



Photography Show

2018 Registration Procedures for Individuals

Photography Registration is done online through ShoWorks.

Step 1: Register and pay entry fee using the online Registration Portal. Detailed information and screen shots follow this section to help you navigate the site.

Step 2: Prepare photos as directed in rules. Print Photo Identification Form from the Photography page on the ETSF website and attach one to each photo to be submitted.

Step 3: Submit photos during the designated Entry Take-in Week (See Rules) to the ETSF Office.

Individuals:

Participants registering themselves or being registered by a parent or other adult, complete the registration as Individuals. Each creates an account and password for the individual registration. Individuals complete registration and payment online.

Instructions for Online Registration

Find the ***Click HERE to register*** on the Photography page on the ETSF website. This will take you to an online ShoWorks portal to register for the Photography Show.

SCREEN 1

The opening screen will give you general instructions. Please note that Public Speaking Contest and Photography Show are using the same portal. Livestock entries are done through another portal which is accessed from the Livestock page on the ESTF website. Look to the upper right corner of the screen and click ***Sign-in***

SCREEN 2

You will see a prompt ***I am a . . .*** with a drop-down menu.

Exhibitor – Individuals choose this

School – for teachers submitting registrations and entries for their students

Club – for FFA, 4-H or other Clubs

Quick Group – for someone registering multiple family members or several individuals

SCREEN 3

You will be prompted to type First and Last Names.

Then check the bubble for ***I am a new exhibitor.***

SCREEN 4

The next screen is for information about you and where you will set the password you want to use. The fields with the blue asterisk **MUST** be completed before you can move forward.

After you click ***Continue***, you will check the information you have provided, then click ***Continue*** again.

SCREEN 5

You are now ready to choose which Contest – Photography Show or Public Speaking – and the appropriate Division in that contest.

SCREEN 6

You will select a *Department* and *Division*, and will then be given **Class** options for Photography Show.

When your selections are complete, *Add Entry to Cart*

SCREEN 7

You have 3 options:

- *Add different Entry* – Takes you back to Department and Division choices
- *Add similar Entry* – Allow you to add additional Photo entries for the Individual. Do not choose this for Public Speaking, as an individual may enter only 1 category in the Public Speaking Contest.
- *Continue* - Takes you to the next screen

SCREEN 8

This screen is for adding additional items. The only option is the Public Speaking Late Fee. Simply click *Continue* if this does not apply to you.

SCREEN 9

This screen shows your cart with all entries selected.

You may choose to:

- *Add more Entries for . . .* (will display Exhibitor name) – Click if you realize you have additional photos to submit.
- *Empty Cart* – Click this ONLY if you change your mind. It will delete your entries.
- *Save this cart for later* – This allows you to come back later and add additional entries. You will need to remember your **Password** to sign-in.
- *Check-out* – Takes you to the payment screen

IF you registered as a **Quick Group**, you will have an additional option: *Add Entries for a different Exhibitor*. Choose this option to add a different person from the group. It will return you to the screen for typing First and Last Name.

SCREEN 10

Verify that your *Amount Due* is correct.

Choose the appropriate *Payment Method* from the drop-down menu.

SCREEN 11

Fill out Credit Card information and click *Continue*.

SCREEN 12

You will see your cart again, and you will click *Submit*.

SCREEN 13

You must type **YES** in the bottom left square to agree to the general rules for the ETSF. Then click *Finish*.

You will receive a confirmation of your entries registered. You can print this for your records.