



Junior Livestock Show Entry Instructions

We thank you for your interest in the 2019 San Angelo Stock Show and Rodeo, and especially the Junior Livestock Show.

We have put these instructions together to help assist you through our entry process. This includes steps that Ag Teachers and County Extension Agents normally have problems with, and each year we revise these instructions to ensure they are updated and reflect the issues that are common in the process. Of course this is simply an aid, and our Livestock Office staff is readily available to assist you if you have any questions or run into any problems along the way. Though we have not been on your side of the equation, through the years, we have helped a lot of people complete and correct their entries and hope you find these instructions helpful.

At any time you have any questions or need assistance please contact the following:

Brittini Kaczyk

Livestock Director

brittini@sanangelorodeo.com

325.653.7785

Macy Schwartz

Livestock Coordinator

macy@sanangelorodeo.com

325.653.7785

Please remember for the 2019 show, **ALL JUDGING CONTESTS & YOUTH FOOD CHALLENGE ENTRIES** will be submitted through www.judgingcard.com. These contests do not require any forms to be sent to our office. All entry fees will be processed through www.judgingcard.com.

Preparing for online entries:

- Step 1: **Entry Forms.** All entry forms are on our website at www.sanangelorodeo.com. Scroll over "LIVESTOCK," then click "Entries & Premium Book." Scroll down to the Entry Forms section. All paper entry forms are available here. We do not mind if you run our entry forms on colored paper. Each exhibitor must have an entry form.
- Step 2: **Collect Information:** Be sure each exhibitor completely fills out the appropriate entry forms. This information is not only required for us, but having it will make the entry process much easier for you. **Be sure each exhibitor, their parent and or guardian, and the AST/CEA sign each entry form. Photocopied signatures are not accepted.** Once you have received the entry forms you may proceed to the online entry process. You will also want to have ag

mechanics entry forms filled out with the correct class numbers and descriptions for when you move onto the online procedures. Class numbers for all divisions are available in our premium book.

Online Entries:

Step 1: Go to <https://angelo.fairwire.com/>. This link will also be on our website. This is actually a ShoWorks website, but once you get there the San Angelo Stock Show & Rodeo name and/or logo will appear.

Step 2: **Sign-In.** All junior show entries must be entered under a 4-H Club or FFA Chapter by a CEA/AST. When you click "Sign In" on the top right hand of the page, a new page will pop up that says "I am a..." choose "Club", a drop down menu of Club names will appear. Find yours in the list, your password is your **chapter or club number** excluding the TX and any zeros that appear before the first number.

- EXAMPLE: Chapter number is TX0012, your password will be 12.

It is very important to be sure that your club contact information is correct as a receipt will be e-mailed to the e-mail address that we have on file. If you are new to a club or chapter please contact us to be sure we have the correct information listed.

If your club or chapter is not listed, to get it added please contact our office by e-mail at brittni@sanangelorodeo.com with the club's name, club leader, club address, club phone number and an e-mail address or call the office with the same information at 325.653.7785.

Step 3: Select **Begin Adding Exhibitors & Entries.**

Step 4: **Adding Exhibitors.**

Existing Exhibitors- In October we mailed out a list of exhibitors and their passwords on an extremely bright blue piece of paper for each club that are considered "existing exhibitors". Select the button "This is an existing exhibitor," then type their first and last name **exactly** (this includes capitalization and punctuation) as it was listed on the above mentioned sheet with their password. Then select "Continue." The exhibitor's information, including address, DOB, etc will appear. You may now revise the information if it is incorrect or "begin adding entries for this exhibitor" if the information is correct.

New Exhibitors- If an exhibitor has never been to San Angelo or it has been a few years, they will have to be added to the system. Select "This is a new exhibitor" then type their first name into the first name box and their last name in the last name box. You will then continue to select a password for the exhibitor, please take note of this password for later use. You will also be required to fill in their address, phone number, DOB, etc. Once you have that completed and reviewed, select "Continue."

Club/Chapter Entries. To enter Agriculture Mechanics Contest entries, you must enter them under your club or chapter. When at the exhibitor registration page, click the box at the top

right that says “I am (not) a Team or Company.” If you have entered ag mechanics entries before you should already be in the system. Type your name in exactly as it is on your exhibitor list with the password and proceed. If you are a new exhibitor under your chapter/club, select the “I am a Team/Company” box and this is a new exhibitor. You will then be required to complete the exhibitor information. For birthdate use 1/1/1980, ssn 111-11-1111, and Quality Count 1. You can then enter your entries.

Step 5: Adding Entries. You may select a department, then a division for the student to enter. For example, you may select “Cattle” then “Junior Brangus Heifer Show” would be the division. After you select a division, other fields may come up and bold fields are required. For example, if you select the Ag Mechanics Show, you must select a class and a description. Once required fields are completed, select “Continue.”

From this point you can:

- “Add Different Entry” - this will take you back to selecting a department and division. You would select this if an exhibitor had entered a barrow and then needed to enter a lamb. You can also do this from that page directly.
- “Add Similar Entry”- which will basically duplicate the entry, though you may be required to enter additional information, i.e. class number
- “Continue” - Select this once all entries for an exhibitor have been completed.

Step 6 Additional Items. Once you have selected continue from adding entries you will be directed to the additional items page. At this point you can purchase additional gate passes for exhibitors (each exhibitor gets 1 complimentary pass). You may also purchase a parking pass for the exhibitor.

One processing fee is required per club/chapter. You must put this on any one exhibitor. This will **NOT** automatically get included for your chapter. We have tried to do this, but at this point it will not work. You must manually enter the processing fee on one exhibitor.

Once you get their passes entered, select “Continue.”

Step 7 Cart. You are now at the Cart for your Club/Chapter. Here you can review the entries you have entered for all exhibitors to this point. Your options from here are as follows:

- “Add More Entries for Exhibitor” – Select this if you notice your forgot an entry.
- “Empty Cart”- Unless you just REALLY messed up, I would never touch this.
- “Save this Cart” – If you want to come back and work on more later. I personally advise you sit down and attempt to do them all at once, because even though some people have saved due to Internet settings they lost their cart. I do advise you saving it periodically in the event your internet does go down, electricity goes out, etc- it would save your information.

- “Check-Out”- Only do this once all exhibitors and entries have been entered for the club. You are allowed to add more entries after you hit submit, but cannot revise anything that has been “submitted.”
- “Add Entries for a Different Exhibitor” – Select this to enter another exhibitor & their entries.

Step 8 **Check-Out.** We do not offer an online payment option. Please mail in one check from your club or chapter. *We do NOT accept personal checks.* The check should accompany entry forms. Money orders or cashier’s checks are an acceptable form of payment.

Step 9 Read the statement and type “YES” into the “I agree with the above statement” box, then click “SUBMIT”.

Step 10: **Receipt.** A detailed receipt of your entries will come up on your screen, along with “Completed!” **We strongly recommend that you print this receipt and keep in your records.** You are **not** required to submit this with your entries.

Step 11: **Mail in Forms.** Mail your payment and all entry forms with original signatures to:

San Angelo Stock Show & Rodeo
Attn: Livestock Department
200 West 43rd Street
San Angelo, Texas 76903

Please remember all forms and payments must be postmarked December 1 to avoid late fees.

Important: You cannot go back into the online entry system to make changes once you have checked out. If you find a mistake once you have submitted entries, please call the Livestock Office at 325.653.7785 and ask for Brittni Kaczyk or Macy Schwartz. **However, you will be able to go back into the system and add additional entries once you have submitted your initial entries (you will have two different receipts), but again, revisions cannot be made to what was previously submitted.**