WEST TEXAS FAIR & RODEO SHOWORKS ENTRY INSTRUCTIONS

Please read all rules pertaining to your division/show before entering. If you have any questions or problems with the ShoWorks system or any part of the entry process, call or email the Livestock Secretary at (325) 795-6704 or asullivan@expoctc.com.

Visit https://wtexasliv.fairwire.com/. This link can also be found on our website.
Entries are due August 21, 2026, Late Entries are due August 28, 2026 with added fee per head!

Open Poultry entries are completed via paper entry form. Ensure this entry form is completed in its entirety and postmarked by the deadline August 28, 2026

CEA/ASTs: Verify all information on the Breeding and/or Market Entry Forms. Each exhibitor will need to complete an Entry Form in its entirety. Copies of Registration Papers are handy to have. ORIGINAL Entry Forms, confirmation receipt, and a check, *if not paying via credit card,* MUST BE SUBMITTED to the WTF&R Office! We strongly suggest keeping a copy of the confirmation receipt and entry forms for your records.

Now, follow these steps.

A. Click "Sign in" located in the top right corner
B. Find "I am a…" and in the dropdown, select "Club" and select your club/chapter name
C. Log in using your assigned password, **chapter or county number,** UNLESS a predecessor has changed it. If you cannot remember your password, call our office!
D. Verify that all club/chapter information is correct (mailing address, phone, email, and advisor/agent name). If you wish to change any of this information, call our office! **PLEASE DO NOT USE A SCHOOL/ISD PHONE NUMBER!**
NOTE: if the above information is NOT correct, you will not receive an emailed confirmation, receipt, or grounds passes.
E. Select "Begin Adding Exhibitors & Entries" No exhibitors are transferred from previous Fairs. All exhibitors will be new, UNLESS they have already entered other entries on their own! These exhibitors will need a password, please take note for later use. You will need their mailing address, email address, phone number, and DOB, which should be on their entry form.
F. Use the information on entry forms and registration papers, *if applicable*, to fill out the entry.
G. You may select "add a similar entry" if the exhibitor has 2 entries in the same division. If the exhibitor has 2 entries that are NOT in the same division, select "add a different entry" **Time Saving Tip:** If the Exhibitor is entering a heifer in the Jr. and the Open show, Use the "Auto fill from previous" button located on the top left. Select which entry to pull the information from.
H. Additional Gate Passes, if you are entered in shows on the first weekend (September 3 – 6) you DO NOT need any additional passes. **Please see the chart on the right**.

Specie	# of Entries	Passes Issued
Cattle, Sheep, Goats, Swine	1	1
	2-3	2
	4-6	3
	7-10	4
	11 & up	5
Poultry & Rabbits *Note: passes will NOT be issues to rabbit and poultry exhibitors with less than 3 entries*	3*	1
	4-10	2
	11-17	3

I. If you have more than one exhibitor, please select "add entries for a different exhibitor" This will take you back to **STEP E**.
J. Once you have completed entries for ALL EXHIBITORS from your county/chapter. Confirm the entries in your cart are CORRECT and **CLICK "SUBMIT CART."** Check out by paying now or paying later. Please print the receipt and keep for your records. IF you are *"paying later"* by mailing a check, PLEASE mail a COPY of the receipt with the check! We will ONLY ACCEPT a check from the School or Club, no personal checks are accepted for Junior Show Entries!
K. **HEALTH PAPERS WILL ONLY BE ACCEPTED AFTER AUGUST 14, 2026. ANY DOCUMENTS UPLOADED BEFORE THIS DATE WILL BE REJECTED.** Health paper upload instructions can be found on page 3.
L. If for any reason you must stop progress on inputting entries, SAVE YOUR CART! A saved cart does NOT submit your entries!

Parents/Exhibitors: Please complete the Breeding Animal Entry Form PRIOR to inputting entries online. We also recommend having your registration papers handy. Having these documents will ease the process of inputting data. If the exhibitor wishes to enter the Junior Market Steer Show or any contests, they must do so through their CEA/AST. All other entries may be made by the parent/exhibitor. A confirmation receipt and a check, *if not paying via credit card,* MUST BE SUBMITTED to the WTF&R Office! We strongly suggest keeping a copy of the confirmation receipt and entry forms for your records.

Now, follow these steps.

A. Click "Sign in" located in the top right corner
B. Find "I am a…" in the dropdown, select "Exhibitor"
C. **Time Saving Tip:** If you have multiple exhibitors, select "Quick Group" and skip down to **QUICK GROUP STEP L**
D. Create a NEW Exhibitor, by inputting the First and Last name and select "I am a new exhibitor or have yet to register this year." NO exhibitors are transferred from previous Fairs.
E. Completely fill out the Exhibitor Information.
F. Verify the information is correct.
G. Select "Livestock" as the Department and then select a division. Completely fill out the entry information and add to cart. **Time Saving Tip:** If the Exhibitor is entering a heifer in the Jr. and the Open show, Use the "Auto fill from previous" button located on the top left. Select which entry to pull the information from.
H. You may select "add a similar entry" if the exhibitor has 2 entries in the same division. If the exhibitor has 2 entries that are NOT in the same division, select "add a different entry"
I. Additional Gate Passes, if you are entered in shows on the first weekend (September 3 –6) you DO NOT need any additional passes. **Please see the chart below.**
J. Confirm the entries in your cart are CORRECT and **CLICK SUBMIT CART.** Check out by paying now or paying later! Please print the receipt and keep for your records. IF you are *paying later*, by mailing a check, PLEASE mail a COPY of the receipt with the check! **HEALTH PAPERS WILL ONLY BE ACCEPTED AFTER AUGUST 14, 2026. ANY DOCUMENTS UPLOADED BEFORE THIS DATE WILL BE REJECTED.** Health paper upload instructions can be found on page 3.
K. **If for any reason you must stop progress on inputting entries, SAVE YOUR CART! A saved cart does NOT submit your entries! We HIGHLY discourage stopping any and all progress made as technical difficulties could arise.**

Specie	# of Entries	Passes Issued
Cattle, Sheep, Goats, Swine	1	1
	2-3	2
	4-6	3
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	11-17	3

QUICK GROUP STEPS

L. Input the Group User Name, typically the family's last name, and select "I am a new group."
M. Input the Groups password and email address. The Club and School are optional, but helpful to the office.
N. Select "Begin Adding Exhibitors and Entries"
O. Input Exhibitor #1 First and Last Name and select "This is a new exhibitor"
P. Completely fill out Exhibitor #1 information.
Q. Verify the information is correct.
R. Select "Livestock" as the Department and then select a division. Completely fill out the entry information and add to cart. **CATTLE ONLY STALL BY,** this is the stalling request field. Please use an exhibitors first and last name or use a collective group name (EX: Sullivan Farms) If this field is left blank, you will be stalled at random. **ALL GOATS, LAMBS, & SWINE are stalled first come first serve!!**
S. You may select "add a similar entry" if the exhibitor has 2 entries in the same division. If the exhibitor has 2 entries that are NOT in the same division, select "add a different entry." **Time Saving Tip:** If the Exhibitor is entering a heifer in the Jr. and the Open show, Use the "Auto fill from previous" button located on the top left. Select which entry to pull the information from.
T. Additional Gate Passes, if you are entered in shows on the first weekend (September 3 –6) you DO NOT need any additional passes. **Please see the chart above.**
U. Select "add entries for a different exhibitor" This will take you back to **STEP Q,** for Exhibitor #2 information and entries.
V. Once you have completed entries for ALL EXHIBITORS from your quick group. Confirm the entries in your cart are CORRECT and **CLICK SUBMIT CART.** Check out by paying now, with your card information or paying later, by mailing a check. Please print the receipt and keep for your records. IF you are *"paying later"* by mailing a check, PLEASE mail a COPY of the receipt with the check!
W. If for any reason you must stop progress on inputting entries, SAVE YOUR CART! A saved cart does NOT submit your entries! We HIGHLY discourage stopping any and all progress made as technical difficulties could arise.

HEALTH PAPER UPLOAD INSTRUCTIONS

NEW IN 2026!! Upload your health papers to streamline your arrival. Health Papers will be available for upload starting August 14, 2026. The upload portal will be **DISABLED September 3 – September 6** and again on **September 11 & 12** to allow for proper reviewing of uploaded documents.

PLEASE PLAN ACCORDINGLY

Visit https://wtexasliv.fairwire.com/. This link can also be found on our website.

Now, follow these steps:

A. Click the "Sign In" button in the top right hand corner
B. Select "I am a… Exhibitor"
C. Input the exhibitors First and Last name
D. Select "I have previously registered this year" and input the password used at entry time
E. Verify exhibitor information is correct and select "Information is Correct, Continue"
F. Select "View/Print transactions made by this exhibitor"
G. Select "Upload Files"
H. Select "Choose File"
I. Select the correct health papers from your files
J. Select "Upload"
K. When the file upload is complete and select "Done"

The system will ask for a file upload for each entry. If all animals are on one health paper, only one upload is required!

Uploaded health papers will be reviewed against the exhibitor's entries. If your health papers are rejected, you will receive an email from the livestock secretary. If your health papers are ACCEPTED, you will NOT receive an email.

If you have ANY QUESTIONS OR PROBLEMS, please contact the livestock office at
325-795-6704 OR asullivan@expoctc.com