

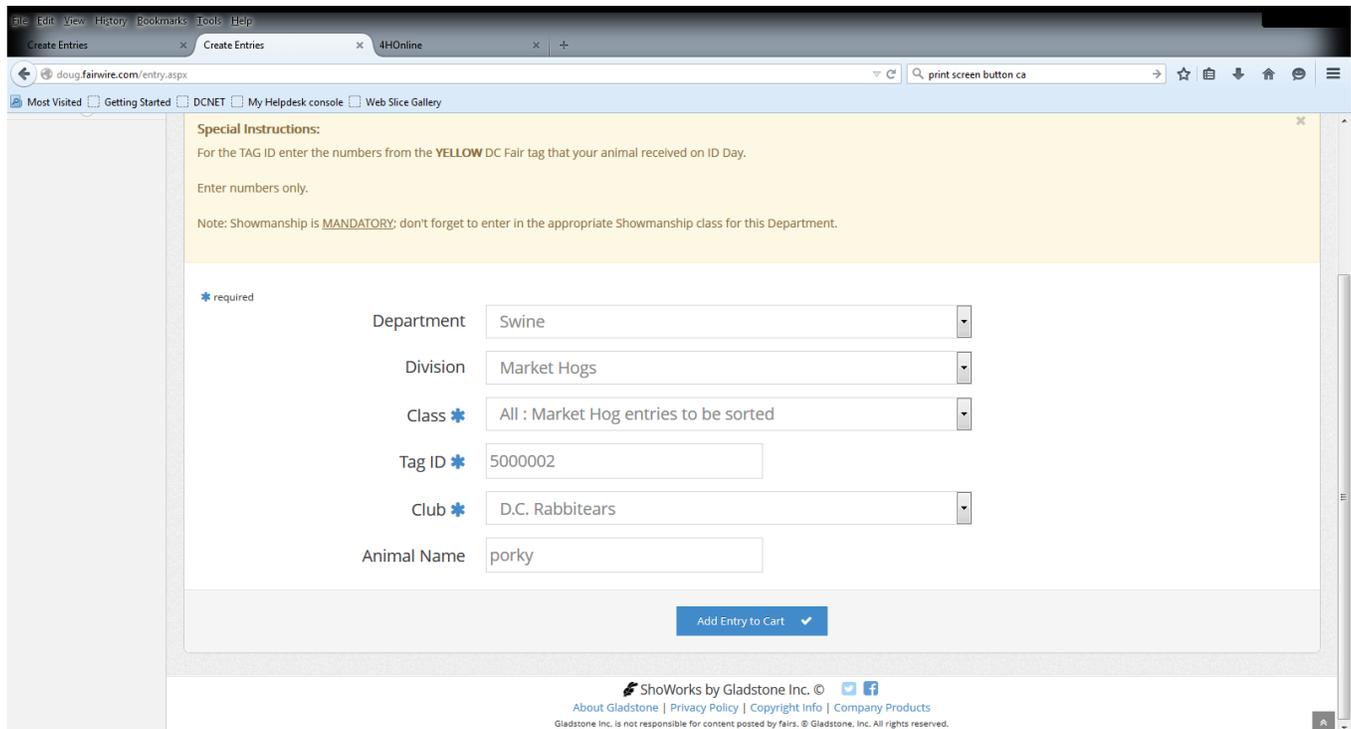
STEP 2: CREATING ENTRIES IN SHOWWORKS- 2019

START WITH THE DOCUMENT: “Step 1: Setting up Your Account”

LIVESTOCK ENTRIES

In our example, Dan has pigs to enter.

So he will select the Swine Department and he will select the Division Market Swine. **SPECIAL INSTRUCTIONS!** will be at the top of the screen and talk about Tag ID number to use and also a reminder to enter in showmanship.



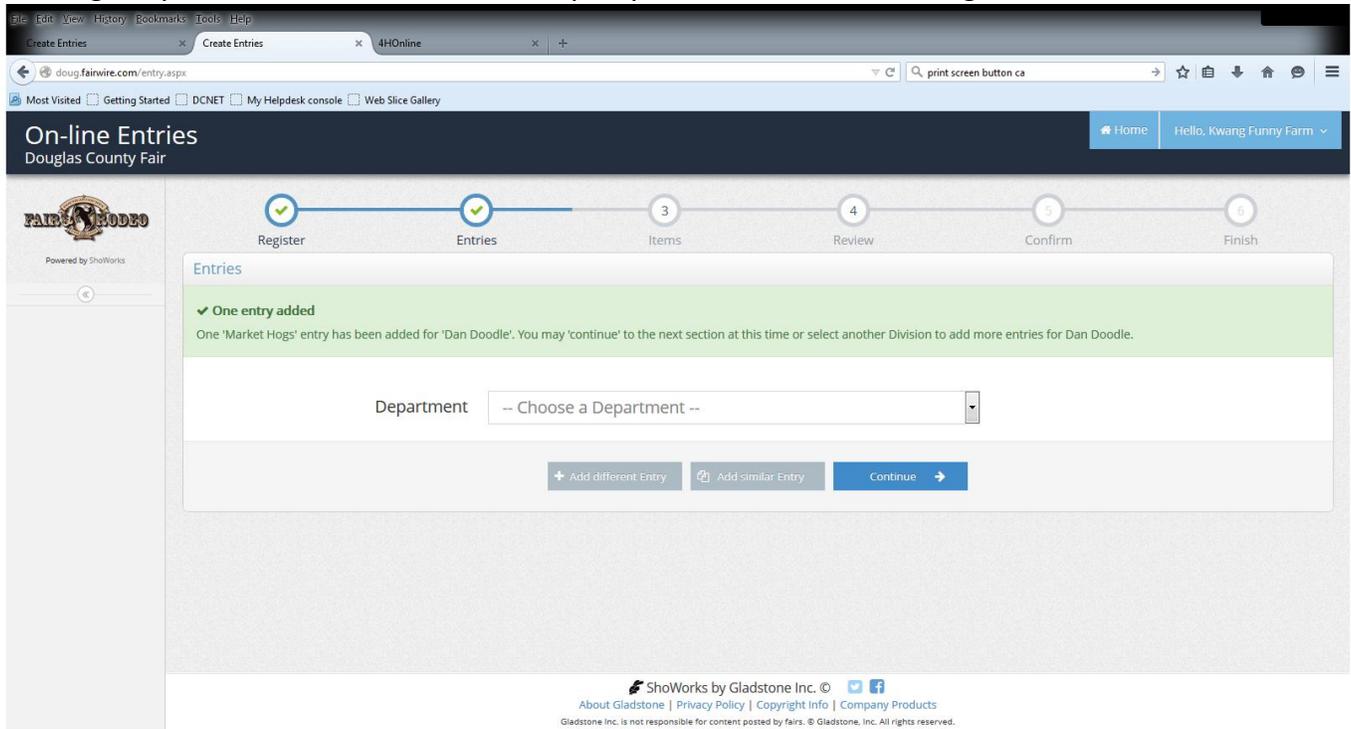
The screenshot shows a web browser window with the URL doug.fairwire.com/entry.aspx. The page features a yellow banner with "Special Instructions" that reads: "For the TAG ID enter the numbers from the YELLOW DC Fair tag that your animal received on ID Day. Enter numbers only. Note: Showmanship is MANDATORY; don't forget to enter in the appropriate Showmanship class for this Department." Below the banner is a form with the following fields: Department (Swine), Division (Market Hogs), Class (All : Market Hog entries to be sorted), Tag ID (5000002), Club (D.C. Rabbitears), and Animal Name (porky). A blue "Add Entry to Cart" button is located at the bottom of the form. The footer of the page includes the text "ShoWorks by Gladstone Inc. ©" and "Gladstone Inc. is not responsible for content posted by fairs. © Gladstone, Inc. All rights reserved."

For all the livestock market divisions there is only one class to select – All: Market **** entries to be sorted. After the animals go through their final weigh-in at check-in day at fair, they will then be sorted by weight and divided into classes.

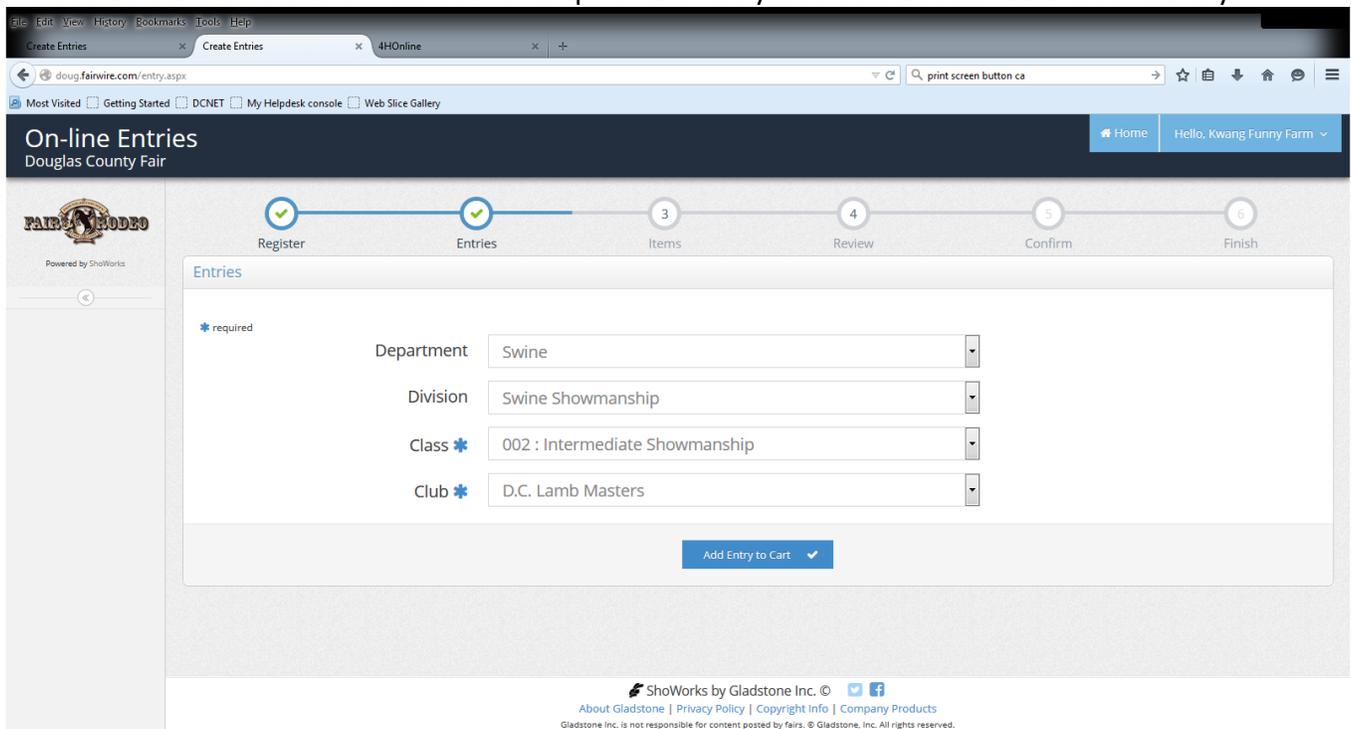
Following the Special Instructions, Dan enters the number 502 from the yellow ear tag that his pig received from the Extension Office. Even though the tag reads DC Fair 502, only the numbers are entered.

Next he selects the Club that he is taking the Swine project with and then an optional field is your animal's name. Click “Add Entry to Cart”.

Once again, you can select “Add similar Entry” if you have more market hogs to enter.



With all his pigs entered, now Dan will want to enter in Showmanship. Remember the Special Instructions reminded him that Showmanship is mandatory! So he'll select “Add different Entry”



So he selects the Swine department, Swine Showmanship division, Senior Showmanship class and then selects his appropriate Club. Clicks “Add Entry to Cart”

If you are interested in the Master Showmanship Class there is a Qualifier Class for that now – remember to sign up for it as well.

In our example, Dan has one last project to enter in and that is his breeding heifer.

So he will select the Beef department and the Breeding Beef division.

Next he must select the correct class, so he will refer to his Non-Market Beef ID Form for the DOB (date of birth) of his heifer, which was March 15, 2018. Looking at the drop-down list, yearlings born Jan 1 thru April 30 of the previous year (i.e. 2018) his heifer would be a Junior Yearling or Class 004.

The screenshot shows a web browser window with the URL doug.fairwire.com/entry.aspx?A=5swine+Showmanship&idx=2&ecnt=1&ishorse=False. The page title is "Entries". A yellow box contains the following text:

Special Instructions:
TAG ID for this class is optional; however you are encouraged to enter the Tag # used on your Non-Market Beef ID Form. Numbers and/or letters may be entered.
Note: Showmanship is **MANDATORY**; don't forget to enter in the appropriate Showmanship class for this Department.

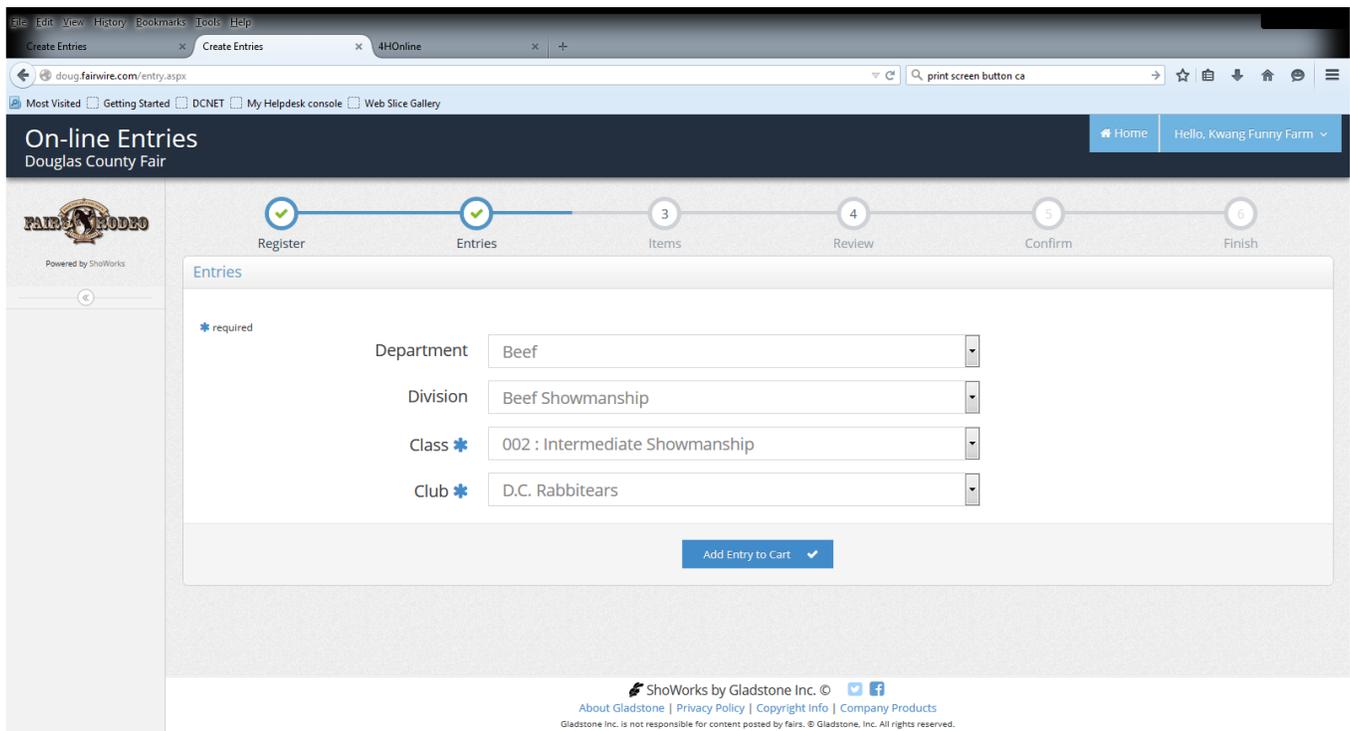
Below the instructions is a form with the following fields:

- Department: Beef
- Division: Breeding Beef
- Class: 004 : Junior Yearling born Jan 1 thru Apr 30 previous yr
- Animal Birth Date: 03/15/2014
- Tag ID: 2000
- Club: D.C. Rabbitears
- Animal Name: Bessie

At the bottom right of the form is a blue button labeled "Add Entry to Cart".

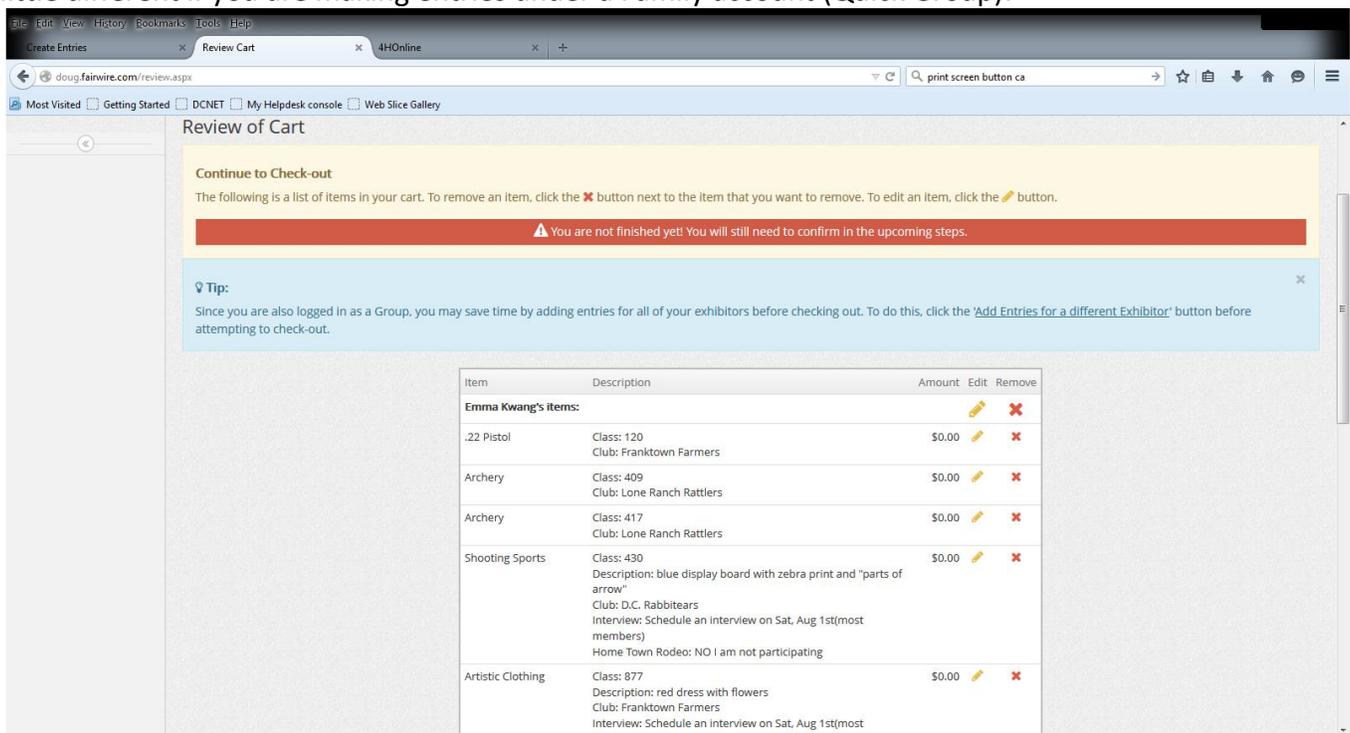
Animal Birth Date is optional but members are strongly encouraged to enter in this information. Then select your club and enter your animal's name also (optional). Add the Tag ID and Tattoo for breeding animals which are required.

Please note in the **SPECIAL INSTRUCTONS!** it reminds you that showmanship is mandatory so Dan will also add the beef showmanship class to his cart.



So now Dan has entered in all his projects and is ready to “Check Out”. So he will click “Continue”.

Now the next screen is where you will review your entries and make any corrections or delete any errors. If after reviewing the cart you realize that you forgot to make an entry you can select “Add more Entries for (Name)”. You can “Save this cart for later”, you can delete everything in your cart by selecting “Empty Cart”, or if you’re done, you can click “Check-out”. However, this screen will look a little different if you are making entries under a Family account (Quick Group).



Lambs-Market # of head	2	\$0.00		
Total for Emma Kwang with 5 entries and 1 additional items		\$0.00		
Dan Doodle's items:				
Market Hogs	Class: All Tag ID: 5000002 Club: D.C. Rabbitears Animal Name: porky	\$0.00		
Swine Showmanship	Class: 002 Club: D.C. Lamb Masters	\$0.00		
Breeding Beef	Class: 004 Birth Date: 03/15/2014 Tag ID: 2000 Club: D.C. Rabbitears Animal Name: Bessie	\$0.00		
Beef Showmanship	Class: 002 Club: D.C. Rabbitears	\$0.00		
Beef-Breeding # of head	1	\$0.00		
Hogs-Market # of head	2	\$0.00		
Total for Dan Doodle with 4 entries and 2 additional items		\$0.00		
2 Total exhibitors in cart				
9 Total entries in cart:		\$0.00		
3 Total additional items in cart:		\$0.00		
12 TOTAL ITEMS IN CART:		\$0.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$0.00		

Note that you have the same four options as a single Exhibitor PLUS the option “Add Entries for a different Exhibitor”. So let’s select “Add Entries for a different Exhibitor”.

This takes you back to the first screen where you will enter the next family member. Again you can use the password that you created for the family (recommended) or create a new one for the other family member.

So let's move on to the Checking Out section.