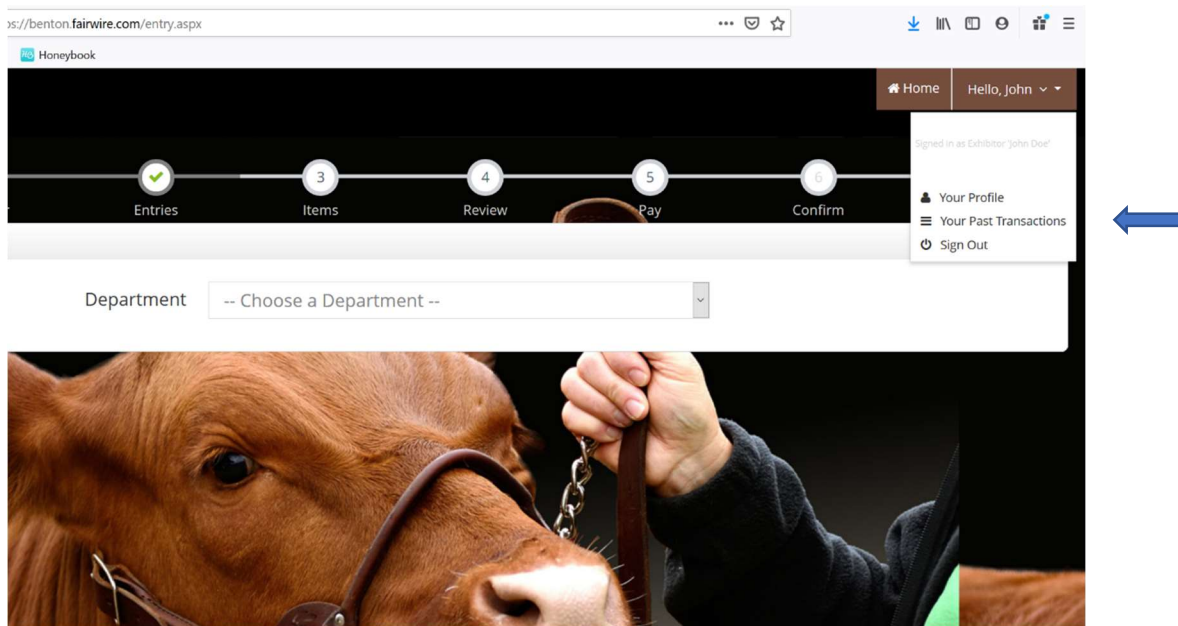


Instructions on how to upload Tag day Paperwork

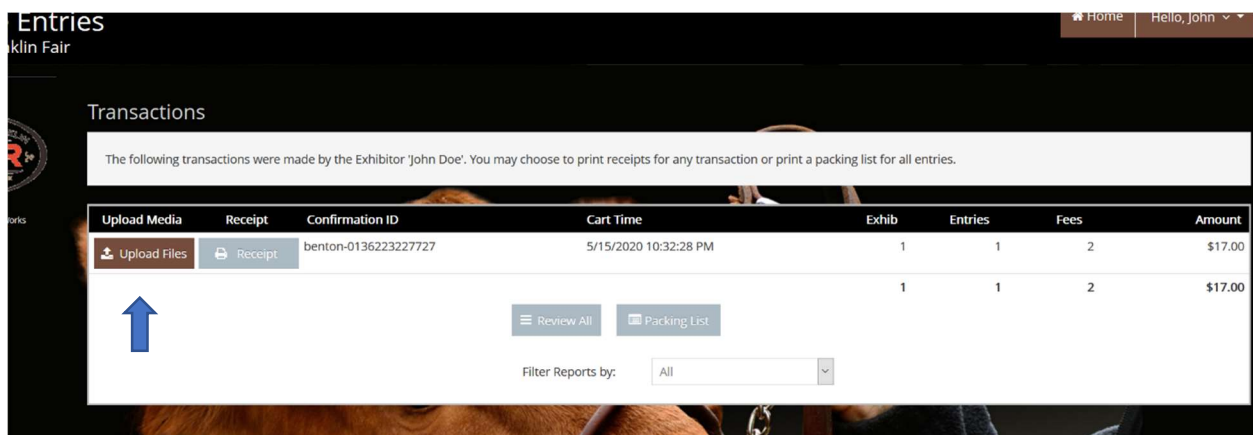
After your entries are complete visit the fair website at:

<https://www.bentonfranklinfair.com/p/get-involved/exhibitors/tag-day>. Open the Tag Day form, download and save the form to your computer before electronically filling it out. Re-save to your computer saving over the previous file.

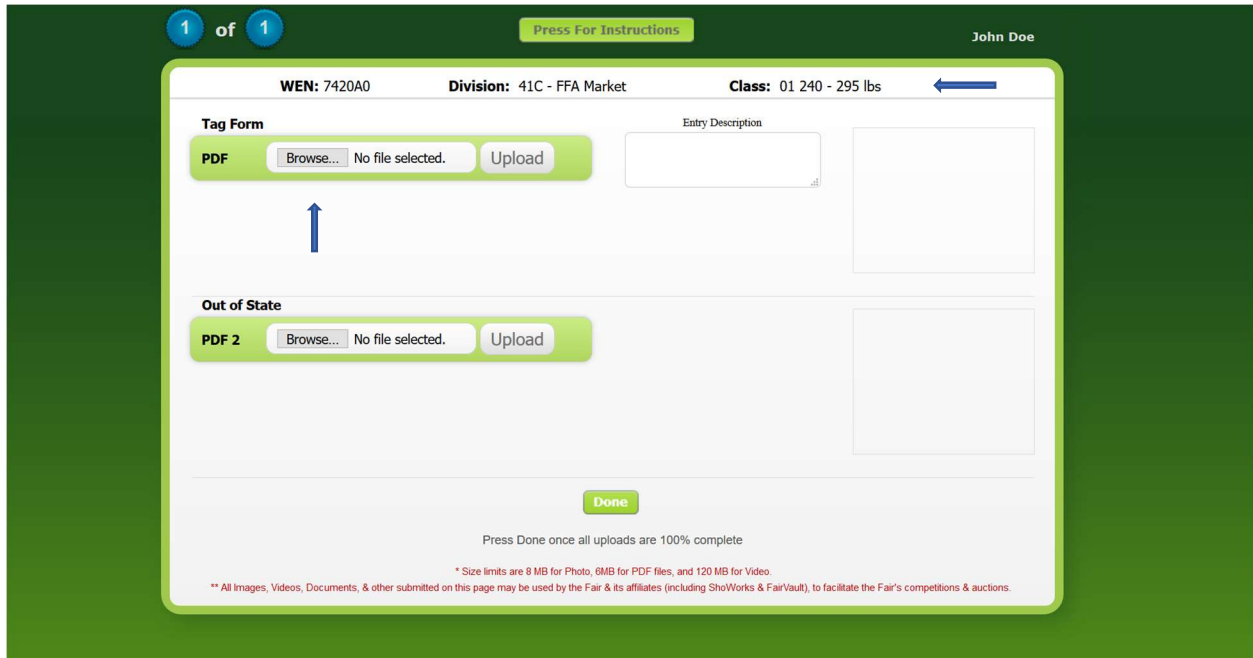
Once you have saved your document, you will need to go back into the ShoWorks entry system: <https://benton.fairwire.com/default.aspx> and sign in. The top right-hand corner will display the option to open your past transactions.



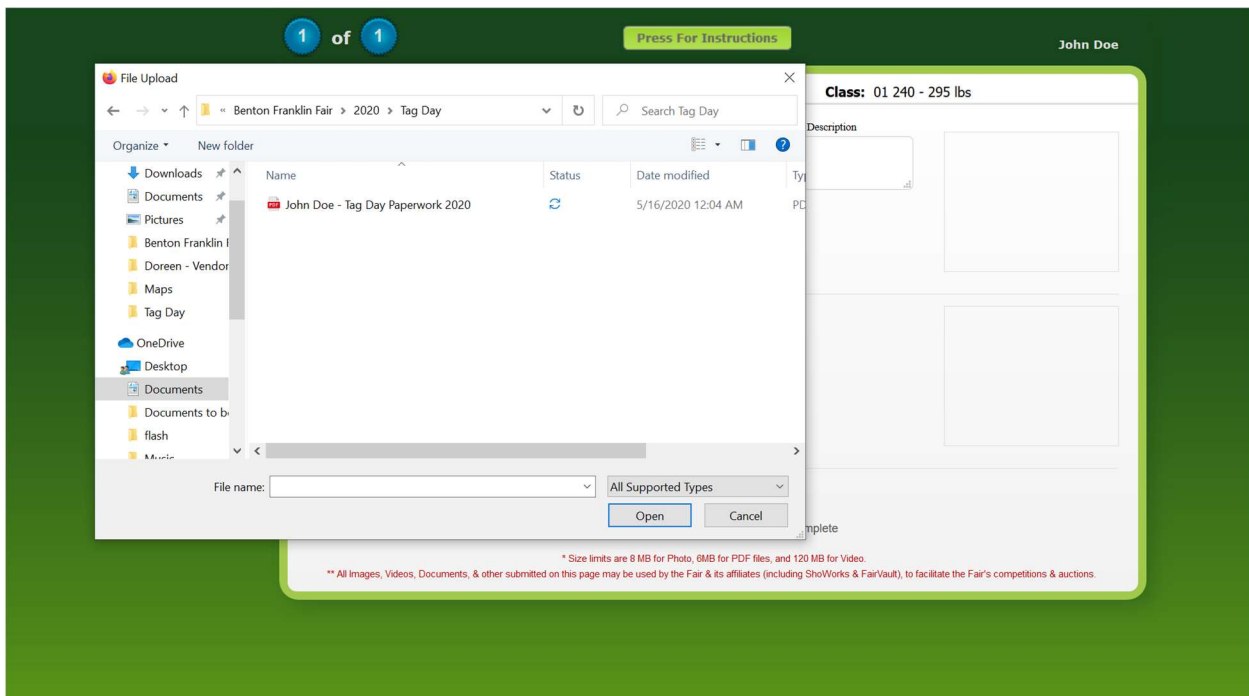
Once you have your transactions displayed select upload files. You may see more than one transaction; no worries find the transaction that holds the main market entry for your animal. You only need to upload the document once so please do not upload it to your alternate entry.



At the top to the screen you will see the entry title (verify it is your main market entry) you are uploading to. You will want to upload to the Tag Form and Out of State paperwork. If you do not have any out of state paperwork skip the option to upload and select Browse on the Tag Form.



After selecting browse a small box will open. Go to the location on your computer you saved your Tag Day form earlier and select open.



After selecting open you will see the upload process beginning. Please do not select done until the upload states 100 %. Once you have a completed the upload, select the done option. You are finished and can exit out of ShoWorks.

The screenshot displays the ShoWorks upload interface. At the top, it shows '1 of 1' and 'Press For Instructions'. The user's name 'John Doe' is in the top right. The interface is divided into sections for 'Tag Form' and 'Out of State'. The 'Tag Form' section shows a PDF file named 'John Doe...020.pdf' with a progress bar at 100% and a speed of 357.85KB/s. A blue arrow points to the 'Entry Description' field. The 'Out of State' section shows a PDF file named 'PDF 2' with 'No file selected.' and a 'Done' button at the bottom. A message at the bottom states: 'Press Done once all uploads are 100% complete'. A footer note reads: '* Size limits are 8 MB for Photo, 6MB for PDF files, and 120 MB for Video. ** All Images, Videos, Documents, & other submitted on this page may be used by the Fair & its affiliates (including ShoWorks & FairVault), to facilitate the Fair's competitions & auctions.'

You are finished. This will be the same procedure you will follow when uploading your animal pictures once the tags have been distributed and placed.