, select yes but **remember to add a t-shirt to your cart from the Exhibitor T-shirt dropdown**. If you do not wish to purchase a shirt, select no. The fair office only orders exhibitor t-shirts from the pre-orders completed in ShoWorks.

Once all fields have been completed, press “continue” at the bottom of the page.

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 Scappy Mae
Last Name Quattlebaum
Address 1245 Main Street
Address 2
City Myakka City
State/Prov FL
Postal Code 34251
County Manatee
Phone (941) 555-1212
e-mail smquattlebaum@gmail.com
School MYAKKA CITY ELEMENTARY
Exhibitor Date of Birth 09/01/2005
Ethics # 19FL1234
Parent Name Valerie Tiffany Quattlebaum
Parent email vquattlebaum@manateecountyfair.com
Parent Phone 9415551212
Exhibitor T-shirt Yes--go to Exhibitor T-Shirt to purchase

Continue →

This page will ask you to confirm the information you entered. Please confirm your information, and press “continue” at the bottom of the page.

You are now ready to start filling your cart with fair entries, security passes and a t-shirt. It is your choice as to the order you submit your items. As you add items to your cart, watch the upper left corner of the screen as the cart fills with your selections. Our example will start with exhibitor t-shirts.

EXHIBITOR T-SHIRTS

The screenshot shows a registration progress bar at the top with six steps: 1. Register (checked), 2. Entries, 3. Review, 4. Pay, 5. Confirm, and 6. Finish. Below the progress bar, the 'Entries' section is active. A dropdown menu for 'Department' is open, showing a list of options: -- Choose a Department --, All Departments, Beef, Beef Breeding, Dairy Cattle, Dairy Goat, Dogs, Exhibitor T-shirt, Fair Security Passes, FNGLA, Horse, Poultry, Rabbit, and Swine. The background of the page shows a close-up of a pig's head.

T-shirts will be available for purchase until October 28, 2022

Select the “Department” and from the drop-down menu, select “Exhibitor T-shirt.” From “Division”, select “Youth Ag Exhibitor T-shirt”. As you begin entering items and entries, please notice the top of the page in the yellow area. There are notes related to the area you are selecting. Please review those notes as you navigate through the entry process.

The screenshot shows the 'Entries' page with a progress bar at the top (Register, Entries, Review, Pay, Confirm). The 'Special Instructions' section states: 'T-shirts are offered to Youth livestock and FNGLA exhibitors. The shirts are partially sponsored to keep the costs to a minimum to the exhibitors. If you want a shirt, please select the size. If you do not want a shirt, please select "No Shirt". One T-shirt per exhibitor.' Below this, the 'Class' dropdown menu is open, showing options from '01 : Youth Small' to '09 : Adult XX-Large'. The '05 : Adult Small' option is highlighted in blue.

The “Class” is the drop-down menu where you will select a size for the exhibitor shirt. Please remember, each exhibitor is limited to one shirt. The system will not allow you to purchase more than one exhibitor shirt. Select a size (class) and press the “Add Entry to Cart” button. You will then return to the entries page, but also notice your cart on the left side of the page. You should see the items/entries listing on this side. The dollar amount will increase as you enter items/entries that have a cost to them. Some entries do not have a cost and will not affect the total but will show up as a line in the cart.

Next, we will review security passes.

SECURITY PASSES

The screenshot shows the 'On-line Entries' page for 'Manatee River Fair Assn Inc'. The progress bar at the top shows 'Register', 'Entries', 'Review', 'Pay', 'Confirm', and 'Finish'. The 'Special Instructions' section states: 'Exhibitors are encouraged to purchase a security gate pass at the cost of \$25.00. As a courtesy, the Manatee County Fair allows the family of the exhibitors to purchase four livestock security passes for immediate members of the exhibitor's family. These passes are to be used at the Security Gate located next to Gate 9 on the west side of the Mosaic Arena. Security gate passes are \$25.00 per pass when purchased by October 28, 2022, through ShoWorks. FFA leaders and 4-H Club leaders are also able to purchase security gate passes. One pass per leader. Security gate passes are \$25.00 per pass when purchased by October 28, 2022, through ShoWorks.' Below this, the 'Class' dropdown menu is open, showing options from '01 : Exhibitor Security Pass (\$25.00)' to '09 : Adult XX-Large'. The '01 : Exhibitor Security Pass (\$25.00)' option is highlighted in blue.

From the “Department” drop-down menu, select “Fair Security Passes” and from “Division” select “Exhibitor Security Pass.”

For the Exhibitor Security Pass, there is only one option. Select the “Class” 01 and press the “Add Entry to Cart”. Again, you will notice the item added to your cart on the left side.

On-line Entries
Manatee River Fair Assn Inc

Home Hello, Scrappy Mae

Register Entries Review Pay Confirm Finish

Entries

Special Instructions:
Exhibitors are encouraged to purchase a security gate pass at the cost of \$25.00.
As a courtesy, the Manatee County Fair allows the family of the exhibitors to purchase four livestock security passes for immediate members of the exhibitor's family. These passes are to be used at the Security Gate located next to Gate 9 on the west side of the Mosaic Arena. Security gate passes are \$25.00 per pass when purchased by October 28, 2022, through ShoWorks.
FFA leaders and 4-H Club leaders are also able to purchase security gate passes. One pass per leader. Security gate passes are \$25.00 per pass when purchased by October 28, 2022, through ShoWorks.

Auto-fill from previous...

Department: Fair Security Passes

Division: Livestock Security Passes

Class: -- Choose a Class --

- 01: Purchase 1 pass for immediate family member (\$25.00)
- 02: Purchase 2 passes for immediate family members (\$50.00)**
- 03: Purchase 3 passes for immediate family members (\$75.00)
- 04: Purchase 4 passes for immediate family members (\$100.00)

Scrappy Mae Quilt
Youth Exhibitor: \$5.00
Exhibitor Seat: \$25.00
2 Items
TOTAL: \$30.00

Manatee County Fair offers individual passes to members of the exhibitor's family. Each family is allowed to purchase four passes, in addition to the pass purchased for the exhibitor. You will follow the same path "Department", "Fair Security Passes". The "Division" will be "Livestock Security Passes." You then will select the number of passes you wish to purchase. Each pass has a cost of \$25.00. After you select the number of passes, you will then press the "Add Entry to Cart" and verify the item is added to the cart, shown at the upper left corner.

On-line Entries
Manatee River Fair Assn Inc

Home Hello, Scrappy Mae

Register Entries Review Pay Confirm Finish

Entries

Special Instructions:
Exhibitors are encouraged to purchase a security gate pass at the cost of \$25.00.
As a courtesy, the Manatee County Fair allows the family of the exhibitors to purchase four livestock security passes for immediate members of the exhibitor's family. These passes are to be used at the Security Gate located next to Gate 9 on the west side of the Mosaic Arena. Security gate passes are \$25.00 per pass when purchased by October 28, 2022, through ShoWorks.
FFA leaders and 4-H Club leaders are also able to purchase security gate passes. One pass per leader. Security gate passes are \$25.00 per pass when purchased by October 28, 2022, through ShoWorks.

Auto-fill from previous...

Department: Fair Security Passes

Division: Leader Security Passes

Class: 01: FFA and 4-H Leaders

Club: -- Choose a Club --

- Awesome Adventure 4-H
- Braden River FFA
- Braden River Middle FFA
- Braden River Riders 4-H
- Bradenton Bunnies 4-H
- Buffalo Creek FFA
- Country Hog 4-H
- Cream of the Crop 4-H
- Critters & Creations 4-H
- East Manatee Swine 4-H
- Halle FFA
- Home Grown Heritage 4-H
- Hoof Prints in the Sand 4-H
- Inspiration Academy 4-H Club
- K-9 Kid's 4-H
- Lakewood Ranch FFA
- Lincoln FFA
- Manatee County 4-H Shooting Sports
- Manatee County Junior Cattlemen's 4-H

Scrappy Mae Quilt
Youth Exhibitor: \$5.00
Exhibitor Seat: \$25.00
2 Items
TOTAL: \$30.00

This year we have a separate listing for FFA Advisors and 4-H Leaders to purchase security passes. Follow the same path as exhibitors and livestock security passes. When purchasing passes as an advisor/leader, you are required to name the chapter or club in which you are a leader. This will be verified with leader lists provided to the fair office. Leaders are limited to two passes.

Now that you have the t-shirts and passes added to your cart, you are ready to register your fair entries.

Let's look at the different Areas

Select the area you are entering from the “Department” drop-down menu. This does look different from previous years. Each area has its own department. If you do not see the Area you wish to enter, the Area is not available for entries. Double check the rules for the entry dates. Not all Areas are available all of the time from August 1, 2022 through October 28, 2022.

Each Area is included with the path to find the area and a checklist of information required for the entry. All fields marked with an asterisk are required. Please note the yellow areas above the entries have information for that area. When all required fields are complete, click “Add Entry to Cart.”

BEEF BREEDING

Beef Breeding: Registration open October 1, 2022 – October 28, 2022

- Select Department: Beef Breeding
- Select the correct division for your animal
- Select class one in the correct division

Entries

Special Instructions:
 Online entries must be completed by Friday, October 28, 2022.
 Mandatory meeting: Wednesday, November 2, 2022, 7:00PM, in the Mosaic Arena at the Manatee County Fairgrounds. Exhibitor must have a parent or legal guardian accompany them to the meeting. Do not bring your animal(s).
 Paperwork will be collected at that time:
 • Proof of ownership (bill of sale, breed registration (in exhibitor's name) or lease form
 • Notarized Manatee County Fair general release and photo release form
 • Full body picture of the animal
 ****Animal(s) must have an official USDA shield ear tag tied a premise****
 See Manateecountyfair.com for complete Beef breeding rules and schedule.

Auto-fill from previous...
 required

Department: Beef Breeding
 Division: Brahman Influence
 Class: 01 : Brahman Influence Heifer
 Animal Birth Date:
 Tag ID:
 Description:
 Club: Awesome Adventure 4-H
 Animal Name:
 USDA Premise Tag:

Add 1 Entry to Cart

- Animal birth date
- Tag number
- Description (optional)
- Club or Chapter through which you are exhibiting this animal
- Animal name (optional)
- Registration number (required for registered animals)
- USDA Premise Tag number

MARKET STEER (BEEF)

Entries

Special Instructions:
 Online entries must be completed by Thursday, August 11, 2022.
 Mandatory weigh-in: Saturday, August 13, 2022, 8:00AM-11:00AM, in the Mosaic Arena at the Manatee County Fairgrounds. Exhibitor must have a parent or legal guardian accompany them to the weigh-in as well as bring your steer to be weighed.
 Paperwork to be submitted and completed:
 • Bill of sale
 • Notarized Manatee County Fair general release and photo release form
 • Sales contracts to be signed by exhibitor and parent or legal guardian
 • Animal must have an official USDA shield ear tag tied to a premise
 See ManateeCountyfair.com for complete Market Steer rules and schedule.

Auto-fill from previous...
 required

Department: Beef
 Division: Market Steer
 Class: -- Choose a Class --
 Animal Birth Date:
 Tag ID:
 Club: Awesome Adventure 4-H
 Animal Name:
 USDA Premise Tag:

Add Entry to Cart

Market Steer (Beef): Registration open August 2, 2022 – August 11, 2022

- Select Department Beef
- Select Division Market Steer
- Select Class one
- Animal Birthdate
- Club or Chapter through which you are exhibiting this animal
- USDA Premise Id Tag number (If you have this before arrival at weigh-in please provide)

DAIRY CATTLE

Entries

Special Instructions:
 Online entries must be completed by Friday, October 28, 2022.
 Mandatory meeting: Wednesday, November 2, 2022, 7:00PM, in the Mosaic Arena at the Manatee County Fairgrounds. Exhibitor must have a parent or legal guardian accompany them to the meeting. Do not bring your animal(s).
 Paperwork will be collected at that time:
 • Proof of ownership (bill of sale, breed registration (in exhibitor's name or lease form))
 • Notarized Manatee County Fair general release and photo release form
 ****Animal(s) must have an official USDA shield ear tag tied a premise****
 See Manateecountyfair.com for complete Dairy Cattle rules and schedule.

Auto-fill from previous...
 required

Department: Dairy Cattle
 Division: Dairy Cattle
 Class: -- Choose a Class --
 Breed: -- Choose a Breed --
 Animal Birth Date:
 Tag ID:
 Club: Awesome Adventure 4-H
 Animal Name:
 Registration ID:
 USDA Premise Tag:

Add Entry to Cart

Dairy: Registration open October 1, 2022 – October 28, 2022

- Select Department: Dairy Cattle
- Select Division Dairy Cattle
- Select Class (Animals are classified by the animal birthdate.).
- Select Breed
- Animal Birthdate
- Tag ID (visual tag)
- Club or Chapter through which you are exhibiting this animal
- Animal name (optional)
- Registration ID (for registered animals)
- USDA Premise tag number

DAIRY GOAT

Entries

Special Instructions:
 Online entries must be completed by Friday, October 28, 2022.
 Mandatory meeting: Saturday, December 3, 2022, 1:00PM, in the Mosaic Arena at the Manatee County Fairgrounds. Exhibitor must have a parent or legal guardian accompany them to the meeting.
 Need to bring:
 • Proof of ownership (bill of sale, breed registration (in exhibitor's name or lease form))
 • Notarized Manatee County Fair general release and photo release form
 • A goat with a show collar and a current health certificate
 to participate in the showmanship clinic
 See ManateeCountyFair.com for complete Dairy Goat rules and schedule.

Auto-fill from previous...
 required

Department: Dairy Goat
 Division: Dairy Goat
 Class: -- Choose a Class --
 Breed: -- Choose a Breed --
 Animal Birth Date:
 Tag ID:
 Club: Awesome Adventure 4-H
 Animal Name:

Add Entry to Cart

Dairy Goat: Registration open October 1, 2022 – October 28, 2022

- Select Department: Dairy Goat
- Select Division: Dairy Goat
- Select Class
- Select Breed
- Animal Birthdate
- Tag Id
- Club or Chapter through which you are exhibiting this animal
- Animal name

DOGS

Entries

Special Instructions:

Online entries must be completed by Friday, October 28, 2022.

Mandatory meeting: Tuesday, December 13, 2022, 6:30PM, in Rogers Auditorium 4-H Center on the campus of the Manatee County Extension, Palmetto. Exhibitor must have a parent or legal guardian accompany them to the meeting.

Paperwork to be brought to the meeting for confirmation and submission:

- Shot records, including rabies or titer certificate for each entered dog
- Proof of state and/or county licenses
- Notarized Manatee County Fair general release and photo release form

*****YOU MUST SELECT "CLASS 00: MRFA ENTRY FEE" ONE TIME FOR YOUR DOG ENTRIES. THIS WILL CHARGE YOU A ONE TIME ENTRY FEE. *****

YOU MAY ENTER MULTIPLE DOGS BUT ONLY CHOSE YOUR SHOWMANSHIP CLASS WITH ONE DOG.

See Manateecountyfair.com for complete Dog rules and schedule.

Auto-fill from previous... ->

required

Department: Dogs

Division: Dogs

Class *

- ☐ 00 : MRFA Entry Fee
- ☐ 01 : Showmanship: Basic
- ☐ 02 : Showmanship: Novice
- ☐ 03 : Showmanship: Open
- ☐ 04 : Showmanship: Excellent
- ☐ 05 : Obedience: Basic
- ☐ 06 : Obedience: Sub-Novice A
- ☐ 07 : Obedience: Sub-Novice B
- ☐ 08 : Obedience: Beginner Novice
- ☐ 09 : Obedience: Novice A
- ☐ 10 : Obedience: Novice B
- ☐ 11 : Obedience: Open
- ☐ 12 : Obedience: Utility
- ☐ 13 : Obedience: Brace
- ☐ 14 : Obedience: Team
- ☐ 15 : Agility: On-leash
- ☐ 16 : Agility: Off-leash

Animal Birth Date *

Club * Awesome Adventure 4-H

Animal Name *

Dog's Breed *

Dog's Earned Titles

Team Contest Members

Agility Jump Height -- Choose an Item --

Dogs: Registration open October 1, 2022 – October 28, 2022

- Select Department: Dogs
- Select Division: Dogs
- Select Class one for the Manatee County Fair Fee (select this on your first dog entry only. Dog exhibitors pay a flat fee for entry, the number of animals and classes are included in the fee)
- Select Classes (you are allowed to enter multiple dogs, but only one dog can have a showmanship class attached to it)
- Animal Birthdate
- Club or Chapter through which you are exhibiting this animal
- Animal's name
- Dog's Breed
- Titles the Dog has earned (optional)
- Team members if participating in the team contest
- Agility height of jump (4", 8", 12", 16", 20", 24") Select the height if you chose an agility class

FNGLA (PLANTS)

Entry Note: If you select "Other" in the "Container" field, please provide the description of the "Other" container in the "Other Container Description". See ManateeCountyFair.com for complete FNGLA rules and schedule.

EXHIBITORS WHO ARE EXHIBITING ONLY PLANTS ARE EXEMPT FROM THE ETHICS REQUIREMENT. PLEASE ENTER "EXEMPT" IN THE ETHICS FIELD

* required

Department	Plants (FNGLA)
Division	Plants (FNGLA)
Class *	-- Choose a Class --
Club *	-- Choose a Club --
"Other" Container	
Common Name *	
Scientific Name *	
Container Quantity *	
Extra Plants *	
Container Type *	-- Choose an Item --
"Pot" Container Size	-- Choose an Item --

Plants (FNGLA): Registration open October 1, 2022 – October 14, 2022

- Select Department: Plants (FNGLA)
- Select Division: Plants (FNGLA)
- Select Class: See Appendix 1, in the FNGLA rules
- Club or Chapter through which you are exhibiting this project
- "Other" Container: Use this field if you use "Other" as your container type
- Common Name: See "Appendix 1, Plant Classes", FNGLA Rules
- Scientific Name: See "Appendix 1, Plant Classes", FNGLA Rules
- Container Quantity: See "Plant Entry Specifications", FNGLA Rules for minimum number of plants
- Extra Plants: See "Plant Entry Specifications", FNGLA Rules for number of extra plants allowed to be tagged
- Container Type: Drop down and select your container, if not listed, select "Other" and fill in "Other" Container field
- "Pot" Container Size: If you select "Pot" as your container type, then select size of "Pot" from drop down field
- Click "Add Entry to Cart"

SAMPLE FNGLA ENTRY

* required

Department	Plants (FNGLA)
Division	Plants (FNGLA)
Class *	A : Woody Ornamentals
Club *	Awesome Adventure 4-H
"Other" Container	
Common Name *	Croton
Scientific Name *	Codiaeum variegatum
Container Quantity *	8
Extra Plants *	7
Container Type *	Pot
"Pot" Container Size	1 gallon

Add 1 Entry to Cart



HORSE

Online entries must be completed by Friday, October 28, 2022.
Mandatory paperwork due to Karen Ciemniecki by October 28, 2022.
• Notarized Manatee County Fair general and photo release form

****YOU MUST SELECT "CLASS 00: MRFA ENTRY FEE" ONE TIME FOR YOUR HORSE ENTRIES. THIS WILL CHARGE YOU A ONE TIME ENTRY FEE. ****

See Manateecountyfair.com for complete Horse rules and schedule.

Auto fill from previous...

required

Department	Horse
Division	Horse
Class	<ul style="list-style-type: none">00: MRFA Entry Fee01: Grade Mares (Conformation)02: Grade Geldings (Conformation)03: Registered Mares (Conformation)04: Registered Geldings (Conformation)05: Junior Western or English Showmanship06: Senior Western or English Showmanship07: Walk Trot English or Western (cannot enter canter/lope class)08: Walk Trot Equitation (cannot enter a canter/lope class)09: Junior English Pleasure10: Senior English Pleasure11: Junior English Equitation12: Senior English Equitation13: Junior Western Pleasure14: Senior Western Pleasure15: Junior Western Equitation16: Senior Western Equitation17: Junior Ranch Riding18: Senior Ranch Riding19: Junior Poles20: Senior Poles21: Stake Race22: Junior Barrels23: Senior Barrels24: Keyhole
Club	Awesome Adventure 4-H
Animal Name	
Coggins #	
Rider Age on 1/1/23	
Horse Gender	-- Choose an Item --

Horses: Registration open October 1, 2022 – October 28, 2022

- Select Department: Horse
- Select Division: Horse
- Select Class One for the Manatee County Fair Fee (select this on your first horse entry only. Horse fees are a flat fee, the number of horses and classes are covered under one fee)
- Select classes applicable to first animal (Exhibitors are allowed to enter more than one class with an animal entry, see rules for specific class descriptions and limitations on classes)
- Club or Chapter through which you are exhibiting this animal
- Animal's name
- Coggins Number
- Age of the Rider on January 1, 2023
- Horse Gender

POULTRY

Auto-fill from previous... ▾

* required

Department	<input type="text" value="Poultry"/>
Division	<input type="text" value="Bantams"/>
Class *	<input type="text" value="-- Choose a Division --"/>
Breed *	<input type="text" value="Bantams"/>
Club *	<input type="text" value="Duck"/>
Poultry Variety *	<input type="text" value="Geese"/>
Sex of Poultry *	<input type="text" value="Large Fowl (Standard)"/>
	<input type="text" value="Layer Pen"/>
	<input type="text" value="Meat Pen (Poultry)"/>
	<input type="text" value="Turkey"/>
	<input type="text" value="-- Choose an Item --"/>

Poultry: Registration open October 22, 2022 – October 28, 2022

- Select Department: Poultry
- Select Division: This will be provided by Poultry committee at mandatory meeting
- Class and Breed This will be provided by Poultry committee at mandatory meeting
- Club or Chapter through which you are exhibiting this animal
- Poultry Variety This will be provided by Poultry committee at the mandatory meeting
- Sex of Poultry This will be provided by Poultry committee at the mandatory meeting

Poultry committee will be meeting with each exhibitor at the mandatory meeting to assist each exhibitor with the required information, providing the exhibitor with a sheet of paper with the notations.

SAMPLE POULTRY ENTRY

Special Instructions:

Online entries must be completed by Friday, October 28, 2022.

Mandatory Bird check-in Saturday, October 22, 2022, 9:00AM-1:00PM, in the Cook Powell Arena, at the Manatee County Fairgrounds. Exhibitor and parent or legal guardian must be present at check-in.

The following will be submitted or completed at check-in:

- Blood testing for all poultry (unless NPPI certified flock)
- Inspection and classification of birds
- Sign up for meat and layer pens, complete sale contracts
- Notarized Manatee County Fair general release and photo release form

See Manateecountyfair.com for complete Poultry rules and schedule.

Auto-fill from previous... ▾

* required

Department	<input type="text" value="Poultry"/>
Division	<input type="text" value="Bantams"/>
Class *	<input type="text" value="03 : Single Comb Clean Legged (SCCL)"/>
Breed *	<input type="text" value="Andalusians"/>
Club *	<input type="text" value="Critters & Creations 4-H"/>
Poultry Variety *	<input type="text" value="Red"/>
Sex of Poultry *	<input type="text" value="Pullet"/>

Add Entry to Cart ▾

RABBIT

Entries

Special Instructions:
 Online entries must be completed by Friday, October 28, 2022.
 Mandatory Rabbit check-in Saturday, October 22, 2022, 9:00AM-1:00PM, in the Cook Powell Arena, at the Manatee County Fairgrounds. Exhibitor and parent or legal guardian must be present at check-in. FFA leaders and 4-H Club leaders with club projects must be in attendance.
 The following will be submitted or completed at check-in:
 • Health affidavit and breeder's information
 • Inspection and classification of rabbits
 • Sign-up for meat pens, completion of sales contracts
 • Notarized Manatee County Fair general release and photo release form
 See ManateeCountyFair.com for complete Rabbit rules and schedule.

Auto-fill from previous...

Department: Rabbit
 Division: Rabbit
 Class: -- Choose a Class --
 Breed: -- Choose a Breed --
 Tag ID:
 Club: Awesome Adventure 4-H
 Animal Name:
 Rabbit Variety:
 Rabbit Gender: -- Choose an Item --

Add Entry to Cart

Rabbit: Registration open October 22, 2022 – October 28, 2022

- Select Department: Rabbit
- Select Division: Rabbit
- Class, Breed and Tag ID (will be provided by Rabbit Committee)
- Club or Chapter through which you are exhibiting this animal
- Animal Name
- Rabbit Variety and Rabbit Gender (will be provided by Rabbit Committee)

Rabbit committee will be meeting with each exhibitor at the mandatory meeting to assist each exhibitor with the required information, providing the exhibitor with a sheet of paper with the notations.

SWINE

Entries

Special Instructions:
 Online entries must be completed by Thursday, October 6, 2022.
 Mandatory swine check-in and tagging Saturday, October 8, 2022, 8:00AM-12:00PM –OR– Sunday, October 9, 2022, 1:00PM-5:00PM, in the Mosaic Arena at the Manatee County Fairgrounds. Exhibitor must bring their swine project and have a parent or legal guardian accompany them. FFA leaders or 4-H Club leaders with club projects must be in attendance.
 The following will be submitted or complete at check-in:
 • Bill of Sale
 • Notarized Manatee County Fair general release and photo release form
 • Sales contracts will be completed by exhibitor and parent or legal guardian
 • County fair tag inserted in the animal's ear with a corresponding tattoo
 • Side view picture of the animal may be taken
 ****Animals must have an official USDA 840 ear tag tied to a premise.****
 See ManateeCountyFair.com for complete Swine rules and schedule.

Auto-fill from previous...

Department: Swine
 Division: Swine
 Class: 01 : Class 1
 Breed: -- Choose a Breed --
 Animal Birth Date:
 Tag ID:
 Description:
 Club: Awesome Adventure 4-H
 Animal Name:
 USDA Premise Tag:

Add Entry to Cart

Swine: Registration September 19, 2022 – October 6, 2022

- Select Department: Swine
- Select Division: Swine
- Class (select class one)
- Breed (if your animal is a cross bred, select “Other”)
- Animal Birthdate
- Tag ID (if your animal has been tagged before mandatory check-in, please enter here, it will be verified)
- Description of animal (Optional)
- Club or Chapter through which you are exhibiting this animal
- Animal Name (Optional)
- USDA Premise tag number (if your animal has this tag before mandatory check-in, please enter here, it will be verified)

GROUPS/FAMILY SET UP OPTION:

On-line Entries
Manatee River Fair Assn Inc

Home Sign In

Manatee County
FAIR
Powered by ShowWorks

Group

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

Group User Name Group User Name is required

☒ I am a new group ☐ I have previously registered

Continue →

If you chose to set up a family login for families with multiple exhibitors and selected “Quick group” instead of “Exhibitor”, you will have this screen.

On-line Entries
Manatee River Fair Assn Inc

Home Sign In

Manatee County
FAIR
Powered by ShowWorks

New Group:

Here you can set any defaults for this group.

Group User Name

Password

Re-type Password

e-mail (optional)

Default Club (optional)

Default School (optional)

Continue →

Enter your family last name, select a password, and make note of it. The club and school are optional, these will auto fill in entries if established here.

The program will ask you to confirm the information entered. Press the “continue” button if all is correct.

On-line Entries
Manatee River Fair Assn Inc

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 Hamilton

e-mail (optional) ahamilton@yahoo.com

Default Club (optional) Awesome Adventure 4-H

Default School (optional)

Continue →

The program will ask you to confirm the information entered. Press the “continue” button if all is correct.

On-line Entries
Manatee River Fair Assn Inc

Account Information

Welcome Hamilton!

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

The next screen you encounter will give you the option to “View/Print transactions made by this group” or “Begin adding Exhibitors and Entries.” By selecting “Begin adding Exhibitors”, you will begin adding exhibitors and their fair entries.

On-line Entries
Manatee River Fair Assn Inc

1 Register 2 Entries 3 Review 4 Pay 5 Confirm 6 Finish

Registration

Sign-in

Please specify an exhibitor for these entries.

First Name Eliza

Last Name Hamilton

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

Continue →

Enter the first name of the exhibitor, the last name will auto-fill from the group name. You can change the last name. If this is the first time in the program, you will tell the system this is a new exhibitor. Press “Continue.”

On-line Entries
Manatee River Fair Assn Inc

Registration

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 Eliza
Last Name Hamilton
Password *****
Re-type Password *****
Address 123 Main Street
Address2
City Myakka City
State/Prov FL
Postal Code 34251
Phone Number (941) 555-1234
e-mail ehamilton@yahoo.com
Re-type e-mail ehamilton@yahoo.com
Grade 9
Date of Birth 09/10/2007
Ethics # 21FL4321

Continue

The screen is the same as the single exhibitor. All fields blue asterisks will need to be completed before you can continue to the next screen. Press “Continue.”

On-line Entries
Manatee River Fair Assn Inc

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 Eliza
Last Name Hamilton
Address 123 Main Street
Address 2
City Myakka City
State/Prov FL
Postal Code 34251
Phone (941) 555-1234
e-mail ehamilton@yahoo.com
Grade 9
Exhibitor Date of Birth 09/10/2007
Ethics # 21FL4321

Continue

This screen will ask you to confirm the information. If all is correct, press “Continue.”

You are then able to enter items/entries into the cart for this exhibitor in the same manner as a single exhibitor.

On-line Entries
Manatee River Fair Assn Inc

Entries

1 entry added
One 'Exhibitor Security Pass' entry has been added for 'Eliza Hamilton'. You may 'continue' to the next section at this time or select another Division to add more entries for Eliza Hamilton.

Department All Departments
Division -- Choose a Division --

Continue

Save Edit

Your Entry Cart

Item	Price
ELIZA HAMILTON	
Horses	\$0.00
Horses	\$0.00
Horses	\$0.00
Horses	\$0.00
Horses	\$0.00
Family Livestock	\$25.00
Exhibitor Secu...	\$25.00
7 Items	\$75.00
TOTAL	\$75.00

Once you have completed the entries for the first exhibitor, from this screen, press the continue button.

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the **X** 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
Eliza Hamilton's Items:				
Horses	Class: 01 - Grade Mares (Conformation) Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00	✎	✕
Horses	Class: 08 - Walk-Trot Equitation (cannot enter a canter/lope class) Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00	✎	✕
Horses	Class: 12 - Senior Western Equitation Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00	✎	✕
Horses	Class: 13 - Junior English Pleasure Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00	✎	✕
Horses	Class: 15 - Junior English Equitation Club: Awesome Adventure 4-H Animal Name: Petra Coggins #: AI667865 Rider Age on 1/1/22: 14 Horse Gender: Mare	\$0.00	✎	✕
Family Livestock Passes	Class: 2 - Purchase two(2) passes for immediate family	\$50.00	✎	✕
Exhibitor Security Pass	Class: 01 - Exhibitor Security Pass	\$25.00	✎	✕
Total for Eliza Hamilton with 7 entries		\$75.00		
7 TOTAL ITEMS IN CART:		\$75.00		
BALANCE DUE:		\$75.00		

+ Add more Entries for Eliza Hamilton

↺ Empty Cart

💾 Save this cart for later

Check-out →

+ Add Entries for a different Exhibitor

You will be asked to confirm the entries for exhibitor number one. To add your next exhibitor, press the blue button “Add Entries for a different Exhibitor”. This will take you back to the beginning of the group entry by asking you to add the first and last name of the exhibitor. You will continue this cycle until you have entered all of the exhibitors in your family. You can then check out with one payment.

COMPLETE THE PURCHASE

Review of Cart

Continue to Check-out
The following is a list of items in your cart. To remove an item, click the **X** 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
Tom Landry's Items:				
Dairy	Class: 04 - Winter Yearling: Dec. 1, 2020-Feb. 28, 2021 Breed: Holstein Birth Date: 12/01/2020 Tag ID: 4557 Description: Black and White Club: Buffalo Creek FFA Animal Name: Oreo Showmanship: Yes	\$15.00	✎	X
Total for Tom Landry with 1 entries		\$15.00		
Add more entries for Tom Landry				
Add items for Tom Landry				
Belle Landry's Items:				
Beef Breeding	Class: 01 - Brahman Influence Birth Date: 02/29/2020 Tag ID: 123 Description: Big ole Brahman Club: Manatee County Junior Castlemen's 4-H Animal Name: Petra Registration ID: 5014587421 Showmanship: Yes	\$15.00	✎	X
Dairy Goats	Class: 01 - Junior Doeslings Breed: Alpine Birth Date: 02/29/2020 Tag ID: 123 Club: Buffalo Creek FFA Animal Name: Old Red	\$5.00	✎	X
Total for Belle Landry with 2 entries		\$20.00		
Add more entries for Belle Landry				
Add items for Belle Landry				
2 Total exhibitors in cart:				
3 Total entries in cart:		\$35.00		
0 Total additional items in cart:		\$0.00		
3 TOTAL ITEMS IN CART:		\$35.00		
BALANCE DUE:		\$35.00		

[+ Add more Entries for Belle Landry](#)
[Empty Cart](#)
[Save this cart for later](#)
[Check-out](#)
[+ Add Entries for a different Exhibitor](#)

Please review all entries for all exhibitors before you check out. Once you have completed the purchase, you cannot change any information on the entries. You will be able to change information for the exhibitor when you log-in again. An example would be to change the Ethics number from the date of class to the number issued by the state.

Should you need to add an entry to an exhibitor, you would press on the blue line below the exhibitor's name "add more entries for ____."

Edits to individual entries can be done by pressing on the "pencil" icon next to the entry you need to edit. You will be taken to the entry screen of the item to edit, make the changes and press the "update" button at the bottom of the screen.

Please keep in mind, **THE ENTRIES ARE NOT COMPLETE UNTIL THEY HAVE BEEN CHECKED OUT AND PAID IN FULL.** All entries must be paid online through ShoWorks. After you have completed your sale, **PRINT A COPY OF YOUR RECEIPT!!!!** ALL TRANSACTIONS ARE DATE AND TIME STAMPED, **LATE ENTRIES WILL NOT BE ACCEPTED.** The Areas are pre-set to close at the deadline. Plan accordingly, do not wait until the last minute to complete your entries.

Keep in mind you may not be able to register all of your projects at the same time. For example, an exhibitor who exhibits Market steer and Beef Breeding have dates several weeks apart. You will set up your account with the first project and then log-in to add the additional projects and pay for their entry fees.

If you have any questions or encounter any issues, please email Valerie Quattlebaum, the ShoWorks administrator, at vquattlebaum@manateecountyfair.com. I check this email often and will respond ASAP.

SHOWWORKS PASSPORT (NEW FOR 2022-2023)

You do have the option to set up your account thro-ugh ShoWorks Passport. Passport is an online site and phone app which will store your information to be used from year to year and used at other fairs which accept ShoWorks Passport. The website for Passport is <https://passport.fairwire.com/passport.aspx> When entering your projects through Passport, you must be certain to select Manatee County Fair.



Welcome to ShoWorks Passport!

Passport makes your fair entry easy!

8-things a ShoWorks Passport does for you:

- ✓ Keep your information year-after-year
- ✓ Use a single login across all fairs
- ✓ Review current and historical entries in one place
- ✓ Reuse your past entries when making new entries
- ✓ Check-in entries upon arrival using the mobile app *
- ✓ Get notifications on your mobile device when its time to show, last minute notices, and when your entries are judged *
- ✓ View all your winnings and ribbons across all fairs from a virtual 'Awards Room' on your mobile device *
- ✓ Optionally share your 'Awards Room' with your ShoWorks Passport friends as well as social media *

...and it's free!

See a [list of fairs](#) that take ShoWorks Passport

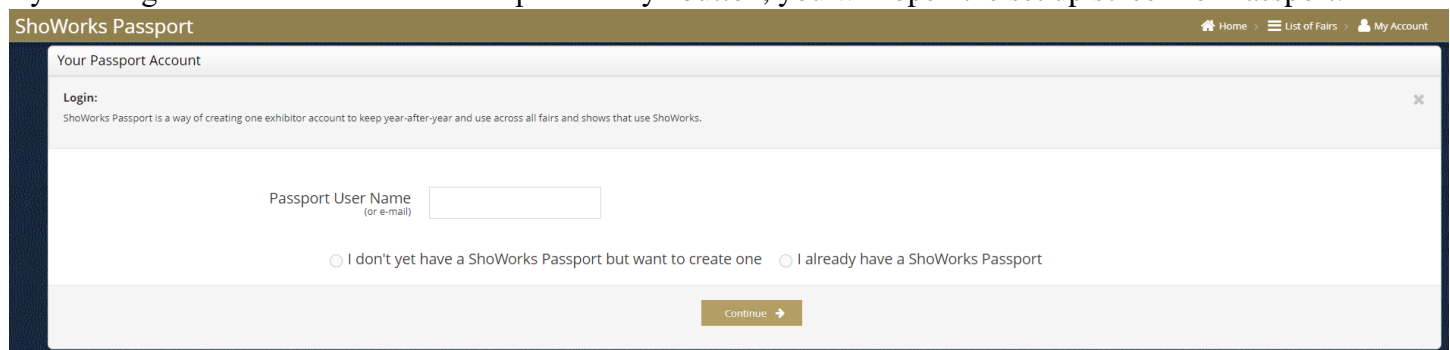
Get Your Free Passport Today!

or [click here](#) if you already have a passport account

* requires dedicated app available winter 2019 for iPhones, Apple Watch, and Androids

Download on the **App Store** | GET IT ON **Google Play**

By clicking on the “Get Your Free Passport Today” button, you will open the set up screen for Passport.



ShoWorks Passport Home List of Fairs My Account

Your Passport Account

Login:
ShoWorks Passport is a way of creating one exhibitor account to keep year-after-year and use across all fairs and shows that use ShoWorks.

Passport User Name (or e-mail)

☐ I don't yet have a ShoWorks Passport but want to create one ☐ I already have a ShoWorks Passport

Continue ➔

Enter a Passport user name or email address and select the “I don’t have ShoWorks Passport but want to create one” option.

This screen will pop up

ShoWorks Passport Home List of Fairs My Account

Your Passport Account

Registration Information:
Complete the following registration and click the Continue button at the bottom.

Username: Scrapy Mae

Password: [Redacted]

Re-type Password: [Redacted]

First Name: Scrapy Mae

Last Name: Quattlebaum

Pay premiums to: (leave blank if same)

Address: 32115 Clay Gully Road

Address2: [Redacted]

City: Myakka City

State/Prov: FL

Postal Code: 34251

County: Manatee

Country: United States

Phone Number: (941) 915-2096

e-mail: valerieqb@msn.com

Re-type e-mail: valerieqb@msn.com

Date of Birth: 03/25/2013

Grade: 3

Notify me with e-mail: ☒ Receive important notifications via email

Send me marketing e-mails: ☒ Receive emails that match your interests from third parties

Continue

Fill in your information, as you would from the Manatee County Fair online entry screen, and press continue. The program will ask you to confirm all of your information and press continue.

Once you have confirmed your information, you will have this screen

ShoWorks Passport Home List of Fairs My Account

Your Passport Account

Personal Information

Welcome Scrapy Mae Quattlebaum (Scrapy Mae)

32115 Clay Gully Road
Myakka City, FL 34251
Manatee
United States
(941) 915-2096
valerieqb@msn.com
3/25/2013

Sign out of Passport
Edit Info

Check in

Activity

Member Since: 7/23/2022 10:06:18 PM
Last Updated: 7/23/2022 10:06:18 PM
Last Fair Participated In: Unavailable

Entries

No entries have been claimed by you. To claim past entries in any fair that you have participated in, either click the button "Claim Entries" above, or simply login to a fair's ShoWorks online entries (if active) while logged in with your Passport account.
[Click here](#) to see a list of all fairs that are compatible with ShoWorks Passport including links to those fairs that are actively taking logins.

From here you can find the Manatee County Fair online entry site or you can log out and enter the Manatee County Fair entry site from our county website as you would usually access. You would then select the Passport account when prompted at the beginning of the session, from the welcome screen. Our fair (as would other fairs) requires more information that is asked in the set up of the passport account (example would be our Ethics Certification number). As a Passport member, when you add information as you register and enter entries into our fair, the information is saved in your Passport account. Your entries are also saved and can be recalled when registering for other fairs using the Passport system.

The Passport also has a notification system the fair may use to alert of show times and call classes as a secondary means of communication. The Passport system may also be updated of show results, awarding virtual “badges” and “ribbons” on the phone app.

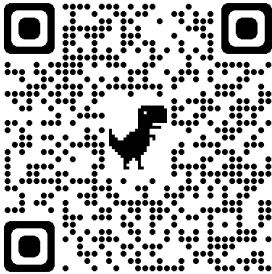
The phone app is available on the app store and Google play.



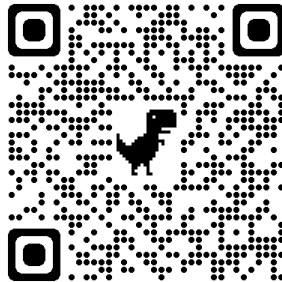
Thank you for your interest in the ShoWorks Passport. If you have any questions, please contact vquattlebaum@manateecountyfair.com

QUICK QR ACCESS

Florida State Fair Ethics



Manatee Fair Online Entry



ShoWorks Passport

