# Welcome to the 2019 Walworth County Fair's JUNIOR online entry site.

PLEASE NOTE: Only Walworth County 4-H Members, General Leaders, FFA ChapterMembers and Advisors, and other Fair approved youth organizations are allowed to enter on this database.

Please visit <u>www.walworthcountyfair.com</u> to read the 2018-19 Junior Class Premium Book for all Fair rules, as well as Department rules and regulations. The 2018-19 Walworth County Fair Premium Book is free online or you can contact your club/chapter for a hard copy.

# Due Date for online entering is FRIDAY, JUNE 21, 2019 by 11:59 PM CST.

#### **Refer to this step-by-step instructions:**

- Before you enter online, we recommend you prepare a hard copy rough draft of your entries.
- Sessions expire after 20 minutes of inactivity, so "Save the Cart" if you plan on leaving the machine for more than 20 minutes. <u>Your entry will NOT be saved if your inactivity time reaches 20 minutes.</u> To avoid this please SAVE OFTEN! Please not when the "save this cart for later" button is clicked, you have NOT entered your fair entries. You must complete ALL steps.
- Bold fields with blue stars are "required" informational fields.
- To get started Click "Register" (above, left)

# **Register:**

# • Register as a NEW exhibitor.

- Fill out all required fields.
- Names and other information will appear exactly as you type them.
- You must enter your "Age" as of January 1, 2019.
- Junior Livestock Exhibitors MUST enter their YQCA Certification Number and Premise ID number with each livestock entry.
- You will be able to add and review your entries with this information.

#### **Entries:**

- Create Entries by selecting the Department, Division, and Class you want to enter.
- Enter your club name. This will be the same on each entry and will only need to be entered one time.
- Enter all entries before clicking continue.

# **Review:**

- If you entered something by mistake, you can hit the red "X" that appears at the end of each entry to remove that item.
- $\circ$   $\,$  If a change is needed, you can hit the pencil edit tool to correct an entry.
- When satisfied with your entries you may check out. Please note once you check out you will not be able to change or add any entries during this session.

# **Confirm:**

- Please read the terms and conditions and type "YES" that you agree to and accept all rules.
- Hit "Submit".

# <u>Finish:</u>

- Please verify your email address.
- IMPORTANT PRINT YOUR RECEIPT IMMEDIATELY! No payment of fees online. Your club/chapter will submit proper payment to the Walworth County Fair.

Please check your **email for receipt**, be sure to check your junk/spam folder. If you do not see an email from the Walworth County Fair, subject ShoWorks Online Entries Receipt please contact the Fair Office at (262) 723-3228.

**NEW Entry Corrections Rule: Using <u>your printed online entry receipt</u>, YOU, the exhibitor, must verify the accuracy of your exhibit entries. YOU must contact the Fair Office in person or by phone (262) 723-3228 (NOT by email) by FRIDAY, JULY 19, 2019 at 5:00 PM CST.** 

# Absolutely no corrections will be accepted or made after Friday, July 19, 2019 by 5:00 PM CST.

Fair Office will have final approval of all entries and fees.

For additional assistance or if you have other questions regarding your entries, first, read your Fair Premium Book, then email entries@walworthcountyfair.com or call the Fair Office at (262) 723-3228. The Fair Office is open Monday through Friday from 8:00 AM to 5:00 PM CST.