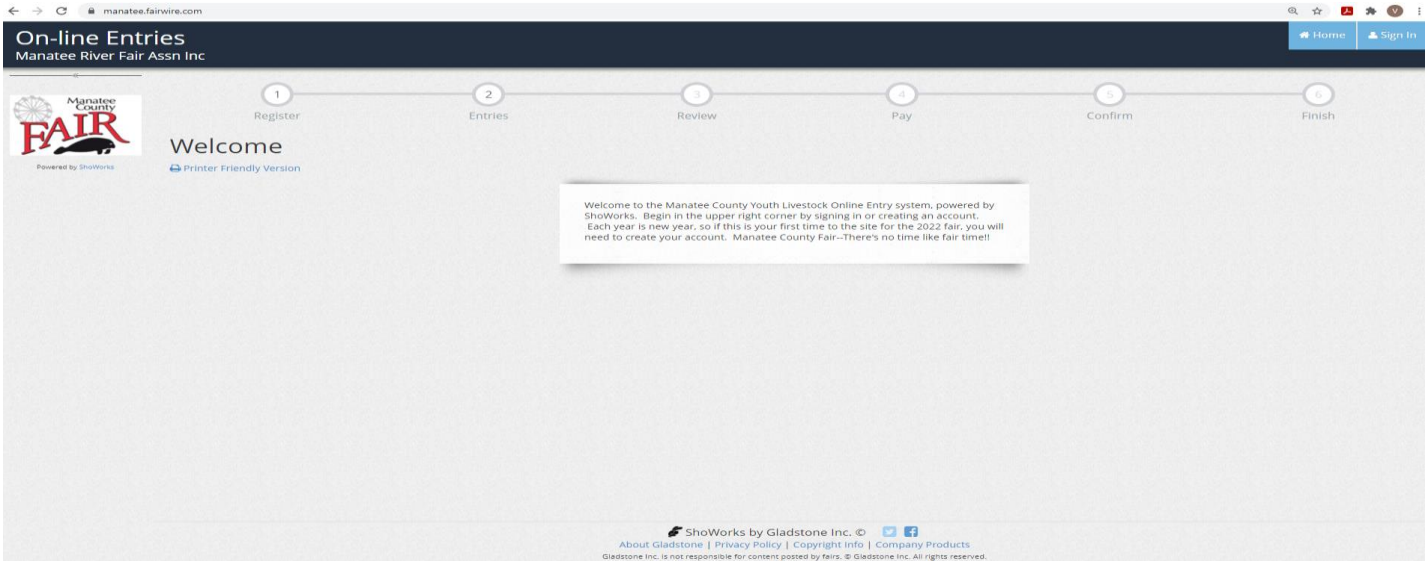
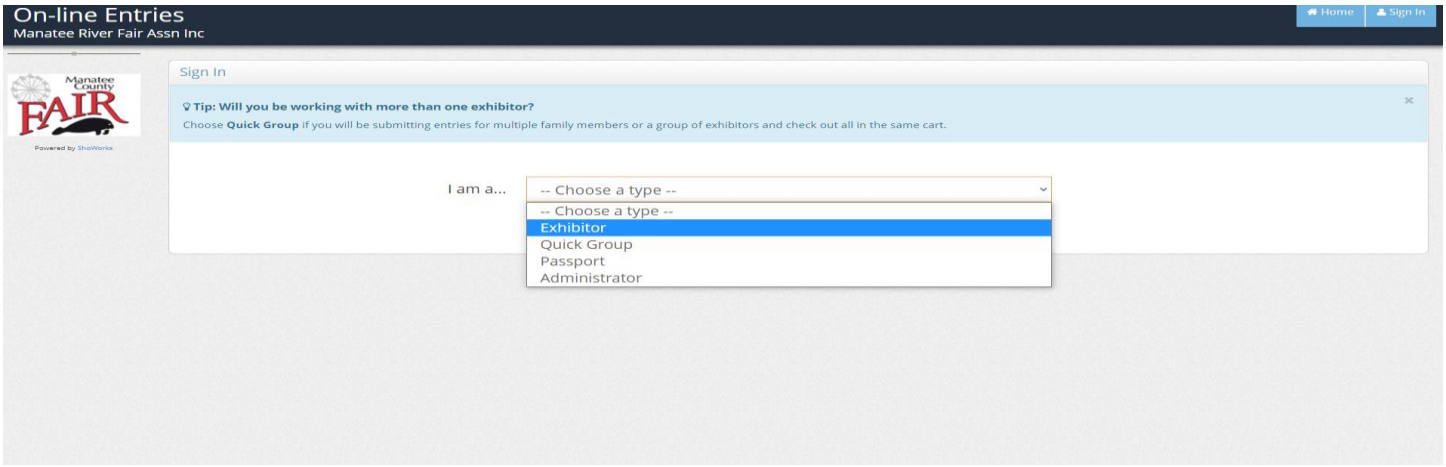
SHOWORKS EXHIBITOR ENTRY INSTRUCTIONS

July 2021

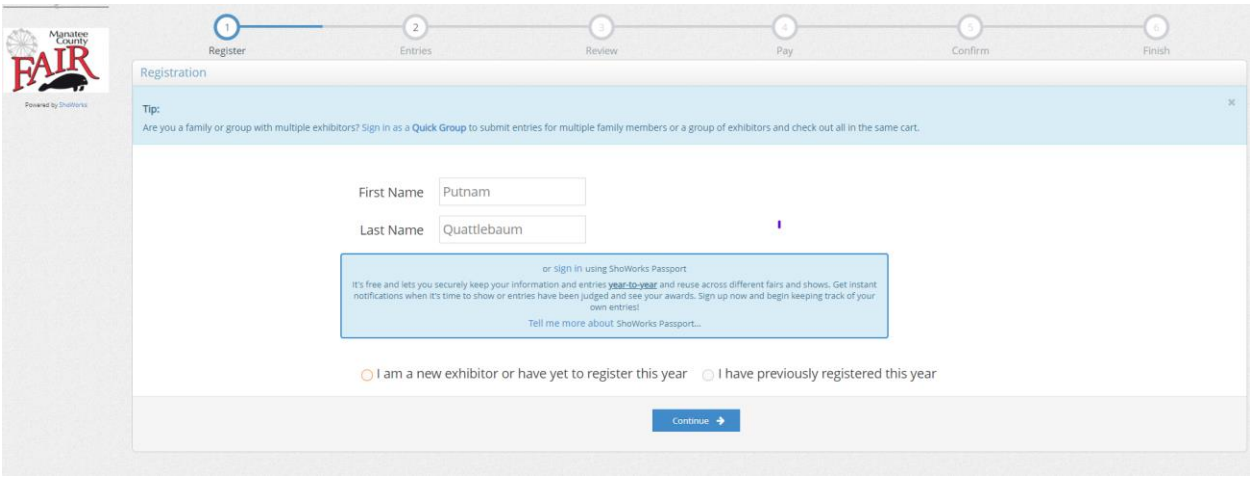
Welcome to the Manatee County Fair!!! We are looking forward to an exciting time in January 2022.
These instructions are to assist you in entering your projects correctly into the fair. We use the program referred to as ShoWorks. Please refer to the checklists, not only for the exhibitor required information 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. Since the Manatee County fair does not save exhibitor information from year to year, all exhibitors will need to set up their account again. You will begin by selecting the "sign-in" tab at the top right-hand corner of the screen.



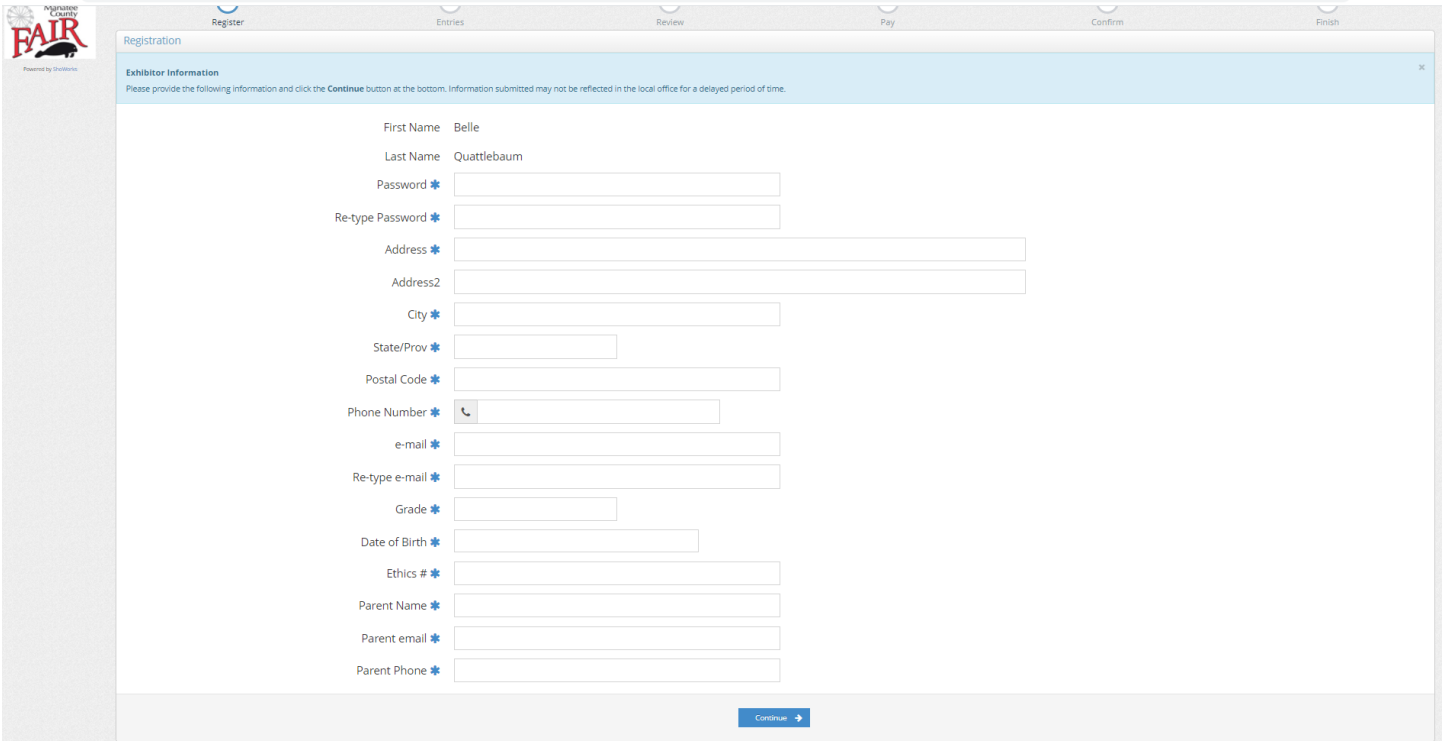
This drop-down box will appear. You have the options of a "exhibitor" (single exhibitor) or a "group." The "group" option would be used for a family with more than one exhibitor. This option allows you to enter all of the exhibitors in the family under one financial transaction. The receipt will list the individual exhibitors along with the entries they have entered. We will look at "Groups/Families" later in the instructions.



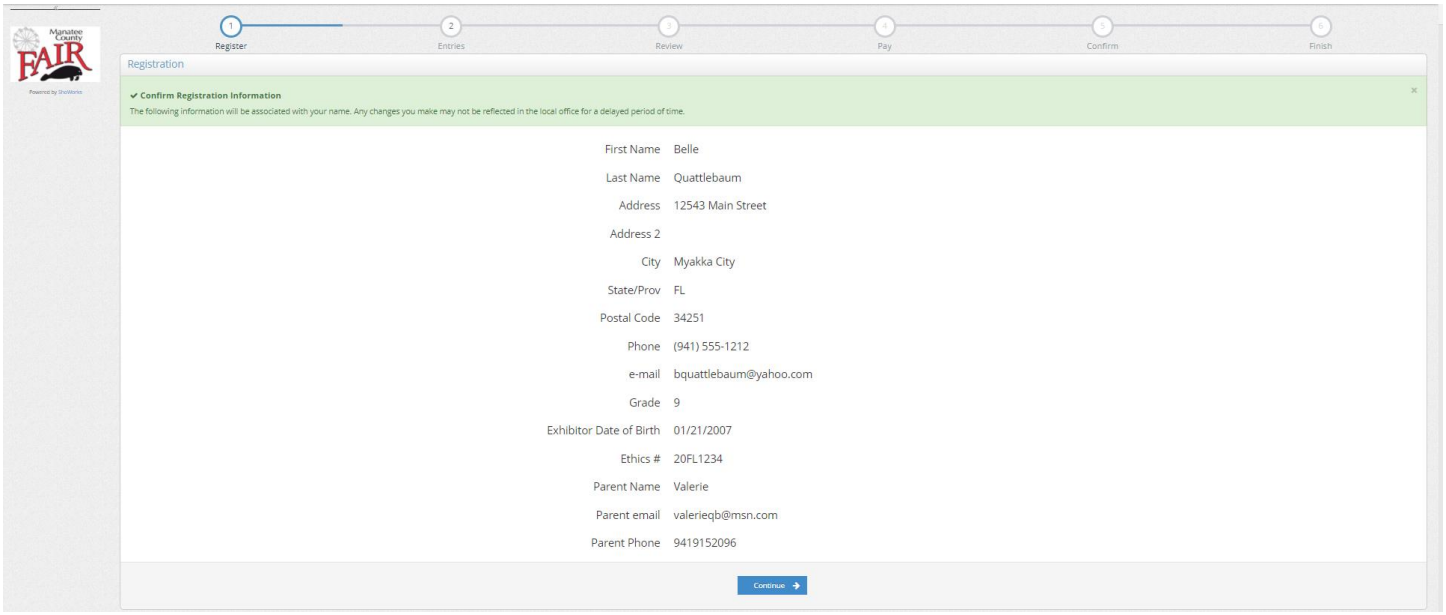
We will start with a single exhibitor. After selecting the "exhibitor" from the drop-down options, the above screen will appear. You will enter first and last name of the exhibitor, selecting "I am a new exhibitor or have yet to register this year" (the first time you sign-in this year) then press the "continue" button at the bottom of the screen.

Have the following items before you begin this process, an Exhibitor Check-list:

- Exhibitor first and last name
- Exhibitor address
- Create a password for ShoWorks
- Phone number
- Valid e-mail
- Exhibitor grade in school
- Exhibitor date of birth
- Florida ethics number (if you have not taken the ethics class, you will need to register at the Florida State Fair website (https://floridastatefairag.com/ethics/). Contact your FFA Advisor or 4-H leader for further information.
- Parent name and contact information (phone number and email address)

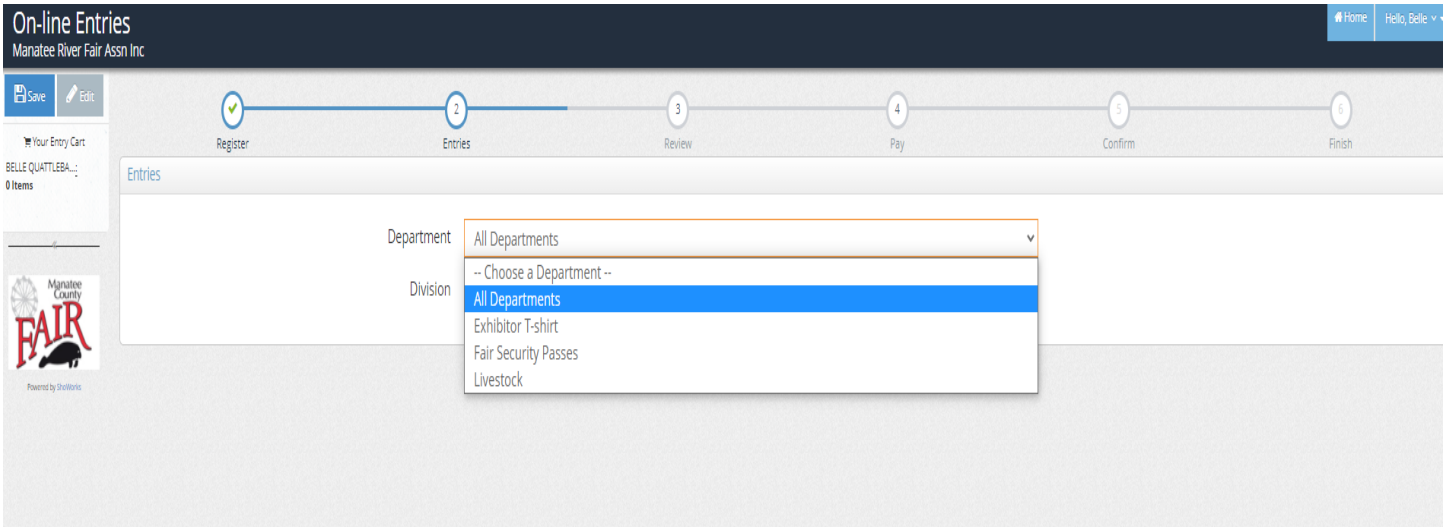


You will notice the fields are marked with the blue asterisks. These fields must be completed before you can continue to the next page.
The one field that may cause concern is the Ethics number. If you do not have an ethics number, enter the date of the class that you intend to attend. Please note it is your responsibility to send the ethics number to the fair office, so your online exhibitor information can be updated or update your profile yourself. Ethics numbers must be submitted and verified before the exhibitor will be cleared to participate at the fair.
Once all fields have been completed, press "continue" at the bottom of the page.

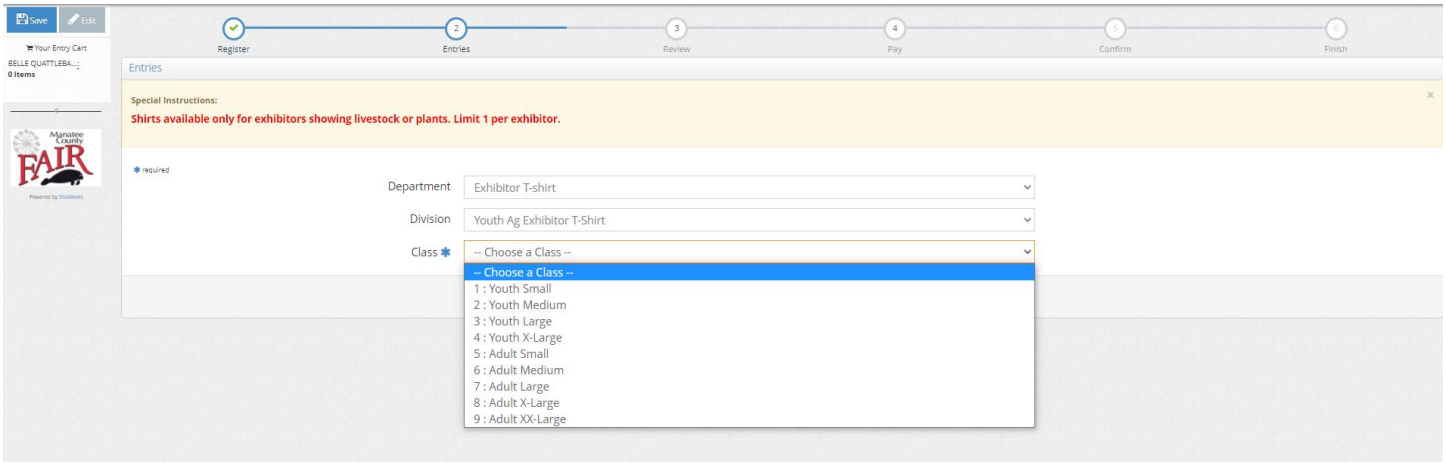


This page will ask you to confirm the information you entered. Please confirm your information, and press "continue" at the bottom of the page.

You are ready to start filling your cart with entries, security passes and a t-shirt.

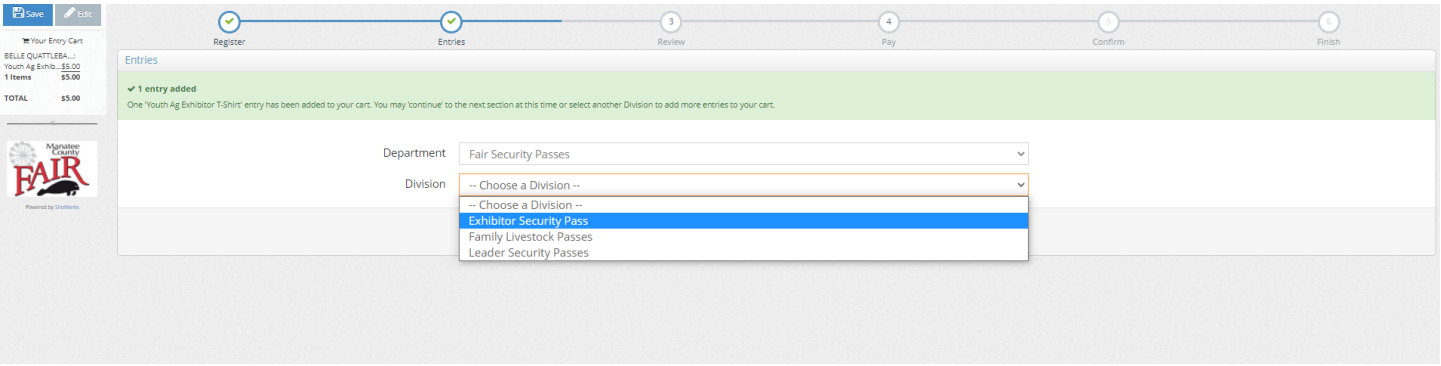


It is your choice as to where you start. First, we will review the exhibitor t-shirt. Select the "Department" and from the drop-down menu, select "Exhibitor T-shirt." From "Division", select "Youth Ag Exhibitor T-shirt'. As you begin entering items and entries, please notice the top of the page in the yellow areas. There are notes related to the area you are selecting. Please review those notes as you navigate through the entry process.

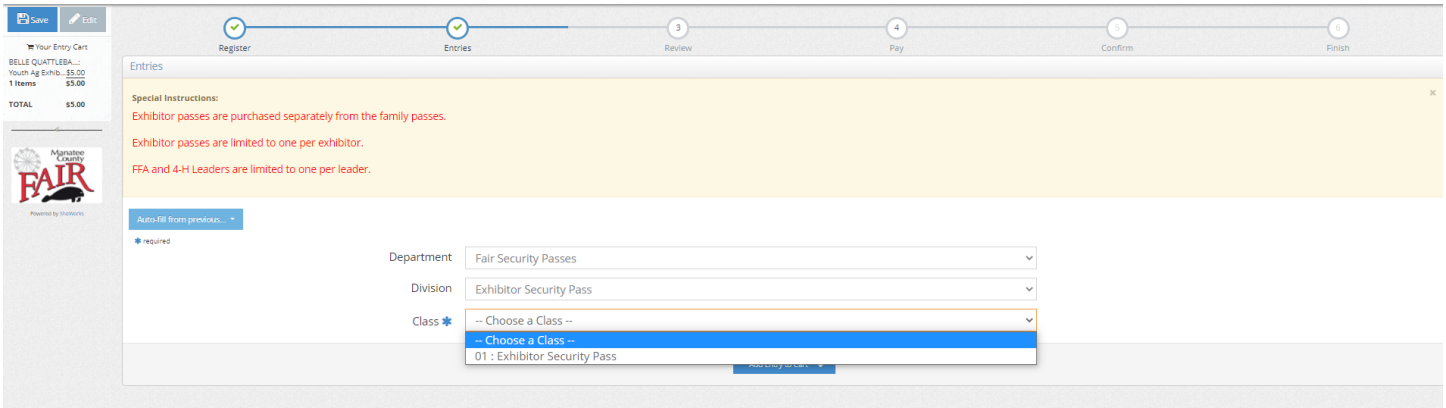


The "Class" is the drop-down menu where you will select a size for the exhibitor shirt. Please remember, each exhibitor is limited to one shirt. The system will not allow you to purchase more than one exhibitor shirt. Select a size (class) and press the "Add Entry to Cart" button. You will then return 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.

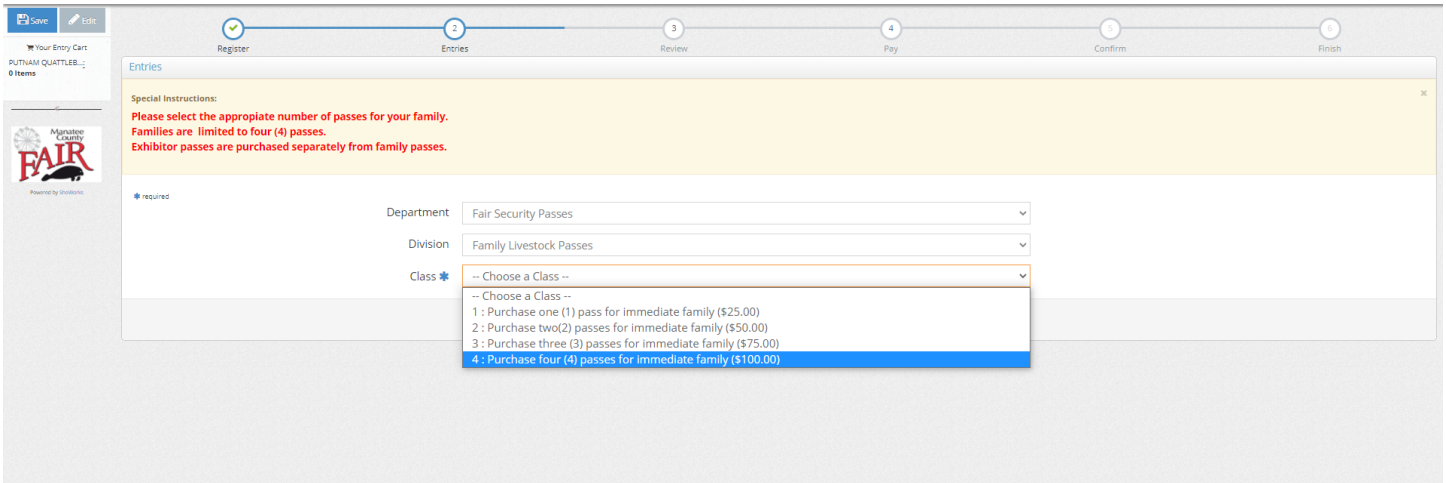
Next, we will review security passes.



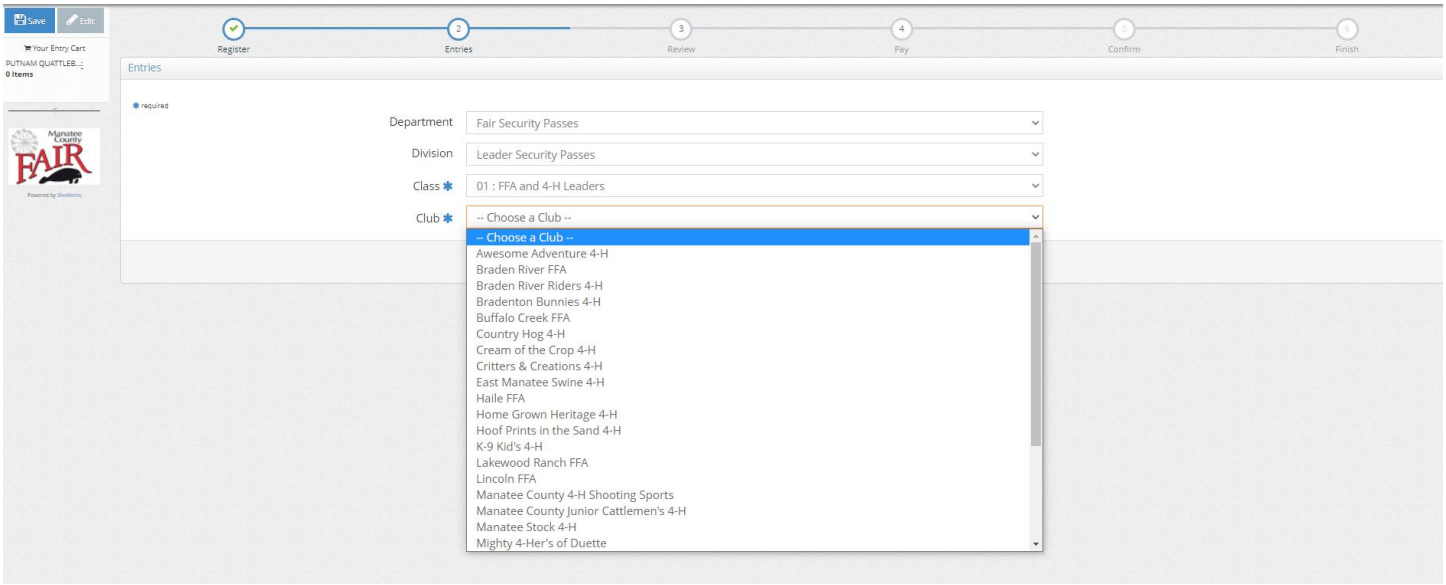
From the "Department" drop-down menu, select "Fair Security Passes" and from "Division" select "Exhibitor Security Pass."



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.



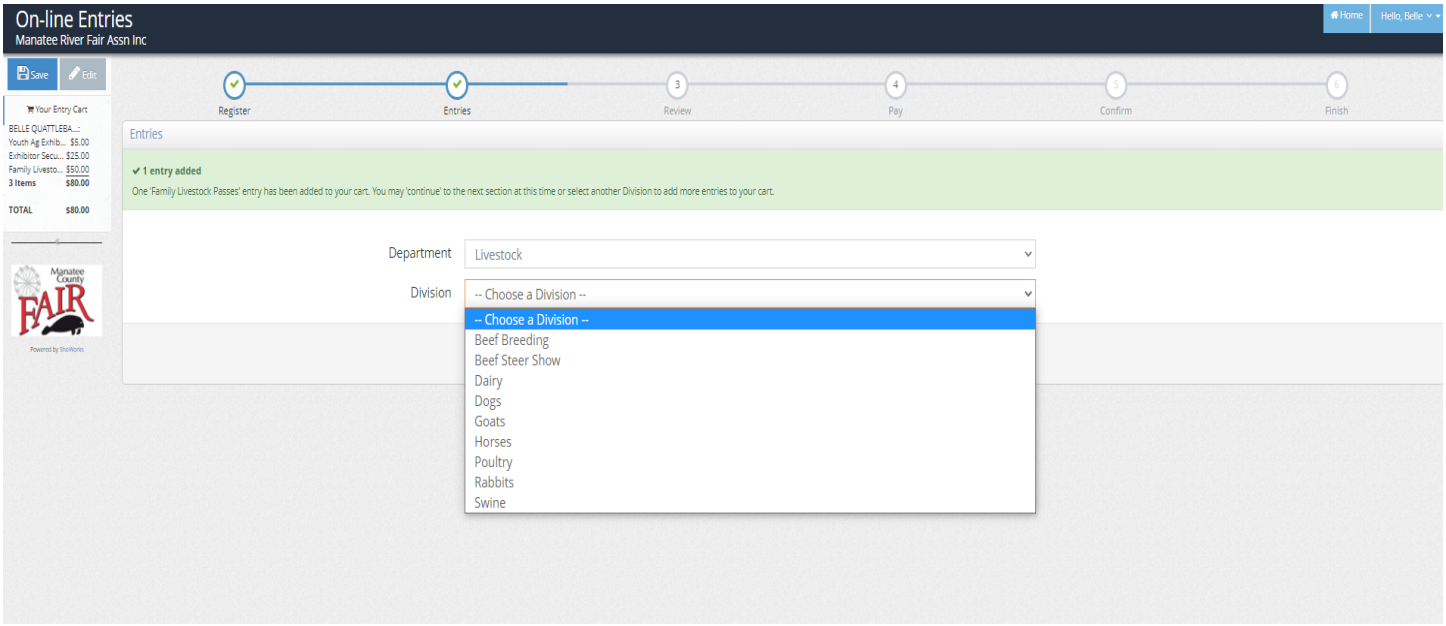
To purchase family passes, you will follow the same path “Department”, “Fair Security Passes”. The “Division” will be “Family Livestock Passes”. You then will select the number of passes you wish to purchase. Each pass has a cost of $25.00. After you select the number of passes, you will then press the “Add Entry to Cart” and verify the item is added to the cart. Each FAMILY is limited to four security passes.



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 family for 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.

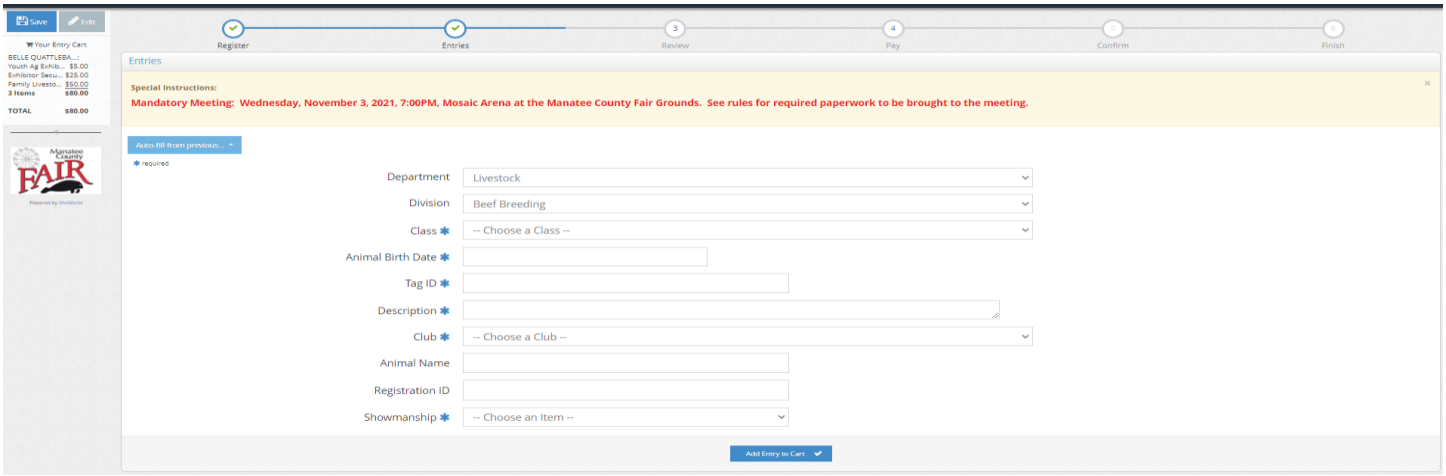
Let’s look at the different Areas:
All Areas are accessed through the “Department” of “Livestock”



Select the area you are entering from the "Division" drop-down menu. 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.

Let's go through the required information for each Area. Keep in mind the fields with blue asterisks * are required under each Area.

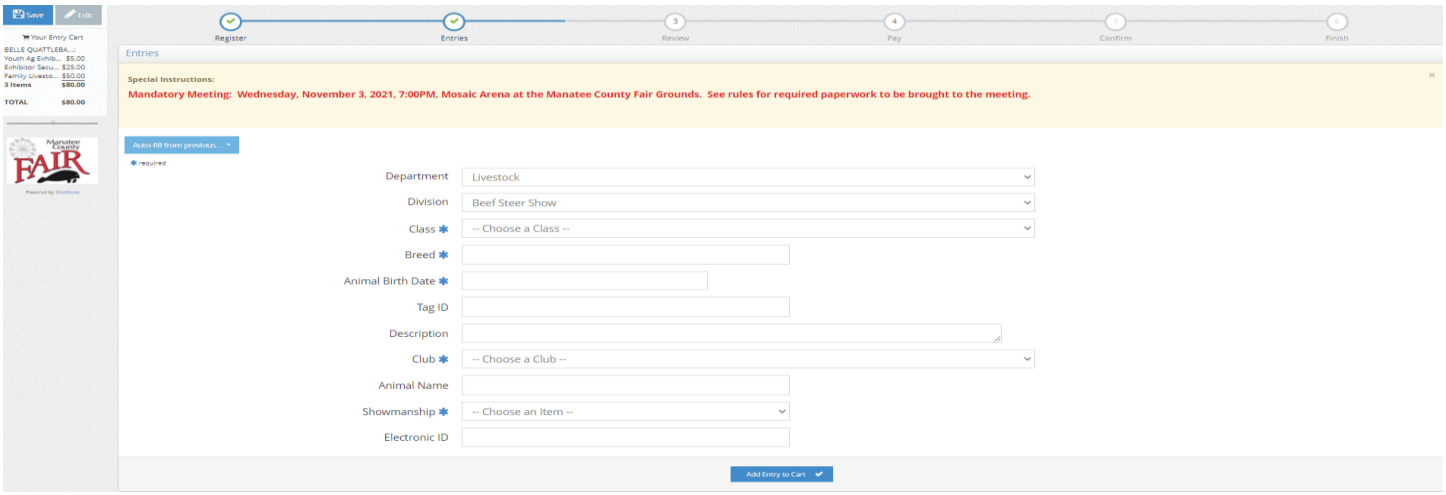
BEEF BREEDING



Beef Breeding: Registration open October 1, 2021 – October 18, 2021

- Select class: 01—Brahman Influence 02—Non-Registered Heifers 03—Registered 04—Registered Cow-calf 05—Non-Registered Cow-calf
- Animal birth date
- Tag number
- Description
- Club or Chapter through which you are exhibiting this animal
- Animal name (optional)
- Registration number (required for registered animals)
- Showmanship (Yes or No)

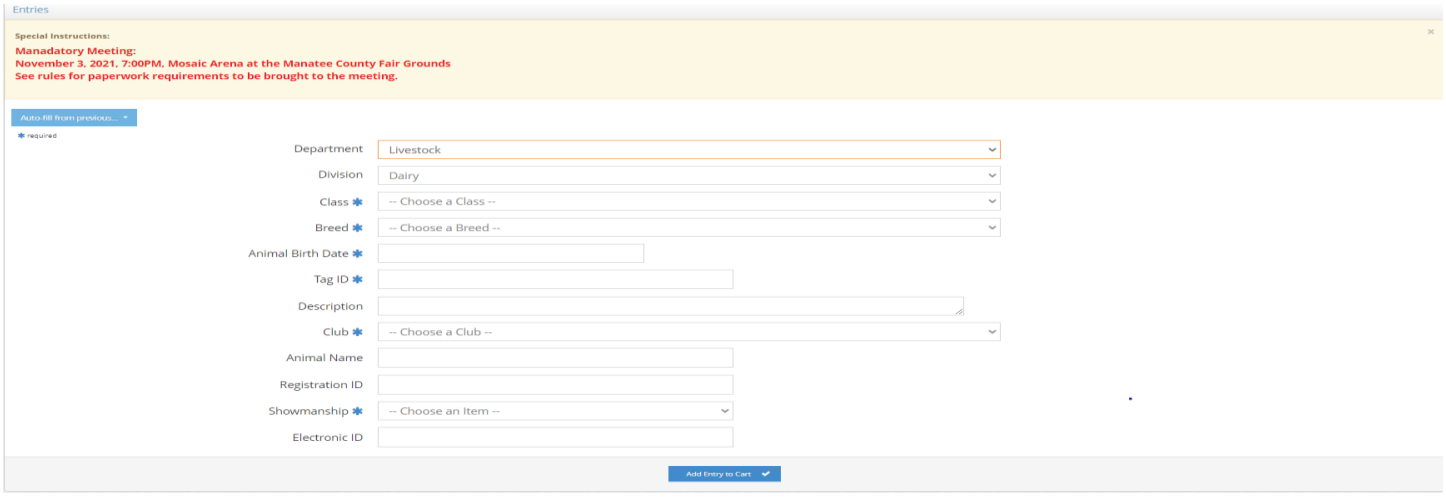
MARKET STEER



Market Steer (Beef): Registration open August 11, 2021 - August 19, 2021

- Select class one
- Breed
- Animal Birthdate
- Tag ID (Visual tag--this will be filled in for you at weigh-in)
- Description of animal
- Club or Chapter through which you are exhibiting this animal
- Animal name (optional)
- Showmanship participation (Yes or No)
- Electronic ID (if your animal has this before weigh-in, please enter and it will be verified)

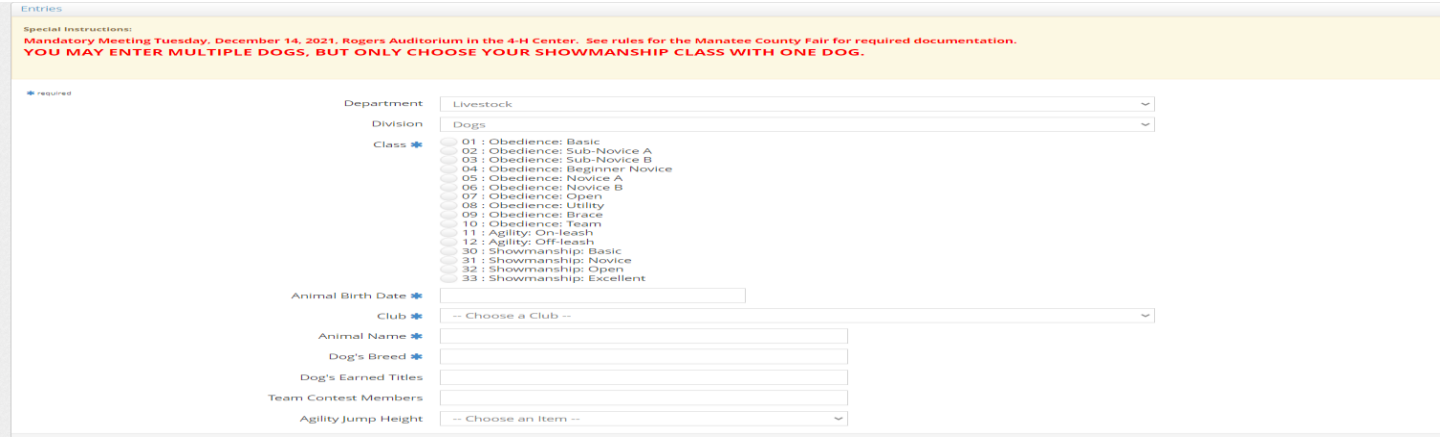
DAIRY



Dairy: Registration open October 1, 2021 – October 18, 2021

- Select Class (refer to the Dairy rules posted on the Manatee County Fair website to look up Dairy classes. Animals are classified by the animal birthdate.).
- Select Breed
- Animal Birthdate
- Tag ID (visual tag)
- Description of animal
- Club or Chapter through which you are exhibiting this animal
- Animal name
- Registration ID (for registered animals)
- Showmanship participation (Yes or No)
- Electronic ID (if available)

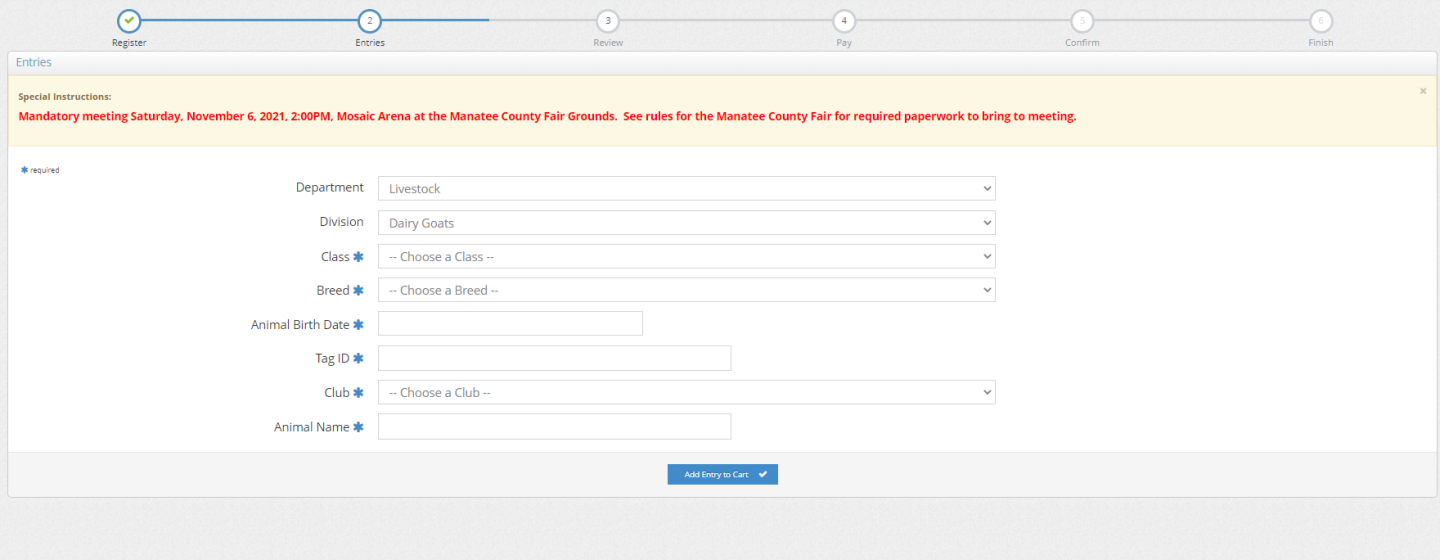
DOGS



Dogs: Registration open October 1, 2021 – October 18, 2021

- Class (you are allowed to enter multiple dogs, but only one dog can have a showmanship 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

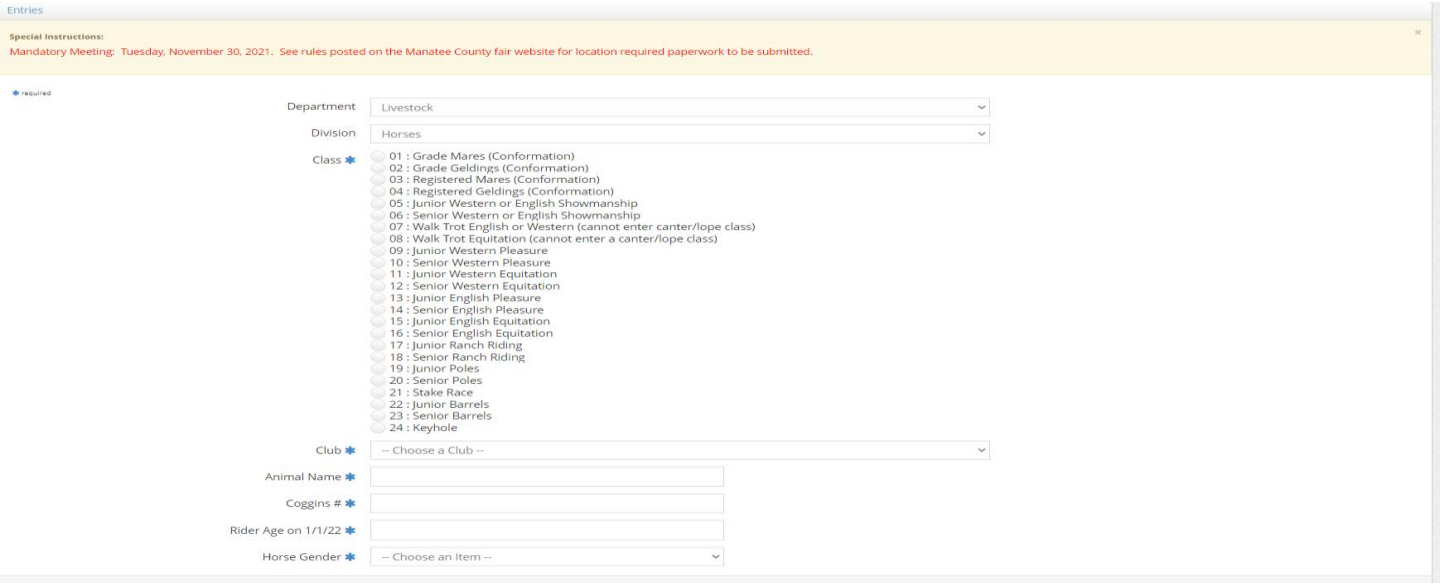
DAIRY GOAT



Dairy Goat: Registration open October 1, 2021—October 18, 2021

- Class
- Breed
- Animal Birthdate
- Tag Id
- Club or Chapter through which you are exhibiting this animal
- Animal name

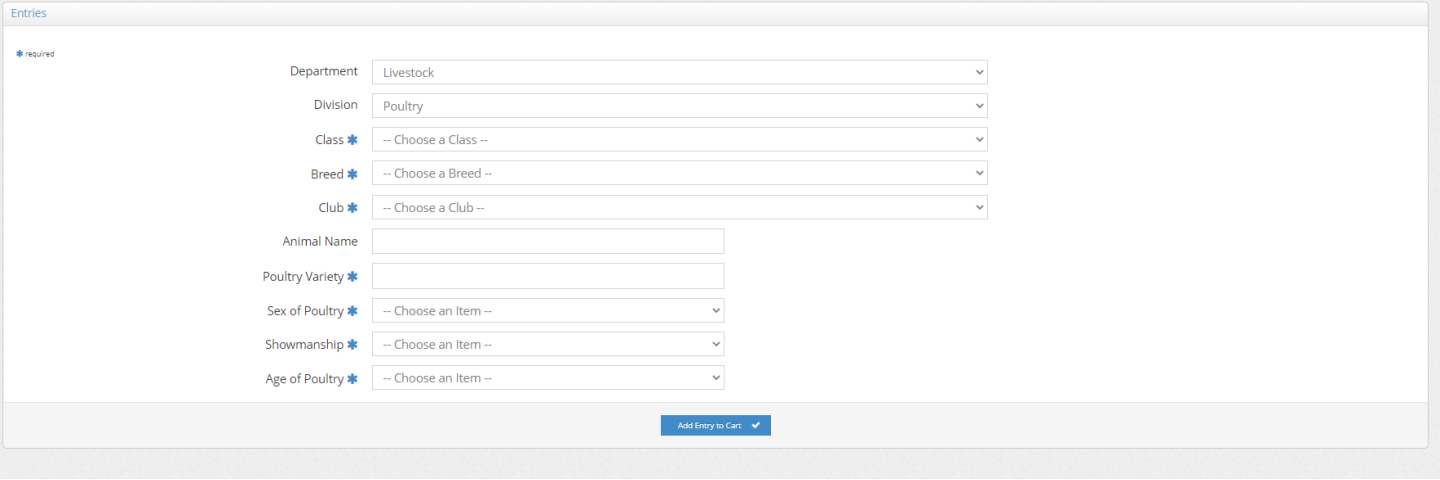
HORSE



Horses: Registration open October 1, 2021 – October 18, 2021

- Class (you 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, 2022
- Horse Gender

POULTRY

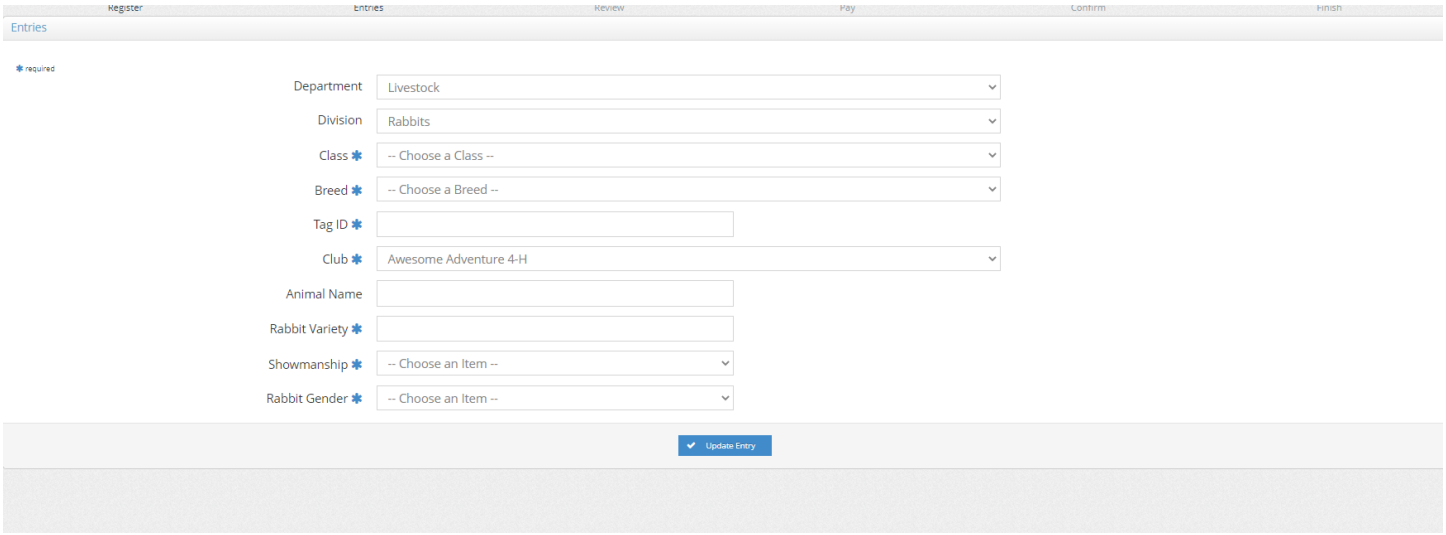


Poultry: Registration open October 9, 2021 – October 18, 2021

- Class
- Breed
- Club or Chapter through which you are exhibiting this animal
- Animal Name
- Poultry Variety
- Sex of Poultry
- Showmanship participation (Yes or No)
- Age of Poultry

Please note, the 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.

RABBIT

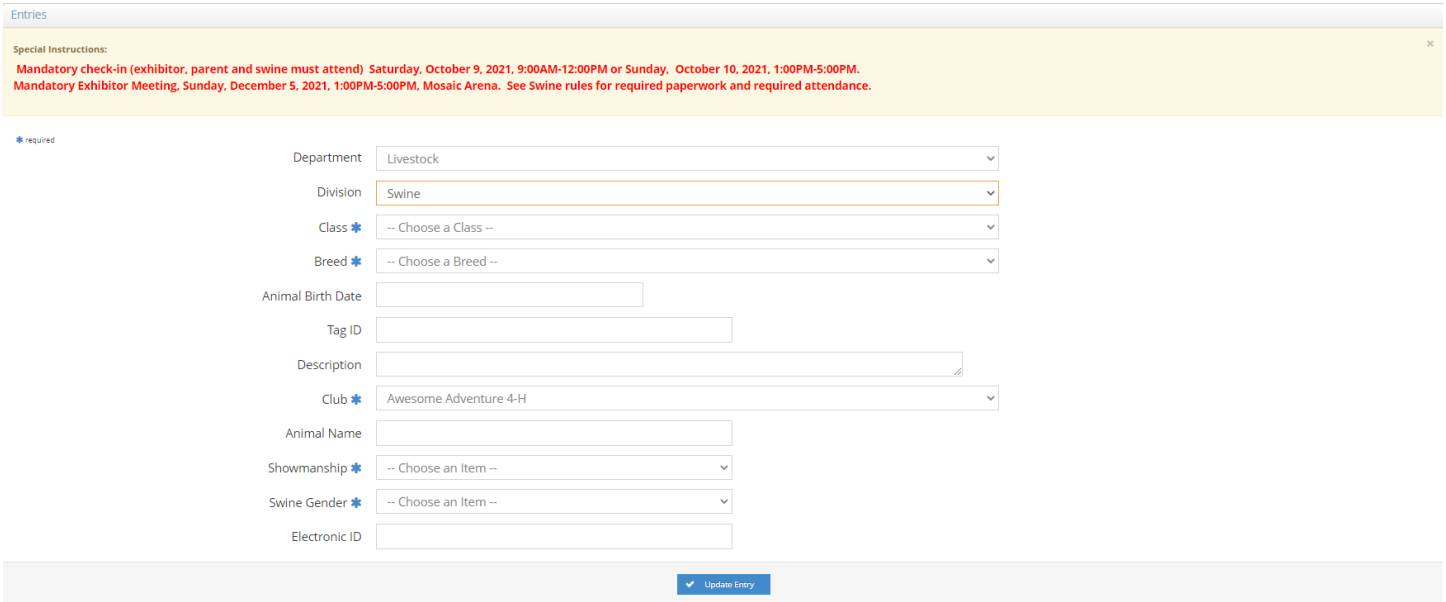


Rabbit: Registration open October 9, 2021 – October 18, 2021

- Class
- Breed
- Tag ID
- Club or Chapter through which you are exhibiting this animal
- Animal Name
- Rabbit Variety
- Showmanship participation
- Rabbit Gender

Please note, the 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.

SWINE

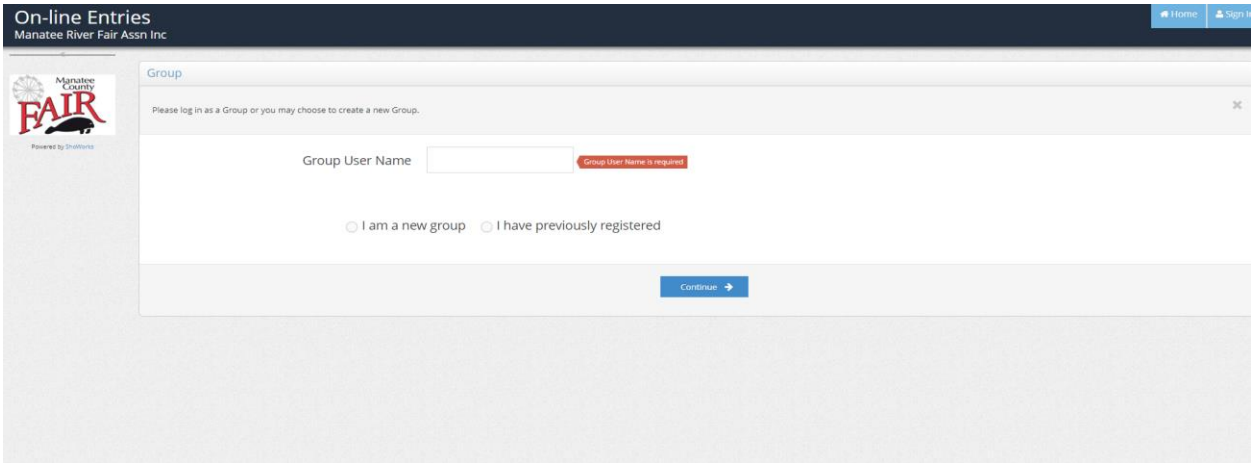


Swine: Registration open September 21, 2021 – October 7, 2021

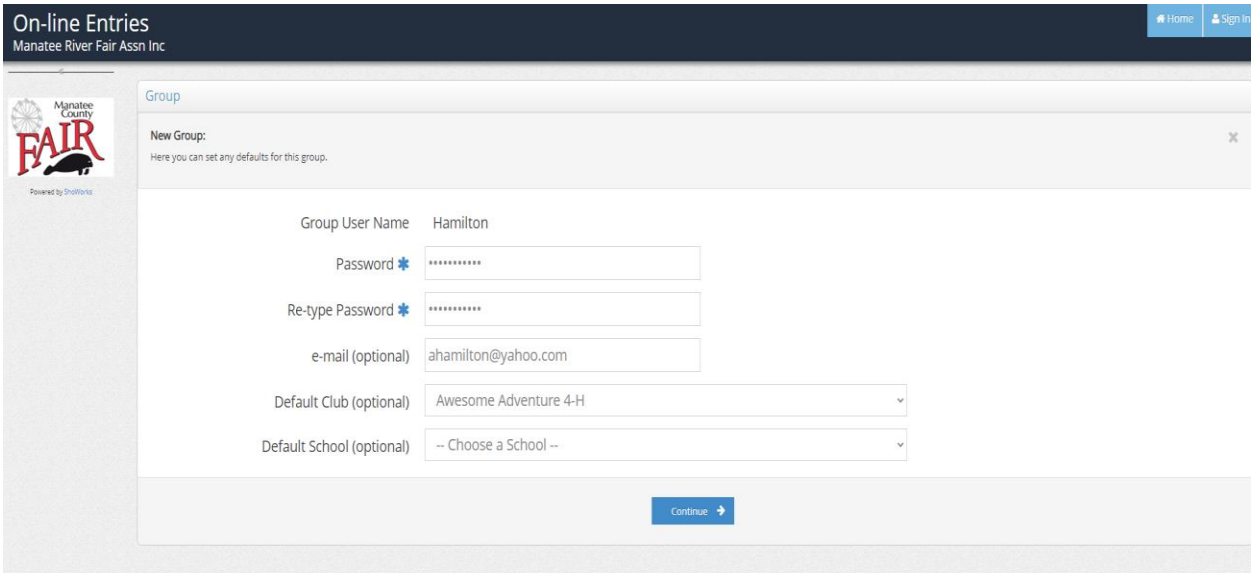
- Class (select class one)
- Breed (if your animal is a cross bred, select “Other”)
- Animal Birthdate
- Tag ID (if your animal has been tagged before mandatory check-in, please enter here, it will be verified)
- Description of animal

- Club or Chapter through which you are exhibiting this animal
- Animal Name
- Showmanship participation (Yes or No)
- Swine Gender
- Electronic ID (if your animal has this tag before mandatory check-in, please enter here, it will be verified)

Groups/Families Set-up:

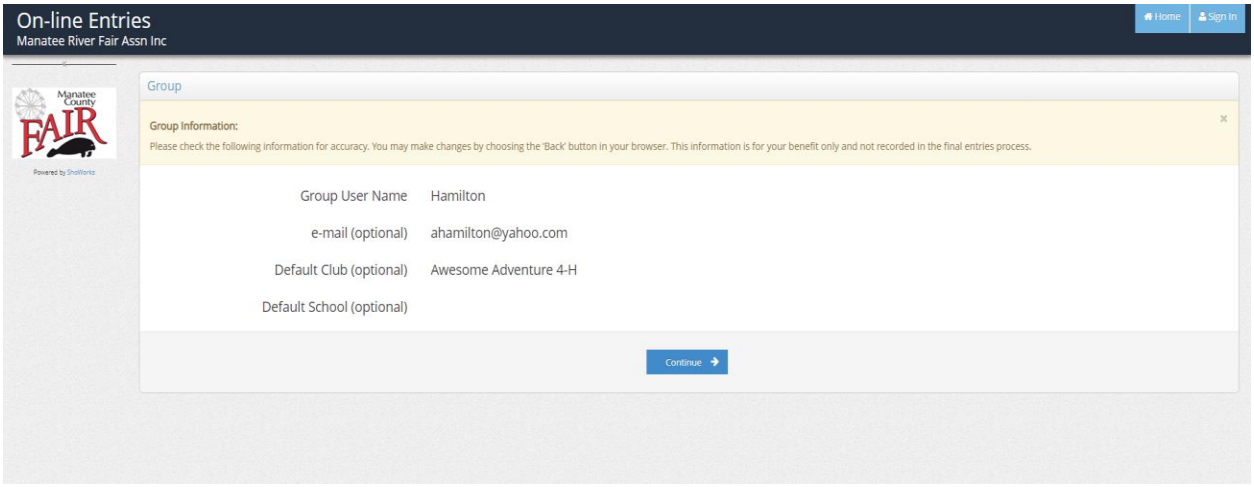


If you chose to set up a family login for families with multiple exhibitors and selected "Quick group" instead of "Exhibitor", you will have this screen.

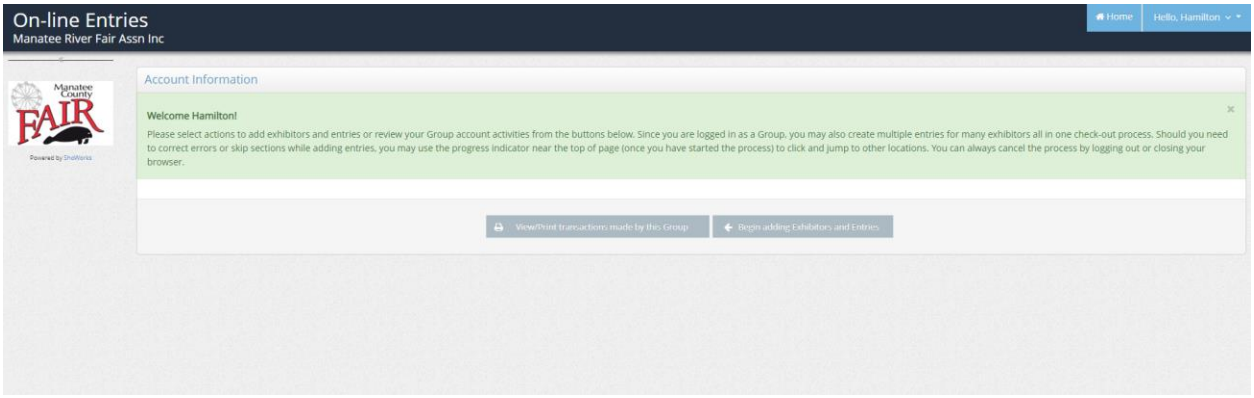


Enter your family last name, select a password, and make note of it. The club and school are optional, these will auto fill in entries if established here.

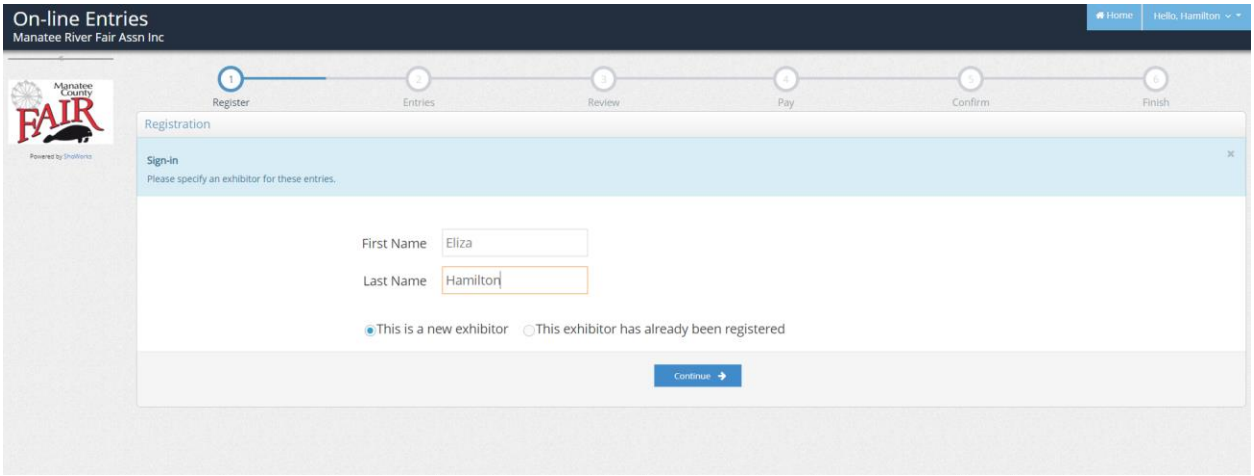
The program will ask you to confirm the information entered. Press the "continue" button is all is correct.



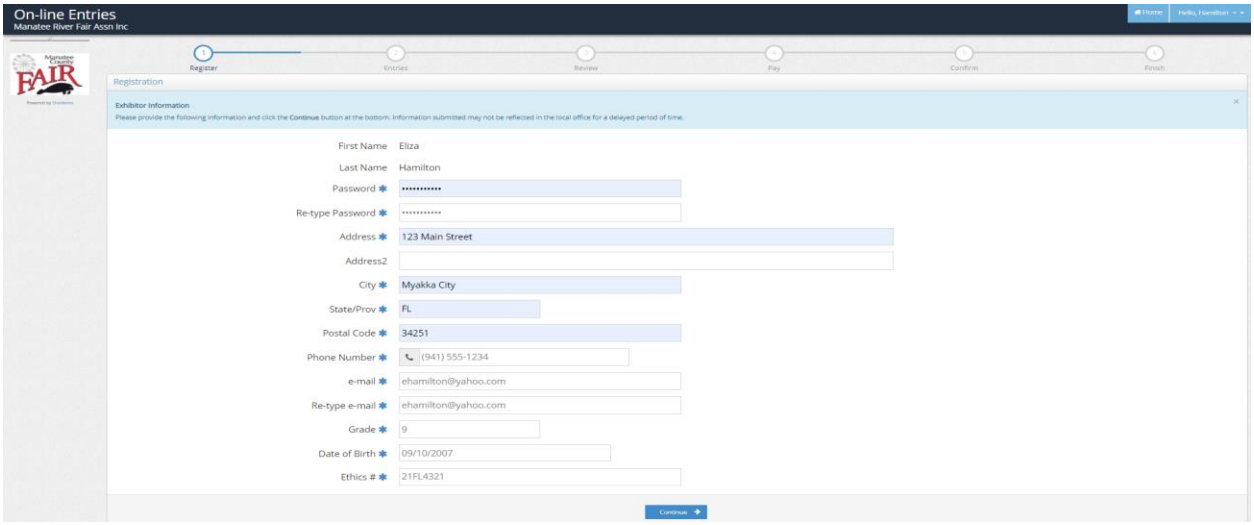
The program will ask you to confirm the information entered. Press the "continue" button if all is correct.



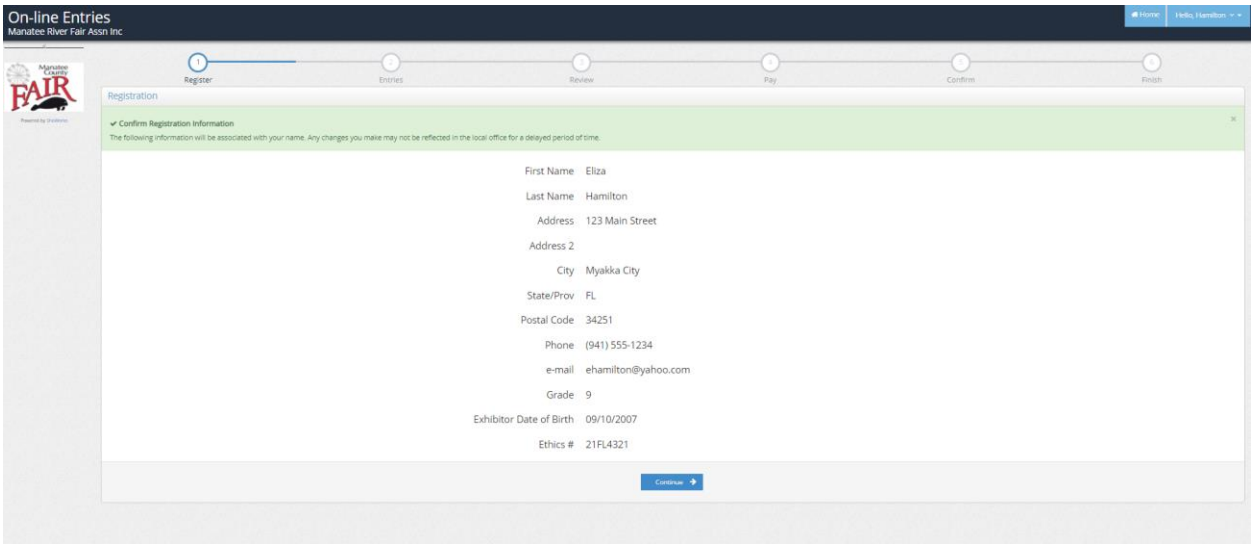
The next screen you encounter will give you the option to "View/Print transactions made by this group" or "Begin adding Exhibitors and Entries." By selecting "Begin adding Exhibitors", you will begin adding exhibitors and their fair entries.



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."

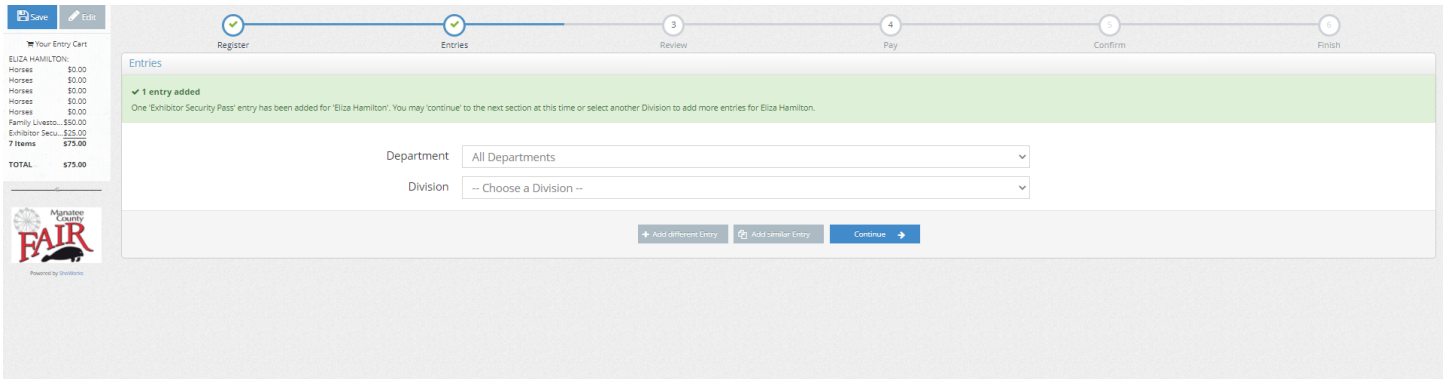


The screen is the same as the single exhibitor. All fields blue asterisks will need to be completed before you can continue to the next screen. Press "Continue."

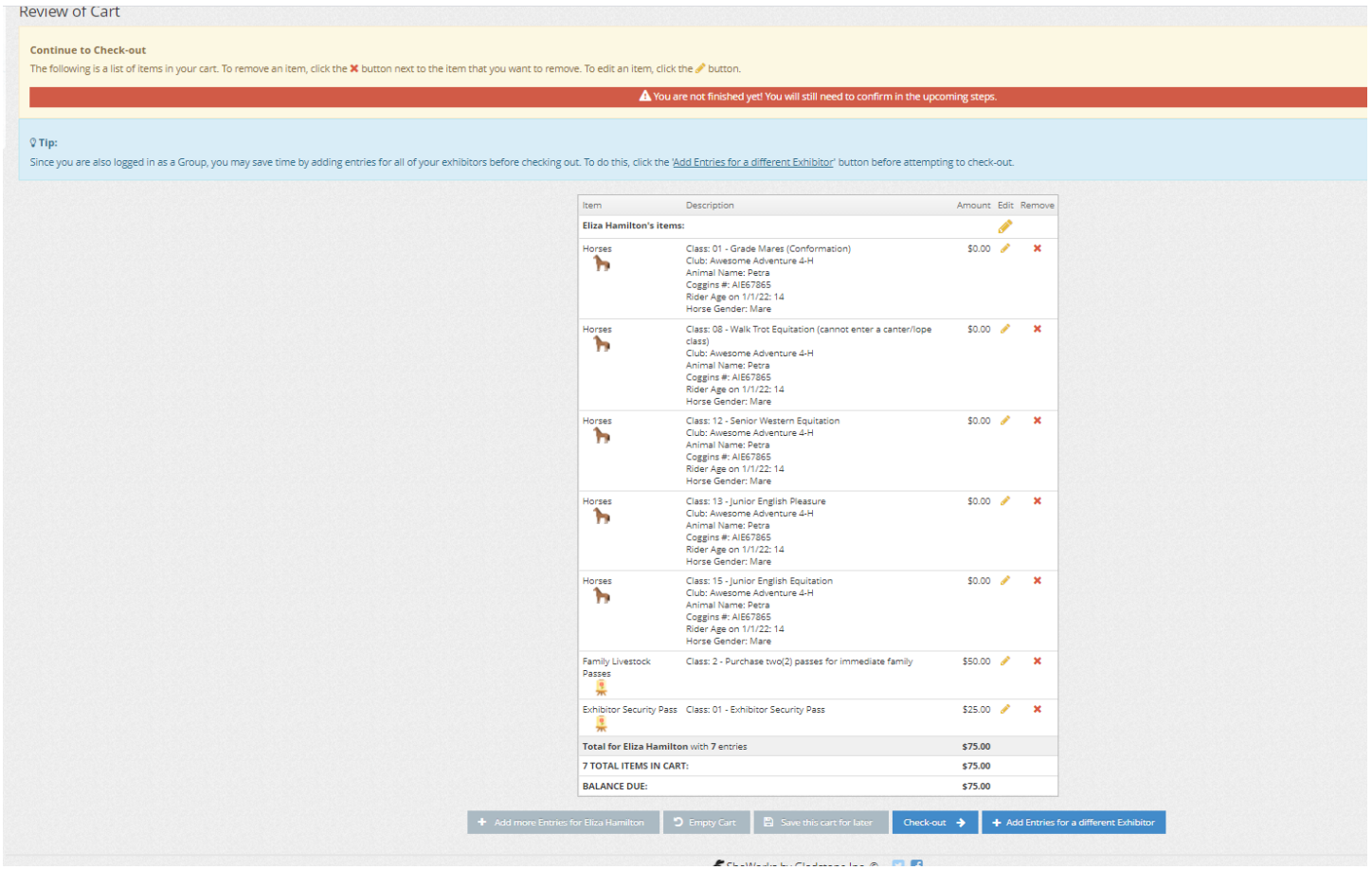


This screen will ask you to confirm the information. If all is correct, press "Continue."

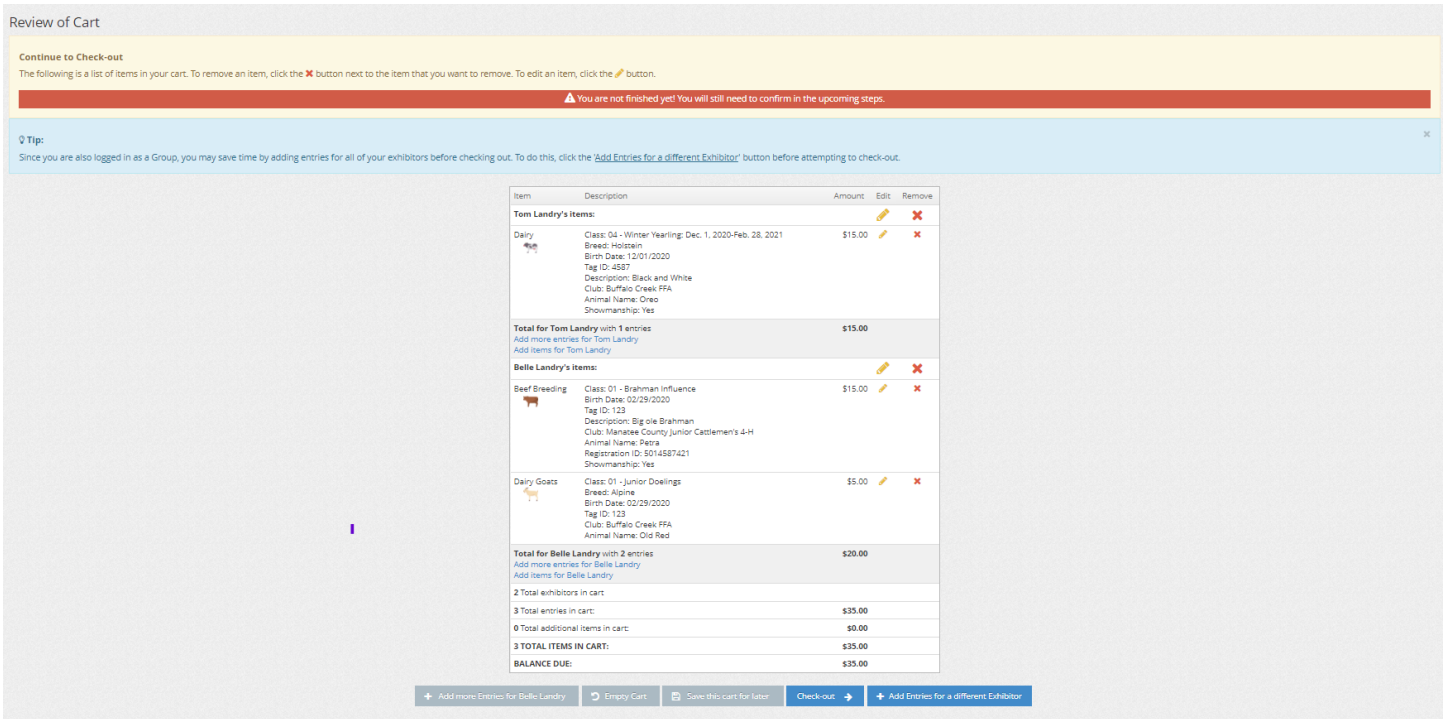
You are then able to enter items/entries into the cart for this exhibitor in the same manner as a single exhibitor.



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



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.



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.