



Photography Show

2017 Registration Procedures for Schools and Clubs

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.

Clubs or School Groups:

Sponsors or Clubs leaders of Schools or clubs such as FFA or 4-H Clubs may register as a group to register all students for the contest. This is done by a designated sponsor at the school or the leader for the club. The school or club should be listed under Clubs. Passwords for each have already been setup in the database.

- Schools use the mascot and zip code for the school. Mascot is singular (Goat, not Goats).
- FFA Clubs use the password assigned to you for Livestock Registration.
- 4-H County Programs use the password assigned to you for Livestock Registration.
- If your school or Club is not listed, or you cannot access with your Password, contact dnewman@etstatefair.com or call 903-597-2501.
- Schools and Clubs are encouraged to complete the payment process online. However, those who must request a school check for payment do have the option of choosing Pay Later.

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

- IF you have selected School as the Exhibitor Type: You will be asked to choose a School District. You will then choose the name of your school or 4-H County from the list provided. You will also enter the Password assigned to the School. If you are not on the list, contact the Director of Competitive Events to be added to the School list and receive a password.
- IF you select Club: You will be asked to choose the Club from a list and then enter the Password assigned to that Club. If you are not on the list, contact the Director of Competitive Events to be added to the School list and receive a password.
- If you are on either list but cannot remember your password, you do have an option to click for the password to be e-mailed to you. It will be sent to the e-mail on record for the group.

If you have previously registered **in this year** and **have not checked out**, you may click that option to add additional entries to your list.

SCREEN 4

The screen has 4 options. To register Exhibitors for the first time, you will click ***Begin adding Exhibitors and Entries***. Once you have started and saved a cart, you can access it to add additional Exhibitors or make corrections until you Check-out.

SCREEN 5

You will complete the ***First Name*** and ***Last Name*** fields and select “***This is a new exhibitor***” if this is the first time you are registering exhibitors, or “***This Exhibitor has already been registered.***” if you are updating a previously registered Exhibitor in a Saved Cart.

SCREEN 6

This screen will have a series of fields for you to complete. If the field has a blue asterisk, it must be completed for you to continue.

Once all fields have been completed and you have clicked, ***Continue***, you will have an opportunity to review your information. Then click ***Continue***.

SCREEN 7

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 8

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 9

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 10

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
- **Add Entries for a different Exhibitor** – You will repeat the process for each additional Exhibitor from your Club or School. When you have successfully registered all Exhibitors from your Club or School, you will click **Check-out**.

SCREEN 11

Verify that your **Amount Due** is correct.

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

Clubs and Schools may choose **Pay Later** if it is necessary to request a School check for the fees. If this option is not showing, save your cart and contact ETSF.

SCREEN 12

To pay online, fill out Credit Card information and click **Continue**.

SCREEN 13

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

SCREEN 14

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.