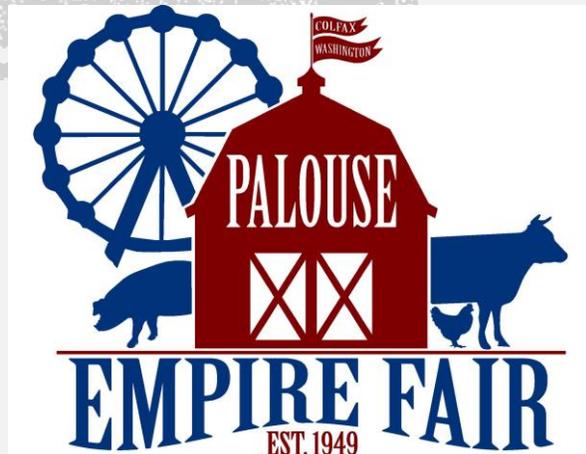


# PALOUSE EMPIRE FAIR

~ ONLINE ANIMAL ENTRIES ~



1

Register

2

Entries

3

Review

4

Confirm

5

Finish

# PROCESS:

1. Register
2. Entries
3. Review
4. Confirm
5. Finish



# GETTING STARTED:

- Palouse Empire Fair Website:

<https://www.palouseempirefair.com/>

- Home page › Fair 2023 › Exhibitors › All Animal Entries
- Link to ShoWorks.
- Read the prompt.
- Click on REGISTER.

Welcome to The Palouse Empire Fair Animal online registration. you online registration. Please provide the necessary information on the following pages to register your entries. You will need your Exhibitor Number for the registration. You can find your Exhibitor number at this link.

<https://www.palouseempirefair.com/p/the-fair-1/exhibitors/exhibitor-numbers>

If you are entering your animal in a Market Class to sell you must also enter your animal in Fitting & Showing.

PLEASE REGISTER AS: "I am a new exhibitor or have yet to register this year" when asked. To begin your online registration click "Sign In" in the upper right corner.



# 1. REGISTER:

- Name.
- Click bubble for new exhibitor / returning exhibitor.

Palouse Empire Fair

Home Sign In

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

Tip: Are you a family or group with multiple exhibitors? Sign in as a **Quick Group** to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.

First Name Test

Last Name Test

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...

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

Continue →

- Follow prompts and enter in personal information.





## 2. ENTRIES:



- **Department** – select accordingly!
- **Division** - » select your Fitting & Showing class FIRST «
  - *Horse entries* will be prompted to select remaining premium classes during this step.
- “Add 1 Entry to Cart.”
- **REPEAT** process for **ALL** other classes!





# 3. REVIEW:

- Review your cart!
  - Add or change.
  - Example of a horse entry ›
- “Check-out.”
- Agree to the statement.
  - Type ‘YES’ in the textbox.
- SUBMIT!

Item	Description	Amount	Edit	Remove
Test Test1's items:				
A-Fitting and Showing-FFA & 4-H Horses 	Class: 04 - 4-H Senior 14- <19 years Perform Prem. Choice: Barrel Racing Western Prem. Choice: Western Equitation Div. L Prem. Choice: Green Horse	\$0.00		
G-Western Games Barrel Racing 	Class: 03 - 4-H Senior 14-19 years	\$0.00		
D-Performance Horse Western Equitation 	Class: 03 - 4-H Senior 14-19 years	\$0.00		
L-Green Horse 	Class: 02 - 4-H Senior 14-19 years	\$0.00		
N-4-H Educational Display-Horses 	Class: 01 - Individual Poster or Display	\$0.00		
O-Groom Squad 	Class: 04 - 4-H Senior 14- <19 years	\$0.00		
Total for Test Test1 with 6 entries		\$0.00		
6 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

+ Add more Entries for Test Test1    ↻ Empty Cart    📄 Save this cart for later    Check-out →



# 4. CONFIRM:

- Receipt will be emailed.
  - There is an option to print as well.



Palouse Empire Fair Receipt			
ITEM	DESCRIPTION	WEN#	AMOUNT
A-Fitting and Showing-FFA & 4-H Horses	Class: 03 Class Description: 4-H Intermediate 11-13 years Perform Prem. Choice: Barrel Racing Western Prem. Choice: Western Equitation Div. L Prem. Choice: Green Horse	7EA96D	\$0.00
D-Performance Horse Western Equitation	Class: 02 Class Description: 4-H Intermediate 11-13 years	774B28	\$0.00
G-Western Games Barrel Racing	Class: 02 Class Description: 4-H Intermediate 11-13 years	41818F	\$0.00
L-Green Horse	Class: 01 Class Description: 4-H Intermediate 11-13 years	C29C14	\$0.00
N-4-H Educational Display-Horses	Class: 01 Class Description: Individual Poster or Display	5007A4	\$0.00
O-Groom Squad	Class: 03 Class Description: 4-H Intermediate 11-13 years	51B9BF	\$0.00
<b>Total for Ashley TestR with 6 entries</b> Address: Test road City: Test State/Prov: WA Postal Code: 99111 Phone: (000) 000-0000 e-mail: ashleyreisenauer@whitmancounty.net School: Other School Age: YQCA# or INSTRUCTOR: Test Exhibitor Number: 1234			
TOTAL:	\$0.00	 	
PAYMENTS:	\$0.00		
BALANCE DUE:	\$0.00		
EXHIBITOR NAME:	Ashley TestR		
CONFIRMATION ID:	palouse-3107100647280		
TRANSACTION TIME:	4/17/2023 10:06:47 AM		
Below is a summary of your animal(s) entry. Please remember: <b>if you have entered your animal in a Market Class to sell your animal you must also enter your animal in the Fitting &amp; Showing Class.</b> You should print a detailed version at this time for your records or include in any correspondence. <b>YQCA or Quality Assurance and Animal Health Record are required at Load-in.</b>			
Palouse Empire Fair Receipt Summary			
6 TOTAL ITEMS IN CART:			\$0.00
PAYMENTS:			-\$0.00
BALANCE DUE:			\$0.00
CONFIRMATION ID:		palouse-3107100647280	
Transaction Time: 4/17/2023 10:06:47 AM			



# 5. FINISH:

- 5 green check marks = registered and complete!



Register



Entries



Review



Confirm



Finish

Thank you!

Your items were submitted and will be processed by the Fair office shortly. All items must be approved before final acceptance into the Fair. You may also go to your account to review this and choose other printing options. To do this click "Go to My Account Summary"



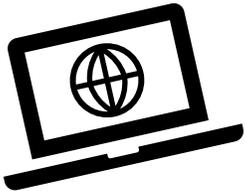


# RESOURCES:



## ■ Forgot exhibitor number?

- Visit the link in the prompt on ShoWorks when registering.
- Call the Fair Office at (509) 397-6263
- Email [pef@co.whitman.wa.us](mailto:pef@co.whitman.wa.us)



## ■ Forgot Password?



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

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