

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL

powered by..

ShowWorks
Complete Entry Solutions

Powered by ShowWorks

On-line Web Entries
Benton Franklin Fair

Navigation

- Start**
- Login/Logoff
- My Account
- Exhibitor Registration
- Create Entries
- Additional Items
- Other Fairs

Welcome

Printer Friendly Version

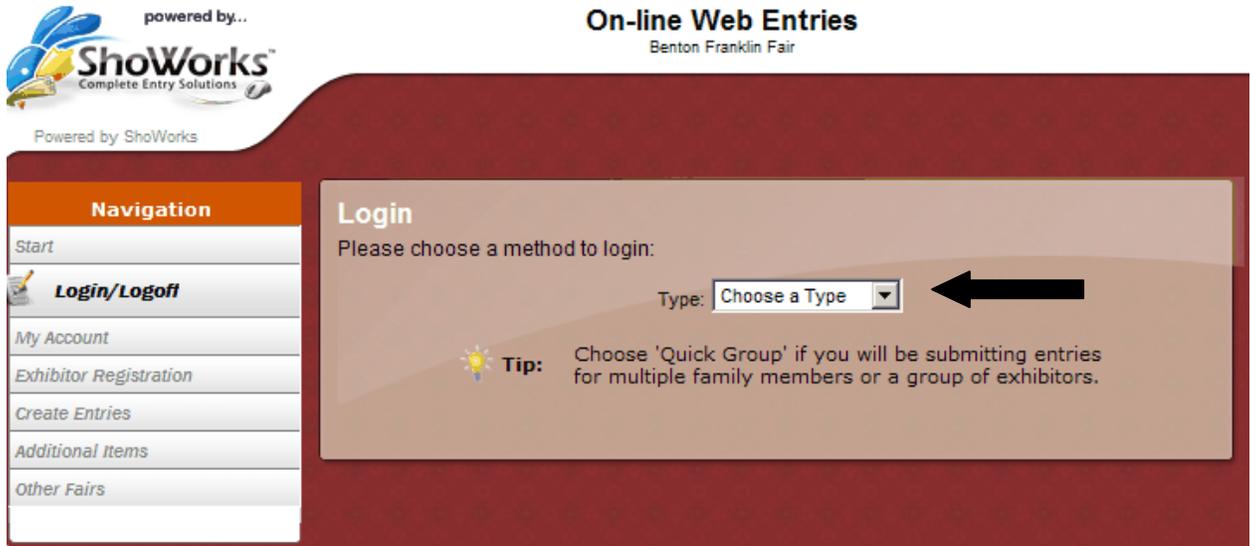
Welcome to the Benton Franklin Fair online entry system. Please start by creating a log-in . If you are a club or a family with multiple entires, please select "Quick group." If you are entering in both Open Class and 4-H, you can use one entry form.

Your admission pass will be available to pick up at the Fair Office, Aug. 15, 2011.

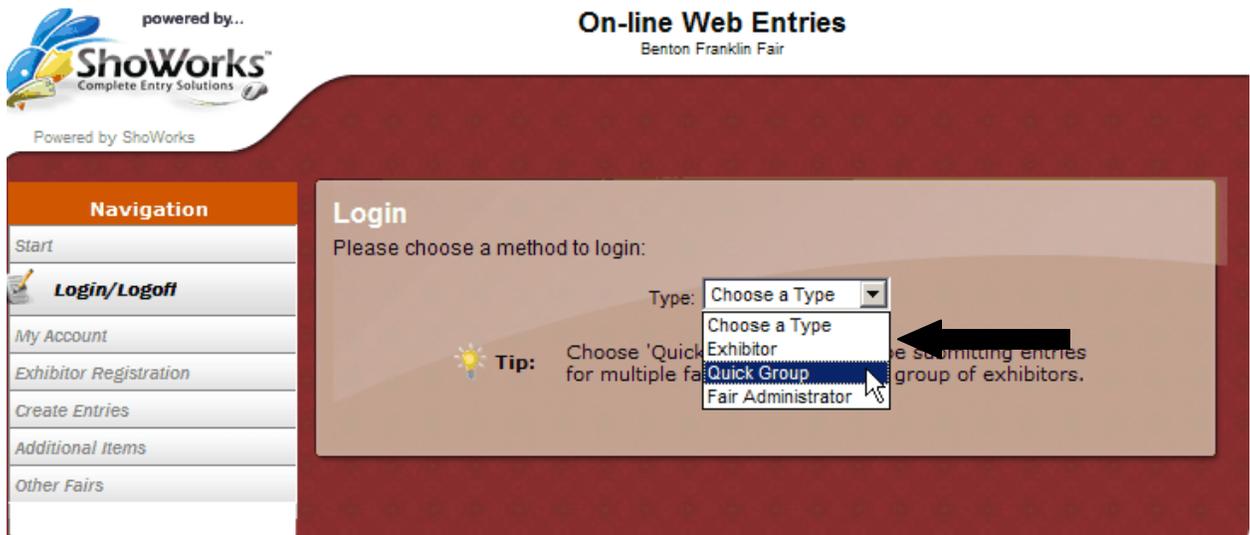
For assistance you may call Sara Renee at 509-586-9211, Ext. 201, or email your questions to Entries@bentonfranklinfair.com, subject line "help!", and we will respond as quickly as possible.

- To enter an exhibit in the Benton Franklin Fair select login/logoff icon on the left hand side of the screen located under the Navigation tool bar.
- The Navigation bar allows users to move through the entry system quickly. You may choose any of the tabs listed to skip to another section at any time.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL



- Once you have selected Login/Logoff, select “Choose a Type” from the drop down menu. This allows you to select the type of exhibitor entering the fair.



- Select the “Quick Group” button if you are a club registering multiple club members or a family that is registering multiple exhibitors but paying with one debit or credit card.
- Select the “Continue” button once your selection has been made.



Powered by ShoWorks

Navigation
Start
Login/Logoff
My Account
Exhibitor Registration
Create Entries
Additional Items
Other Fairs

Group Login

Please **log** in as a Group or you may choose to create a new account.

Group User Name

I am a new group
 I have previously registered

- Proceed to fill out your “Group User Name.” This can be your club name, or family name or the single person doing the registering for more than one exhibitor.
- Proceed to create a password. Tip: Use the same password throughout the sign-in process. Later you will be asked to create a password for each individual exhibitor. Creating the same password will be easier to remember.
- E-mail is optional. By recording your e-mail here, you will receive a copy of every exhibitor’s entries you registered, you will also be asked to supply an email for each individual exhibitor. this may be your club’s email address or the exhibitor’s personal email.
- Entering your club will link all the entries together. If you are a family, not in 4-H or FFA, please list “No Club or Open Class” as your default club.
- Your default school will automatically be Benton Franklin Fair Association.
- If this is your first time registering online, select “I am a new exhibitor.”
- If you have already registered online, select the “I have previously registered” button.
- Even if you have participated in the fair in previous years you are still considered a new exhibitor if you have not used the online entry system.



Powered by ShoWorks

On-line Web Entries Benton Franklin Fair

Navigation

[Start](#)

[Login/Logoff](#)

[My Account](#)

[Exhibitor Registration](#)

[Create Entries](#)

[Additional Items](#)

[Other Fairs](#)

Group Information Review

Please check the following information for accuracy. You may make changes by choosing the 'Back' button in your browser. This information is for your benefit only and not recorded by the fair.

Group User Name	Hallman Family
e-mail (optional)	entries@bentonfranklinfair.com
Default Club (optional)	Open Class
Default School (optional)	Benton Franklin Fair Association

[Continue >>](#)

- Review your sign-in information. If your information needs to be edited, you may use the Navigation tool bar or the back button on the Internet browser.
- Select the "Continue" button once information is correct.



Powered by ShowWorks

On-line Web Entries

Benton Franklin Fair

Welcome, Hallman Family

Navigation

- Start
- Login/Logoff
- My Account**
- Exhibitor Registration
- Create Entries
- Additional Items
- Other Fairs

Account Information

Welcome Hallman Family!

Please select actions to add exhibitors and entries from the menu on the left, or you may review your Group account activities in the links below. Since you are logged in as a Group, you may also create multiple entries for many exhibitors all in one check-out process.

Should you need to correct errors or skip sections while adding entries, you may use the progress indicator at the top of the following pages to click and jump to other locations.

You can always cancel the process by logging out or closing your browser.

[View/Print transactions made by this Group](#)

[Begin adding Exhibitors and their Entries >>](#)

- To create an entry and begin registering an exhibitor, select the “Begin adding Exhibitors and their Entries” button.
- If you are returning and want to view previous activity or print out your entries, click the “View/Print transactions made by this Group” button.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL

powered by...
ShoWorks
Complete Entry Solutions

Powered by ShoWorks

On-line Web Entries
Benton Franklin Fair

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Navigation

- Start
- Login/Logoff
- My Account
- Exhibitor Registration**
- Create Entries
- Additional Items
- Other Fairs

Exhibitor Registration

Please log in as an Exhibitor or you may choose to create a new account.

I am a Team or Company

First Name

Last Name

I am a new exhibitor

I have previously registered

- Proceed to fill out the first and last name of the person entering an exhibit.
- If this is the first time registering this exhibitor online then select “I am a new exhibitor”.
- If they have already registered online, select the “I have previously registered” button.
- Even if they have participated in the fair in previous years you are still considered a new exhibitor, if you have not used the online entry system.

powered by...
ShoWorks
Complete Entry Solutions

Powered by ShoWorks

On-line Web Entries
Benton Franklin Fair

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Navigation

- Start
- Login/Logoff
- My Account
- Exhibitor Registration**
- Create Entries
- Additional Items
- Other Fairs

Exhibitor Registration

Please log in as an Exhibitor or you may choose to create a new account.

I am a Team or Company

First Name

Last Name

Password

Forgot your password? [Click here](#) to have it emailed to you.

I am a new exhibitor

I have previously registered

- Create a password. You may log-in numerous times by using your first name, last name and password.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL



On-line Web Entries

Benton Franklin Fair

Welcome, John Doe

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Navigation

- Start
- Login/Logoff
- My Account
- Exhibitor Registration**
- Create Entries
- Additional Items
- Other Fairs

Update Exhibitor Information

bold denotes required fields

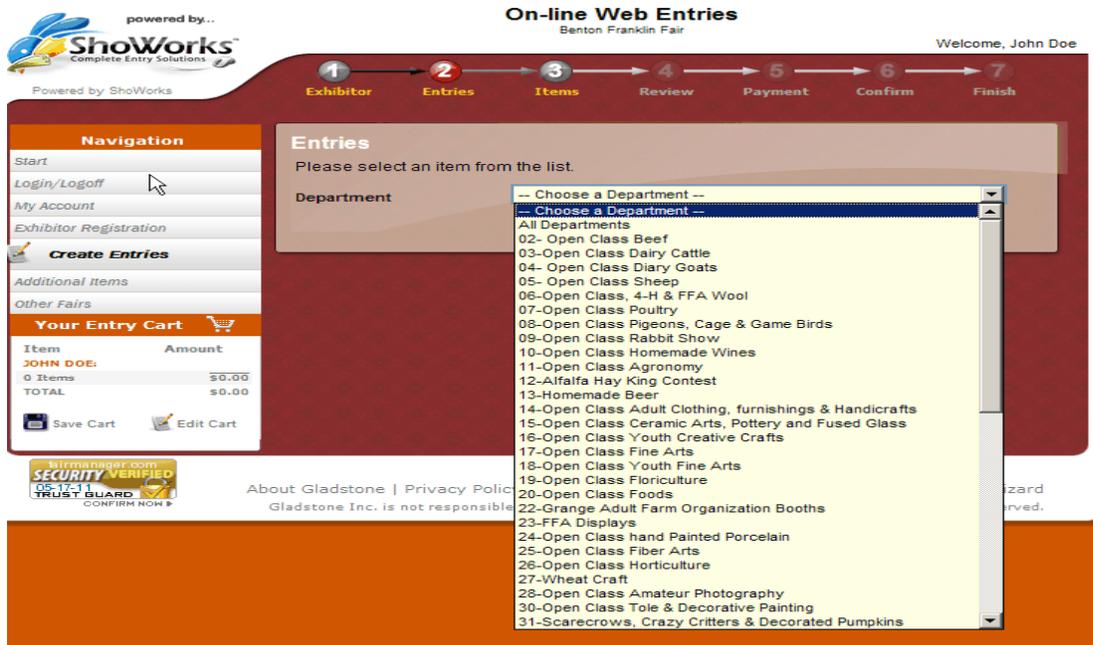
First Name	John
Last Name	Doe
Password	••••
Re-type Password	••••
Make payments to	John Doe
Address	1500 S. Oak St
Address2	
City	Kennewick
State/Prov	WA
Postal Code	99337
County	WA
Phone Number	5095869211
e-mail	sara@bffairrodeo.com
Date of Birth	3/25/1982

[Continue >>](#)

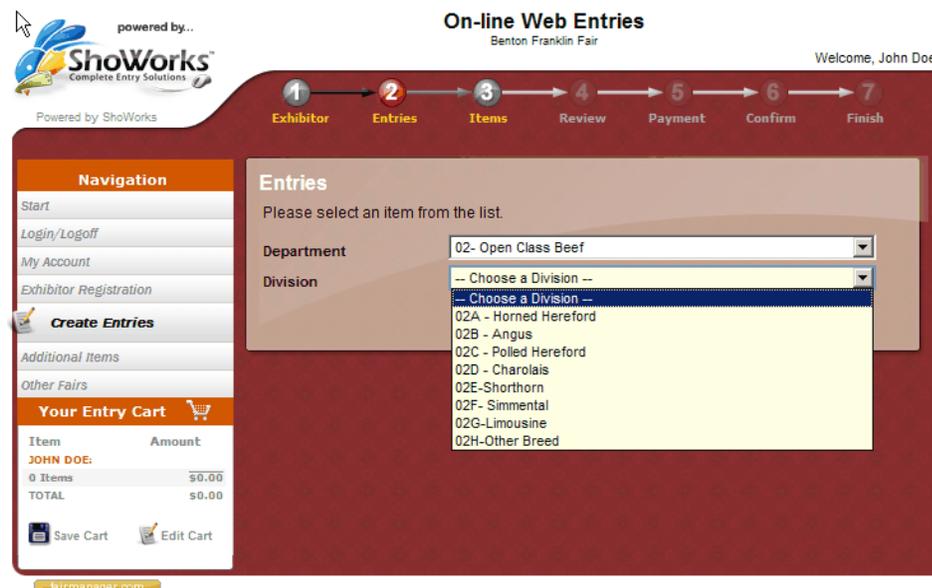
Must be the registering exhibitor's name.

- Enter the exhibitor's personal information on this page. Their check will be mailed to this address.
- The "Make payments to" field must say the exhibitor's name. It may not be the name of the parent or any name other than the exhibitor.
- E-mail is required. Entry and payment confirmations will be sent via e-mail.
- Date of birth is required to select the correct ticket for your complimentary admission pass to the Benton Franklin Fair.
- Select "Continue" once all the fields are filled out correctly.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL



- Enter your entry, choose the Department in which to exhibit.



- Choose the Division you are entering from the drop-down list.

powered by...
ShoWorks[™]
Complete Entry Solutions

On-line Web Entries
Benton Franklin Fair

Welcome, John Doe

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Special Instructions
\$3.00 Stall Fee Per animal.

Navigation

- Start
- Login/Logout
- My Account
- Exhibitor Registration
- Create Entries**
- Additional Items
- Other Fairs

Your Entry Cart

Item	Amount
JOHN DOE:	
02A - Horned Here...	\$3.00
One Time Exhibitor...	\$10.00
2 Items	\$13.00
TOTAL	\$13.00

Save Cart Edit Cart

Entries
bold denotes required fields

Department: 02- Open Class Beef

Division: 02A - Horned Hereford

Class: 01 : Junior heifer calf, calved after 3/1/11

Add Entry to Cart >>

- After selecting the department, division and class, select “Add Entry to Cart” to store your entry in the shopping cart. This is one completed entry.
- Note the top left-hand corner has a “special instructions” icon. This will notify you of special requirements for each department and any additional fees. You must click this icon to proceed to the next screen.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL

powered by...
ShoWorks
Complete Entry Solutions

On-line Web Entries
Benton Franklin Fair

Welcome, Hallman Family

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Navigation

Start
Login/Logoff
My Account
Exhibitor Registration
Create Entries
Additional Items
Other Fairs
Your Entry Cart

Item Amount
JOHN DOE:
02A - Horned Here... \$3.00
1 Items \$3.00
TOTAL \$3.00

Save Cart Edit Cart

Entries

One '02A - Horned Hereford' entry has been added for 'John Doe'. You may 'continue' to the next section at this time or select another Division to add more entries for John Doe.

Department -- Choose a Department --

<< Add different Entry << Add similar Entry Continue >>

SECURITY VERIFIED
05-18-11
TRUST GUARD
CONFIRM NOW

About Gladstone | Privacy Policy | Copyright Info | Company
Gladstone Inc. is not responsible for content posted by fairs. © 20

- Select “Add different Entry” button to add more entries for the current exhibitor.
- Select “Continue” button to proceed to submit the exhibitor’s entries.

powered by...
ShoWorks
Complete Entry Solutions

On-line Web Entries
Benton Franklin Fair

Welcome, Hallman Family

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Navigation

Start
Login/Logoff
My Account
Exhibitor Registration
Create Entries
Additional Items
Other Fairs
Your Entry Cart

Item Amount
JOHN DOE:
02A - Horned Here... \$3.00
1 Items \$3.00
TOTAL \$3.00

Save Cart Edit Cart

Additional Items

Please type in the quantities for any items you wish to add for 'John Doe', then click 'Continue'.

Fee Items	Amount	Qty	Total
One Time Exhibitor Entry Fee	\$10.00	1	\$10.00

Reset Values Continue >>

- This page shows the One-Time Exhibitor’s fee of \$10.
- Select the “Continue” button to proceed.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL

powered by.. **ShoWorks** Complete Entry Solutions

On-line Web Entries
Benton Franklin Fair

Welcome, Hallman Family

1 Exhibitor → 2 Entries → 3 Items → 4 Review → 5 Payment → 6 Confirm → 7 Finish

Navigation

- Start
- Login/Logoff
- My Account
- Exhibitor Registration
- Create Entries
- Additional Items
- Other Fairs

Your Entry Cart

Item	Amount
JOHN DOE:	
02A - Horned Hereford	\$3.00
One Time Exhibitor Entry Fee	\$10.00
2 Items	\$13.00
JANE DOE:	
03A-Ayrshire	\$3.00
One Time Exhibitor Entry Fee	\$10.00
2 Items	\$13.00
TOTAL	\$26.00

Save Cart Edit Cart

Review of Cart

The following is a list of items in your cart. To remove an item, click the button next to the item that you want to remove. To edit an item, click the button.

You are not finished yet! You will still need to confirm in the upcoming steps.

Tip:
Since you are also logged in as a Group, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the [Add Entries for a different Exhibitor](#) button before attempting to check-out.

Item	Description	Amount	Edit	Remove
John Doe's items:				
02A - Horned Hereford	Class: 01	\$3.00		
One Time Exhibitor Entry Fee	\$10.00 × 1	\$10.00 (required fee)		
Total for John Doe with 1 entries and 1 additional items		\$13.00		
Jane Doe's items:				
03A-Ayrshire	Class: 01	\$3.00		
One Time Exhibitor Entry Fee	\$10.00 × 1	\$10.00 (required fee)		
Total for Jane Doe with 1 entries and 1 additional items		\$13.00		
2 Total exhibitors in cart				
2 Total entries in cart:		\$6.00		
2 Total additional items in cart:		\$20.00		
4 TOTAL ITEMS IN CART:		\$26.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$26.00		

- Select “Add more entries for” if you would like to add more entries for this exhibitor.
- Select “Add Entries for a different Exhibitor” button if you would like to register another exhibitor under this account.
- Select “Save this cart for later” if you would like to come back and add more entries or pay later. Your entries will not be registered with the Fair Office until you have paid.
- Select “Check-out” to proceed to pay with debit/credit card and submit your entries for each exhibitor to the Fair Office.
- Review your cart. Balance due will be charged to your debit/credit card upon completion of this process.

SHOWORKS ONLINE ENTRY SYSTEM MANUAL

powered by...
ShoWorks
Complete Entry Solutions

On-line Web Entries
Benton Franklin Fair

Welcome, John Do

Powered by ShoWorks

1 Exhibitor 2 Entries 3 Items 4 Review 5 Payment 6 Confirm 7 Finish

Navigation

Start
Login/Logoff
My Account
Exhibitor Registration
Create Entries
Additional Items
Other Fairs

Your Entry Cart

Item	Amount
JOHN DOE:	
02A - Horned Here...	\$3.00
One Time Exhibitor...	\$10.00
2 Items	\$13.00
TOTAL	\$13.00

Save Cart Edit Cart

Payment

Your cart balance is \$13.00. Please complete the following information for your purchase. You will confirm your cart on the next page.

Amount Due **\$13.00**

Payment Method

Account Number

Card Verification Value

Expiration Date

Name on Card

Billing Address

Billing City

Billing State/Prov

Billing Postal Code

Billing Country



- Enter your Debit/credit card and billing information.
- Select the “Continue” button.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL



On-line Web Entries

Benton Franklin Fair

Welcome, Hallman Family



Navigation

- Start
- Login/Logoff
- My Account
- Exhibitor Registration
- Create Entries
- Additional Items
- Other Fairs

Your Entry Cart

Item	Amount
JOHN DOE:	
02A - Horned Here...	\$3.00
One Time Exhibitor...	\$10.00
2 Items	\$13.00
JANE DOE:	
03A-Ayrshire	\$3.00
One Time Exhibitor...	\$10.00
2 Items	\$13.00
TOTAL	\$26.00

Save Cart Edit Cart

Confirm

Below are the items which are about to be entered into the fair.

You have one more step remaining.

Item	Description	Amount
John Doe's items:		
02A - Horned Hereford	Class: 01	\$3.00
One Time Exhibitor Entry Fee	\$10.00 x 1	\$10.00
Total for John Doe with 1 entries and 1 additional items		\$13.00
Jane Doe's items:		
03A-Ayrshire	Class: 01	\$3.00
One Time Exhibitor Entry Fee	\$10.00 x 1	\$10.00
Total for Jane Doe with 1 entries and 1 additional items		\$13.00
2 Total exhibitors in cart		
2 Total entries in cart:		\$6.00
2 Total other fees in cart:		\$20.00
4 TOTAL ITEMS IN CART:		\$26.00
PAYMENTS: Visa ...0832 Exp 06/11		-\$26.00
BALANCE DUE:		\$0.00

Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

I believe that my participation in the Open, 4-H and FFA programs should demonstrate my own ability, knowledge and skill as a feeder, manager, and still live exhibitor and an exhibitor of livestock/animal(s).

I will do my own work to the full extent of my capabilities and otherwise will only accept advice and support from others.

I will not use or allow to be used, abusive, fraudulent or illegal practices in the feeding, fitting or showing of my animal(s) or still life projects.

I will read, understand, and follow the rules of the Benton Franklin Fair in which I am a participant without exception and ask that my parents and the supervisor of my project do the same.

My still life/livestock/animal project will be an example of how to accept what life has to offer, both good and bad, and how to live with the outcome.

I realize that I am responsible for:

1. The proper care and safe, humane treatment of my animal(s).
2. The production of high quality, safe and wholesome food (animal livestock projects as appropriate).
3. Demonstrating strong moral character as an example to others.

I consent to having my animal(s) subjected to drug/substance testing.

I agree to the above statement.

(type 'YES' if you agree, then click 'Submit')

Submit

- You must agree to the Exhibitor's Code of Ethics before you may proceed to submit an entry.
- This is your final order before your credit card is charged. Please review it carefully before submitting your entry. Please note if you don't click the "Submit" button your entries will be saved but not submitted to the fair office. You must click the "Submit" button in order for your entry to be sent to the Fair's database.

SHOWWORKS ONLINE ENTRY SYSTEM MANUAL



On-line Web Entries

Benton Franklin Fair

Welcome, Hallman Family

Powered by ShowWorks



- Navigation
- Start
- Login/Logoff
- My Account
- Exhibitor Registration
- Create Entries
- Additional Items
- Other Fairs

Summary

Below is a summary of your receipt. You may print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

Receipt Summary	
Confirmation ID:	benton-1138145930821
Fair Name:	Benton Franklin Fair
Total Exhibitors:	2
Total Entries:	2
Total Additional Items:	2
Transaction Time:	5/18/2011 2:59:32 PM
Transaction Amount:	\$26.00
Transaction Payment:	\$26.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to:

- Your entry is completed and will be automatically sent to the Fair Office. You will receive a confirmation email.
- Your Complimentary admission pass will be generated in the Fair Office. You may pick up your pass no earlier than Aug. 15, 2011.
- If at any time you need assistance, you may call Sara Renee at 509-586-9211, Ext. 201, or e-mail your questions Entries@bentonfranklinfair.com, subject line "Help!," and we will respond as quickly as possible.