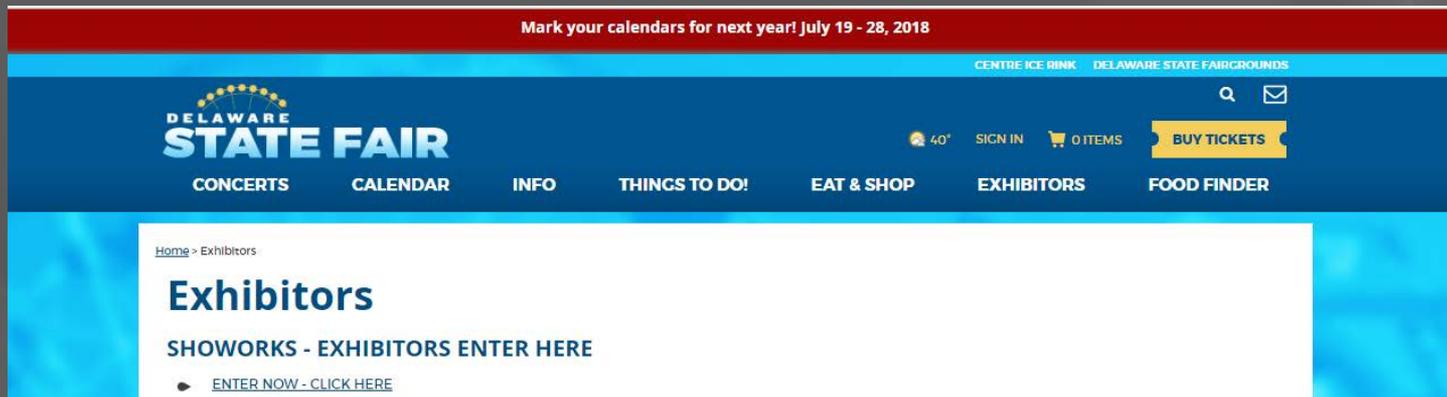


HOW TO MAKE AN ENTRY

2018 ShoWorks Software

STEP 1

Go to www.delawarestatefair.com, go to the "EXHIBITORS" tab and click on "ENTER NOW - CLICK HERE" button.



STEP 2

Welcome to the 2018 Delaware State Fair's online entry registration.

NOTE: All exhibitors are required to register as a new exhibitor in 2018. When registering, please enter the legal first and last name.

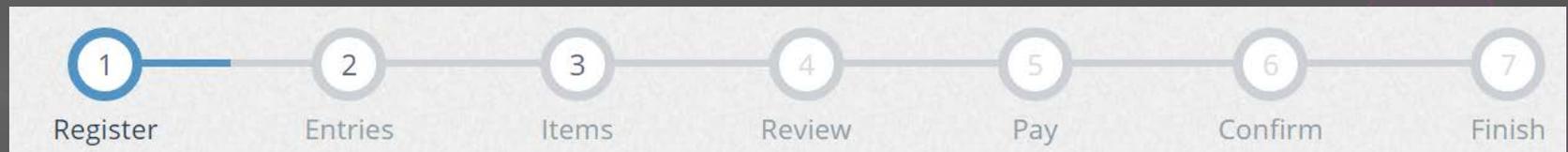
Livestock Exhibitors:

1. Must complete number of animals per department that you plan on bringing to the fair on the exhibitor registration page.
2. Must complete livestock location information on the exhibitor registration page. (This is for the Delaware State Vets' office when they come to check animals prior to the fair)

Additional Information:

1. No cash or checks will be accepted in 2018.
2. Please see our website for Online Instructions for help with entering your exhibits and Department Rules and Regulations.
3. The social security number is **optional** but will be required if premiums are over \$600.00.
4. Premium Department contact information: (302) 398-3269 ext. 226 or ext 531 or e-mail premiums@thestatefair.net

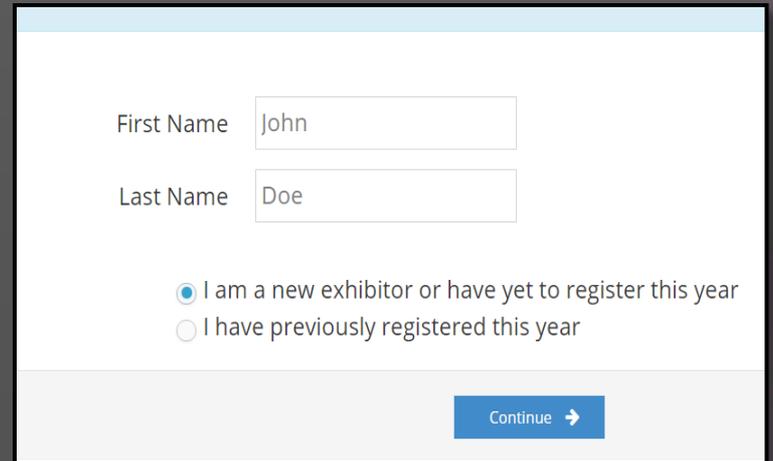
- You will be brought to the main ShoWorks entry screen with a short message from us.
- On the top of the screen, you will see a row of numbers.
- To begin click the number one (1) "Register" button.



STEP 3

- Enter your full First and Last Name (case sensitive) and then choose the button for “I am a new exhibitor” and click the blue “Continue” button.
- After you have clicked “Continue” if you receive an error that says “This exhibitor name is already registered”, enter a middle initial (no period) after the first name or if your name has a suffix such as Sr., Jr., III, etc., please place your suffix after your last name, then re-select “I am a new exhibitor” and click the blue “Continue” button.

NOTE: ALL former exhibitors will be REQUIRED to register as a new exhibitor in 2018, and will be required each year thereafter to create a new account.



First Name

Last Name

I am a new exhibitor or have yet to register this year

I have previously registered this year

[Continue →](#)

STEP 4

Registration information:
Complete the following registration and click the Continue button at the bottom.

First Name	John
Last Name	Doe
Password *	*****
Re-type Password *	*****
Address *	18500 S DuPont Highway
Address2	
City *	Harrington
State/Prov *	DE
Postal Code *	19952
Phone Number *	(302) 398-3269
e-mail *	info@thestatefair.net
Re-type e-mail *	info@thestatefair.net
School	-- Choose a School --
Date of Birth *	01/01/2000
Payee SSN or EIN	<input type="checkbox"/> Check box if this is an EIN and not SS#

- On the 'Registration' page you will fill in all your exhibitor information.
- You will also have to create a password that you want for your ShoWorks account. Remember your password is case sensitive when you try to log back in.
- The email address and date of birth fields are required. All required fields are denoted by the blue asterisk.
- Please use xx/xx/xxxx format for the "Date of Birth" field.
- The exhibitor Social Security number is optional but will be required if premiums are over \$600.00.

- For Livestock exhibitors, “Livestock Location” is the address that the Delaware State Vet’s office will use when they come to check your animals prior to the Fair.
- Also, the “Total # of ANIMAL” fields are required. Please complete the number of each animal you will be bringing to the fairgrounds.
- After you have completed all of the required information click the blue “Continue” button.

Total # Beef Cattle	<input type="text"/>
Total # Dairy Cattle	<input type="text"/>
Total # Goats	<input type="text"/>
Total # Sheep	<input type="text"/>
Total # Swine	<input type="text"/>

[Continue](#) →

Livestock Location (if different than above)

Contact	<input type="text" value="Livestock Location Name"/>		
Address	<input type="text" value="Livestock Location Address"/>		
Address 2	<input type="text" value="Livestock Location Address 2"/>		
City/State/Zip	<input type="text" value="Livestock Location City"/>	<input type="text" value="State/"/>	<input type="text" value="Livestock Location Postal C"/>
Country	<input type="text" value="Livestock Location Country"/>		

STEP 5

Registration Information Updated:

The following information will be currently associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name John
Last Name Doe
Address 18500 S DuPont Highway
Address 2
City Harrington
State/Prov DE
Postal Code 19952
Phone (302) 398-3269
e-mail info@thestatefair.net
School
Exhibitor Date of Birth 01/01/2000
Payee SSN or EIN
Livestock Location Contact Fairground Acres - John Smith
Livestock Location Address 123 ABC Lane
Livestock Location Address 2
Livestock Location City Harrington
Livestock Location State DE
Livestock Location Zip Code 19952
Livestock Location Country US
Total # Beef Cattle 1
Total # Dairy Cattle 1
Total # Goats 1
Total # Sheep 1
Total # Swine 1

[Continue →](#)

- The next screen is for you to verify that all the information you typed is correct.
- Please verify that the address you have provided as a part of your registration process is the address where you want your premium check to be mailed to.
- Once you have verified your information click the blue “Continue” button.

STEP 6

2018 Delaware State Fair
Delaware State Fair

Home Hello, John

Register Entries Items Review Pay Confirm Finish

Entries

Department -- Choose a Department --

- 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:
 - Choose a department (i.e. 4H)
 - Choose your division (i.e. 4H Sec. B-Textile and Sewing Exhibits).
 - Choose from a list of the classes within that division (i.e. 0008: Apron to 0058: Embellished flip-flops). To select classes, please check the corresponding button:
Please ONLY enter the classes you reasonably intend to bring to the fair.
- Please pay attention to any special instructions that will be located in a yellow bar on the top of the screen.

Entries

* required

Department 4-H

Division 4-H Sec. B - Textile & Sewing Exhibits

Class *

- 008 : Apron
- 009 : Skirt or skort
- 010 : Top or shirt
- 011 : Pants
- 012 : Pajamas, nightgown, robe, or lounge wear
- 013 : Capris
- 014 : Shorts

Special Instructions:

Please fill in Horse Name and Rider Name for announcer cards.

Please make sure you fill in the appropriate number of stalls on the "Other Fees" page after you have completed your entries.

Stall/Pen Request: If you would like to be placed with someone specific, please list name.

Department

Division

Class * 002 : Spring Heifer Calf (Born 3-1-18 to 5-31-18)
 003 : Winter Heifer Calf (Born 12-1-17 to 2-28-18)
 004 : Fall Heifer Calf (Born 9-1-17 to 11-30-17)
 005 : Summer Yearling Heifer (Born 6-1-17 to 8-31-17)
 006 : Spring Yearling Heifer (Born 3-1-17 to 5-31-17)
 007 : Winter Yearling Heifer (Born 12-1-16 to 2-28-17)
 008 : Fall Yearling Heifer (Born 9-1-16 to 11-30-16)
 011 : Junior Best 3 Females (3 females under 2yrs., at least 1 t
 012 : Junior 2-yr Old Cow (Born 3-1-16 to 8-31-16)
 013 : Senior 2-yr Old Cow (Born 9-1-15 to 2-29-16)
 014 : 3-yr Old Cow (Born 9-1-14 to 8-31-15)
 015 : 4-yr Old Cow (Born 9-1-13 to 8-31-14)
 016 : Aged Cow (Born before 9-1-13)
 017 : 100,000 Pound Production
 018 : Dry Cow (Must have freshened at least once)

Animal Birth Date *

Animal Name *

Registration ID *

Sire Name *

Dam Name *

Stall/Pen Request

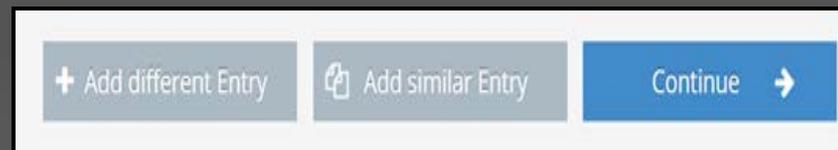
Club *

School Name *

- Additional text boxes requiring further information regarding your entry may be located at the bottom of the screen. 4-H exhibitors will have to select their club, and FFA exhibitors will have to enter their school name.
- For livestock entries, when selecting multiple classes, make sure that the classes you are selecting pertain to one animal at a time as the additional information fields will apply to that specific animal. The "Stall/Pen Request" field should be completed with who you would like to be penned with or next to. This is not guaranteed, but our department personnel will do their best to honor these requests during pen/stall assignment.
- Once you have completed the information click the blue "Add Entry to Cart" button.

STEP 7

- To create additional entries, simply select the department or you can select one of the following:
 - Click "Add similar Entry" to add an entry within the same division as the last. Once you click this, you can choose the small blue text on the left that says 'Autofill from last entry.' A pop-up will appear that allows you to copy all of the data from your previous entry (useful if entering the same animal information for multiple classes). A pop-up will appear that says 'Would you like to auto fill-in the information from your last entry?' Click the blue "OK" button; OR
 - Click "+ Add different Entry" will take you back to blank department page; OR
 - Click the blue "Continue" button if you are finished adding entries



STEP 8

Save Edit

Your Entry Cart

JOHN DOE:
Culinary - Coo... \$0.00
FFA Sec. E - D... \$0.00
Dairy - Open S... \$10.00
Horse & Pony ... \$5.00
4 Items \$15.00

TOTAL \$15.00

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Register Entries **Items** Review Pay Confirm Finish

Additional Items

Choose Quantities:
Type in the quantities for any items you wish to add, then click 'Continue'.

Fee Items	Amount	Qty	Total
Horse/Pony Stalls	\$15.00	0 + -	\$0.00

Reset Values Continue

- You will be brought to the “Additional Items” screen. This page is how we will be tracking our stall requests for the Horse and Pony department.
- If you **do not** have any entries in the Horse and Pony department or do not need a stall for your horse, simply click the blue “Continue” button.
- If you **do** have entries in the Horse and Pony department and need a stall for your horses and ponies, please choose the number of stalls that you require. The number of stalls requested and paid for cannot exceed the number of horses and ponies entered.
- Once you have entered the appropriate number of horse/pony stalls you are required to click the blue “Continue” button.

STEP 9

Save **Edit**

Your Entry Cart

JOHN DOE:
Culinary - Coo... \$0.00
FFA Sec. E - D... \$0.00
Dairy - Open S... \$10.00
Horse & Pony ... \$5.00
Horse/Pony Sta... \$15.00
5 Items \$30.00

TOTAL \$30.00

Register Entries Items **4** Review Pay Confirm Finish

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the **X** 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.

Item	Description	Amount	Edit	Remove
John Doe's items:				
Culinary - Cookies	Class: 072 - Gingersnap cookies, six (6)	\$0.00		
FFA Sec. E - Dried/Silk Arrangements	Class: 093 - Best Silk Centerpiece Arrangement School Name: Lake Forest High School	\$0.00		
Dairy - Open Show - Brown Swiss	Class: 005 - Summer Yearling Heifer (Born 6-1-17 to 8-31-17) Birth Date: 01/01/2000 Animal Name: ABC Registration ID: ABC Sire Name: ABC Dam Name: ABC	\$10.00		
Horse & Pony - Quarter Horse	Class: 023 - Registered Broodmare (with foal by side) Animal Name: Candy Rider Name: Caitlyn	\$5.00		
Horse/Pony Stalls	\$15.00 x 1	\$15.00		
Total for John Doe with 4 entries and 1 additional items		\$30.00		
5 TOTAL ITEMS IN CART:		\$30.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$30.00		

+ Add more Entries for John Doe Empty Cart Save this cart for later **Check-out** →

- The next page is a review of your entries. You can either add more entries, empty cart, save 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 blue "Checkout" button.

STEP 10

2018 Delaware State Fair
Delaware State Fair

Home Hello, John

Save Edit

Your Entry Cart

JOHN DOE:

Culinary - Coo...	\$0.00
FFA Sec. E - D...	\$0.00
Dairy - Open S...	\$10.00
Horse & Pony -...	\$5.00
Horse/Pony Sta...	\$15.00
5 Items	\$30.00
TOTAL	\$30.00

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Register Entries Items Review Pay Confirm Finish

Payment

Provide Payment Information

Your balance is \$30.00. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$30.00

Payment Method -- Credit or Debit Card

- Please select your payment method. If you have entered into a class in which there is an entry fee, the payment page will appear with your total amount due. Please enter your payment information and click the blue "Continue" button. We only accept credit card payments. Your entry will not be submitted (nor will any stall requests be accepted) until we received your payment.

STEP 11

Confirm

Do you agree to the following?
Below are items which are about to be entered.

⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
John Doe's items:		
Culinary - Cookies	Class: 072 - Gingersnap cookies, six (6)	\$0.00
FFA Sec. E - Dried/Silk Arrangements	Class: 093 - Best Silk Centerpiece Arrangement School Name: Lake Forest High School	\$0.00
Total for John Doe with 2 entries		\$0.00
2 TOTAL ITEMS IN CART:		\$0.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$0.00

 Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please visit our website.

I agree to the above statement (type 'YES' if you agree)

- On the confirmation page, when you have verified that all of your entries are correct, you must then accept the language 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 made.

STEP 12

Completed!

✔ Submission Successful

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

🖨 Don't forget to print!

Transaction Summary for Delaware State Fair

Confirmation ID: dsf-8071134653612

Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	3/12/2018 1:46:59 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

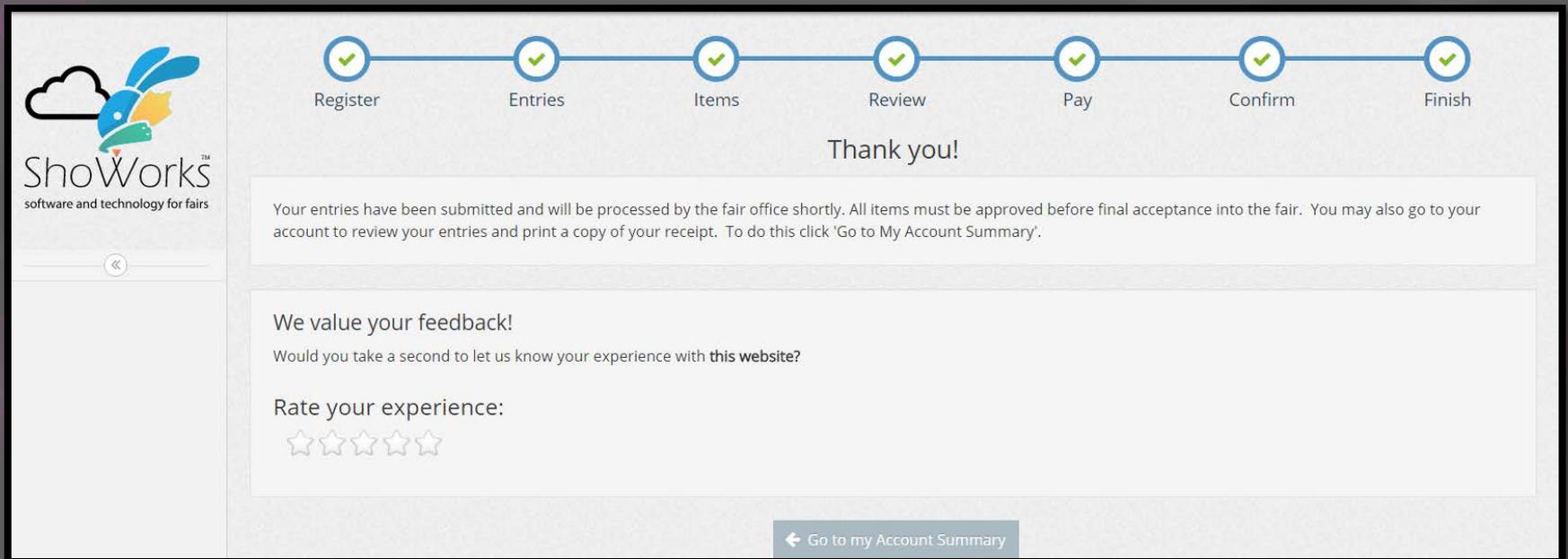
Also, email a copy of my receipt to:

[🖨 Print Detailed Receipt](#) [Finish →](#)

- 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 your e-mail address on file for your account once you click the blue "Finish" button. Please select "Finish" to complete your entry submission.

STEP 13 and 14

- If you are finished creating your entries, you can close the window and/or sign out of your account. If you would like to enter entries for another exhibitor, please sign out and repeat all the necessary steps.



The screenshot displays the ShoWorks website interface. On the left is the ShoWorks logo with the tagline 'software and technology for fairs'. A progress bar at the top shows seven steps: Register, Entries, Items, Review, Pay, Confirm, and Finish, all marked with green checkmarks. The main content area features a 'Thank you!' message, a paragraph of instructions about entry processing, a feedback request, and a five-star rating system. A button at the bottom right reads 'Go to my Account Summary'.


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Register Entries Items Review Pay Confirm Finish

Thank you!

Your entries have been submitted and will be processed by the fair office shortly. All items must be approved before final acceptance into the fair. You may also go to your account to review your entries and print a copy of your receipt. To do this click 'Go to My Account Summary'.

We value your feedback!
Would you take a second to let us know your experience with **this website**?

Rate your experience:
☆☆☆☆☆

[Go to my Account Summary](#)

Signing Out



Transactions

The following transactions were made by the Exhibitor 'John Doe'. You may choose to print receipts for any transaction or print a packing list or entry tags

Signed in as Exhibitor 'John Doe'

- Your Profile
- Your Past Transactions
- Sign Out

Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
Receipt	dsf-8071134653612	3/12/2018 1:46:53 PM	1	2	0	\$0.00
			1	2	0	\$0.00

Review All

Packing List

EntryTags

Filter Reports by:

All ▾