



ShoWorks Online Entry Directions For Clogging



Welcome to the NC Mountain State Fair Online Entry System.

The link to use when registering for the NC Mountain State Fair is <https://ncmsfils.fairwire.com>

There are 2 TYPES of accounts:

*Individual account, the premium will be paid to the individual & individual's W-9 is required

*Quick Group account, the club sets up the login & password. Group Account will allow members to participate in team, duo/duet, & solo events. The premium will be paid to the club & a club W-9 is required.

- 1) In the top right corner, you will find a "Sign In" button, click it and start by creating an account. Please write down your login information in case you need to log back in.
- 2) Click "Begin Adding Exhibitors and Entries". Enter the requested information.
- 3) Choose "This is a new Exhibitor" and continue.
- 4) Making your entries. You will see drop down menus listing the department (Music, Dance, & Song), division (BB – Clogging Championship) and classes. Make sure to double check all your information. Select "Add Entry to Cart." Select all the classes the individual will be participating in.
- 5) When you enter the first class, the W-9 will pop for completion. It must be completed before any classes will be saved. If the premium is paid to the club, use the club's W-9.
- 6) If you would like to come back and add more entries or pay at a later time, select "Save this Cart for Later". NOTE: Your entries **will not** be registered with the Fair office until you have paid using the step below.
- 7) Select "Check Out" to proceed to pay with debit/credit card and submit your entries. Review your cart. Balance due will be charged to your card upon completion of this process. Select "Debit/Credit Card" and select your payment in the drop-down menu. Enter your card information. This process **MUST** be completed for your entries to be submitted to the Fair. If you do not owe anything, you will be taken to the confirmation/submit page.

You will now receive a confirmation email. Please save this email for your records.