

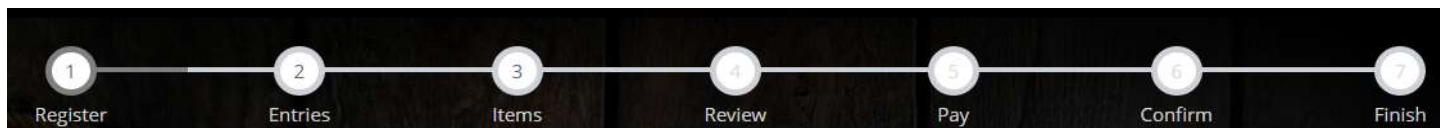
# Online Entry Instructions for Sacramento County Fair Jr Livestock, Small Animals, Horse, Adult/Jr Still Exhibits & Ag Mechanics Exhibitors

*\*Please refer to your competition's guidebook for detailed competition entry information.*

You must be using Internet Explorer 9.0 (or newer), or any modern version of Chrome, Safari, FF, Edge, or Opera.

If you need to exit the program before completing the on-line entry process, you must click the number four (4) "Review" button. Then click the "Save this cart for later" button or all of your entry information will be lost.

**NOTE: Sessions expire after 20 minutes of inactivity.**



Instructions:

1. Go to <https://sacram.fairwire.com>, and click the brown "Sign In" tab (top right-hand corner of screen)

a. On the next page, select your **Type** in the dropdown menu to begin registering. "**Administrator**" is for fair staff use only.

**NOTE: All former exhibitors are required to register as a new exhibitor each year. Information from previous years has NOT been saved.**

b. If a **Single Exhibitor**: Enter your full First and Last Name (case sensitive) and choose the button "I am a new exhibitor or have yet to register this year". Click the brown "Continue" button.

c. If a **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):

Enter your Group User Name (case sensitive) and choose the button for "I am a new group". Click the brown "Continue" button.

d. If you receive an error that says "Name already exists", enter a middle initial (no period) after your first name, or if your name has a suffix, place your suffix after your last name. Then reselect "I am a new exhibitor" and click the brown "Continue" button.

2. On the 'Registration' page you will fill in all of your contact information.

a. You will also create a password (case sensitive) for your ShoWorks account. Keep this password for logging back into your account to make edits to entries.

b. After you have completed all of the required information click the brown "Continue" button.

3. The next screen is for you to confirm the registration you typed is correct.

a. Please verify that your email, phone number, and mailing address are correct.

b. Once you have verified your information click the brown "Continue" button.

The screenshot shows a registration form with two input fields: "First Name" containing "John" and "Last Name" containing "Doe". Below these fields is a blue box with text: "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...". At the bottom of the form, there is a radio button selected for "I am a new exhibitor or have vet to register this year".

The screenshot shows a "Group" registration form. It has a header "Group" and a sub-header "Please log in as a Group or you may choose to create a new Group." Below this is an input field for "Group User Name" containing "Doe Family". At the bottom, there are two radio buttons: "I am a new group" (selected) and "I have previously registered". A brown "Continue" button with a right arrow is at the bottom right.

4. On the next screen you will be able to create your entries. To create an entry, please complete the following steps, use the down arrow as needed throughout:

The screenshot shows a web form titled "Entries". It contains three dropdown menus. The first is labeled "Department" and has "BREEDING BEEF" selected. The second is labeled "Division" and has "5000 English Breeds" selected. The third is labeled "Class" with a blue asterisk and has "01 : Junior and Senior Bull Calves (1/1/22-12/31/21)" selected. A blue asterisk and the word "required" are visible to the left of the form fields.

- Choose a **Department** (i.e. Breeding Beef, Junior Cavy, Showmanship, Adult Crafts, etc.)
  - Choose your **Division**. (i.e., 5000 English Breeds, 7005 Dog Showmanship, 2000 4-H Art, 1021 Adult Cookies, etc.)
  - Choose your **Class** within that division. (i.e., Jr. & Sr. Bull Calves, Two Crust Pie, Dolls, Nature, etc.)
  - Provide all necessary information. All required fields are denoted by a blue asterisk. For more information on entry requirements please refer to your 2022 Competition handbook.
  - Once you have completed the information click the brown "Add Entry to Cart" button.
5. The next screen is "**Entries**". You can either add a different entry, add a similar entry, or click the brown "Continue" button.
6. The next page is **Additional Items**. Select the quantities for any additional items you wish to add by clicking the + and - buttons. Items with a blue asterisk require at least one of that item. After completing your selections, click the brown "Continue" button.
7. The next page is a **Review of Cart**. You can either add more entries, empty cart, save this cart for later, or check-out. Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry. To complete and submit your entries, click the brown "Check-out" button.
8. The next page is **Payment**. Choose payment method and provide payment information, click the brown "Continue" button.
9. On the confirmation page, after you have verified that your entries are correct, you must then accept the language at the bottom of the page and type "YES" (in all caps) in the box to agree, then please click the blue "Submit" button. If you do not do this your entries will NOT be submitted.

The screenshot shows a page titled "Signature". It contains a paragraph of text: "All Exhibitors must complete, sign and submit the Sacramento County Fair Release and Waiver of Liability Form to participate and qualify for entry. Download the form at [www.sacfair.com](http://www.sacfair.com)." Below this is a section titled "Online submission of data for entry requires:" followed by a numbered list of six items. At the bottom right is a brown button with a checkmark and the word "Submit". At the bottom left is a dashed box containing the word "YES" and the text "I agree to the above statement (type 'YES' if you agree)".

10. You will be brought to the completed page showing your confirmation ID. You are encouraged to click on the "Print Detailed Receipt" button, to generate a detailed list of all entries. A detailed receipt will also automatically be e-mailed to you once you click the blue "Finish" button. Please select "Finish" to complete your entry submission.

11. If you are finished creating your entries, you can close the window and/or sign out of your account.
12. **All Livestock, Small Animal & Horse Exhibitors:** you must complete, sign and upload the Sacramento County Fair Release and Waiver of Liability Agreement to participate and qualify for entry. Download the form at [www.sacfair.com](http://www.sacfair.com).
13. **Market Livestock Exhibitors:** Don't forget to upload your Bio short video in uniform and 1-2 photos in uniform of your market animal in FairVault! Your entry is not complete until we have received your files.
14. If you need to go back and add additional entries, or edit an entry (i.e., Project Title, Description, Size, Birthdate, etc.), you can sign back into your account and make any necessary edits before the entry deadline.

*Thank you for participating in the Sacramento County Fair!*