



WELCOME to the Kansas State Fair “Step by Step” Tutorial for online registrations. If at anytime you are having difficulties and need additional assistance, please phone our office. Staff will gladly answer any questions you may have or walk you through your registration process. Good Luck with your entries!

620-669-3881 - 620-669-3621 - 620-669-3600

- ALL EXHIBITORS WILL BE REQUIRED TO SET UP A NEW ACCOUNT FOR 2020 ENTRIES.
- EACH EXHIBITOR WILL NEED AN ACCOUNT WITH THEIR PERSONAL INFORMATION. MULTIPLE EXHIBITORS CANNOT BE INCLUDED ON ONE ACCOUNT NOR CAN PARENTS SOCIAL SECURITY NUMBER BE PROVIDED ON A MINOR’S ACCOUNT. ALL INFORMATION MUST BE THAT OF THE EXHIBITOR *EXCLUDING AN EMAIL ADDRESS
- IF YOU ELECT TO SET UP A NEW OFFERED FEATURE, AN EXHIBITOR PASSPORT, YOU WILL BE ABLE TO UPLOAD YOUR INFORMATION FROM YEAR TO YEAR

STEP #1 - "Sign In" using the blue box in the top righthand corner.

The screenshot shows the ShoWorks Web interface. At the top, there is a dark blue header with the word "Entries" on the left and two buttons on the right: "Home" and "Sign In". The "Sign In" button is highlighted with a mouse cursor. Below the header, there is a horizontal progress bar with seven steps: 1 Register, 2 Entries, 3 Items, 4 Review, 5 Pay, 6 Confirm, and 7 Finish. The "Entries" step is currently selected. Below the progress bar, the word "Welcome" is displayed, followed by a link to the "Printer Friendly Version". A large white box in the center of the page contains instructions for using the ShoWorks Web, including sample login data for Exhibitor, Club, and User Name.

Entries

Home Sign In

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Welcome

Printer Friendly Version

This is where instructions should go for using the ShoWorks Web.
If this text is appearing, please instruct the fair to edit the Web Instructions field
located in the Setup menu in ShoWorks.

To try out using the ShoWorks Web, use this sample data:

Login For	User Name	Password
Exhibitor	John Doe	1111
Exhibitor	Jane Doe	2222
Club	Alpine Amigos 4H	1212

For more information about using the ShoWorks Web for your fair, please contact
Gladstone at (888) 332-2419 or visit us at <http://fairsoftware.com>

STEP #2 – Select from the options given. You are an “Exhibitor”. We do not allow “Quick Groups”. Each exhibitor must have their own account, providing their own personal information. Multiple exhibitors cannot be on the same account.

Entries

[Home](#)[Sign In](#)

Sign In

Tip: Will you be working with more than one exhibitor?

Choose **Quick Group** if you will be submitting entries for multiple family members or a group of exhibitors and check out all in the same cart.

I am a...

– Choose a type –



you be working with more than one exhibitor?



ick Group if you will be submitting entries for multiple family members or a group of exhibitors and all in the same cart.

I am a...

-- Choose a type --

Exhibitor

School

Club

Quick Group

Administrator



You will select that you are a new exhibitor if you have not created an account this year. "Previously registered" is if you have registered and saved items in your cart but not checked out yet; or you completed entries previously but would like to add more.



ion

n as an Exhibitor or create a new account.



☐ NO I am not a Team or Company

First Name

Mike

Last Name

Nat

Password

|

Forgot your password? [Click here](#) to have it emailed to you.



- ☐ I am a new exhibitor or have yet to register this year
- ☒ I have previously registered this year

STEP #3 – Provide all personal information for the exhibitor. Areas with * must be provided. If the exhibitors' social security number is not provided at time of entry, we will not be able to issue a premium check. Exhibitor will be required to provide this information on a W-9 before any payment can be issued.

	1	2	3	4	5	6	7
	Register	Entries	Items	Review	Pay	Confirm	Finish
First Name	Mike						
Last Name	Nat						
Password *	<input type="password"/>						
Repeat Password *	<input type="password"/>						
Address *	<input type="text"/>						
Address2	<input type="text"/>						
City *	<input type="text"/>						
State/Prov *	<input type="text"/>						
Postal Code *	<input type="text"/>						
Phone Number	<input type="text"/>						
e-mail *	<input type="text"/>						
Alternate e-mail *	<input type="text"/>						

STEP #4 - Select a department from the drop-down options. Next, select your division and then your class.

Progress bar steps: 1 (Entries, active), 2 (Items), 3 (Review), 4 (Pay), 5 (Confirm), 6 (Finish).

Department: Home & Hobby

Division:

- Choose a Division –
- Basketry & Gourds
- Beading
- Cakes
- Ceramic
- Cookies
- Crocheting
- Drawing
- Fine Woodworking
- Holiday Decorations
- Home Brew Contest
- Jams
- Quick Breads & Pastries
- Quilt Block Contest
- Quilting & Comforters
- Yeast Breads

STEP #5 - If your class requires you to list a variety, name, etc., do so in the description box below the class selection. You may also enter a "brief" description of your item here or list the name of your group if this is a class that allows group participation.

✓

3

4

5

6

7

Entries

Items

Review

Pay

Confirm

Finish

Instructions:

Materials are subject to approval by the fair.

×

Department

Home & Hobby

▼

Division

Basketry & Gourds

▼

Class *

– Choose a Class –

▼

Description

STEP #6 - At this step you will purchase the discounted exhibitor tickets. You can purchase up to (6) but will need to pay for them at Check-Out with a credit card. Remember...you must bring at least (1) of the items you have entered, otherwise you forfeit your purchased tickets. If you have selected to print tickets at home, they will be "VOIDED" and will not scan at the gate. Please do not overlook this important information. **You should have selected to pick up your tickets or have them emailed for printing at home when setting up your account (Step #3)

Entries

HomeHello, Mike

Register

Entries

3Items

4Review

5Pay

6Confirm

7Finish

Additional Items

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

Fee Items	Amount	Qty	Total
1-Week Pass <small>Must show ID at gate</small>	\$40.00	0 + -	\$0.00
2-Day Gate Pass <small>Valid only on weekends</small>	\$20.00	1 + -	\$20.00

Reset ValuesContinue

STEP #7 - Review your account and make any changes before finalizing your payment. Use the "edit" tool or "remove" to change your entries. If you forgot something, use the "add more entries" from the tab at the bottom left hand corner.

REVIEW OF CART

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✕ 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
Mike Nat's items:			✎	
Basketry & Gourds	Class: 03 - Basket, rib construction Description: something that I made today	\$3.00	✎	✕
Photo Journalism	Class: 02 - Sports Description: football goal	\$10.00	✎	✕
Photo Journalism	Class: 04 - Famous People Description: football goal	\$10.00	✎	✕
2-Day Gate Pass	\$20.00 x 1	\$20.00	✎	✕
Total for Mike Nat with 3 entries and 1 additional items		\$43.00		
4 TOTAL ITEMS IN CART:		\$43.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$43.00		

+ Add more Entries for Mike Nat Empty Cart Save this cart for later Check-out →

STEP #8 - Don't forget to type the word "YES" in the box before you finalize your entries. This validates that you have read and agree to following all Kansas State Fair exhibitor rules.


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for fairs

Item	Description	Amount
Mike Nat's items:		
Basketry & Gourds	Class: 03 - Basket, rib construction Description: something that I made today	\$3.00
Photo Journalism	Class: 02 - Sports Description: football goal	\$10.00
Photo Journalism	Class: 04 - Famous People Description: football goal	\$10.00
2-Day Gate Pass	\$20.00 x 1	\$20.00
Total for Mike Nat with 3 entries and 1 additional items		\$43.00
4 TOTAL ITEMS IN CART:		\$43.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$43.00

 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 contact the fair office.

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



STEP #9 - It is important to include your email address. This will be used for entry verification along with the option to use a faster Check-In process with the provided QR Code.

in any correspondence.

 Don't forget to print!

Transaction Summary for Gladstone


Confirmation ID: demo-6141212220254

Total Exhibitors:	1
Total Entries:	3
Total Additional Items:	1
Transaction Time:	5/20/2016 9:22:20 PM
Transaction Amount:	\$43.00
Transaction Payment:	\$0.00
Transaction Balance:	\$43.00

☒ Also, email a copy of my receipt to:

 Print Detailed Receipt

Finish 

	Description: something that I made today	572F05	\$3.00
Photo Journalism	Class: 02 Class Description: Sports Description: football goal	EBB2C9	\$10.00
Photo Journalism	Class: 04 Class Description: Famous People Description: football goal	43BB3F	\$10.00
2-Day Gate Pass	\$20.00 x 1		\$20.00
Total for Mike Nat with 3 entries and 1 additional items Address: 123 Main City: Calvert State/Prov: TX Postal Code: 77845 Phone: (888) 332-2419 e-mail: test@fairsoftware.com			
TOTAL:		\$43.00	
PAYMENTS:		\$0.00	
BALANCE DUE:		\$43.00	
EXHIBITOR NAME:		Mike Nat	
CONFIRMATION ID:		demo-6141212220254	
TRANSACTION TIME:		5/20/2016 9:22:20 PM	
 			
This is sample text that the fair can change as needed. Possible text may include instructions or disclosure statements. If this text is appearing, please instruct the fair to edit the Web Receipt field located in the Setup menu in ShoWorks.			
Gladstone On-line Entries Receipt Summary			
4 TOTAL ITEMS IN CART:			\$43.00
PAYMENTS:			\$0.00



Register



Entries



Items



Review



Pay



Confirm



Finish

Thank you!

Your items were 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 this and past transactions as well as choose other printing options. 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](#)


STEP #10 - Print your packing slip if you are mailing in your entries. This lets us know what should be in your package when it arrives. DON'T forget to sign out of your account. This is especially important if you are registering for another individual. By not "signing out" your entries will be combined on the same account and will not be valid. Should this occur, phone our office immediately.

Transactions


Thank you for providing feedback!

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

Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
 Receipt	demo-6141212220254	5/20/2016 9:22:20 PM	1	3	1	\$43.0
			1	3	1	\$43.0

 Review All

 Packing List

 Entry Tags

Filter Reports by:

All