# TIPS FOR USING SHOWORKS FOR ON-LINE FAIR ENTRIES

Using ShoWorks and entering your information for Fair is similar to "shopping on-line." Find the classes you want to enter, add the classes to your cart, review the entries, approve the entries and check-out. You may enter as many entries as you like and add them to your cart. You can review your entries, edit your entries or save the entries in your shopping cart for later. As long as you have saved your entries, you can log out of your account and return later to finish. You may also check-out of the session you are in and return to make additional entries at a later date.
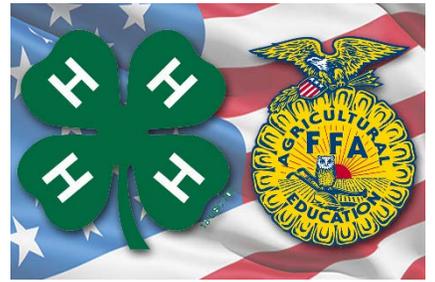
Please read the instructions before you begin.

1. There are 3 different ways you can create an account in ShoWorks. Be sure and save your password in case you need to log back in to your account at a later time.
    a. Register as a exhibitor, you will have your own individual account, with your own password **_OR_**
    b. **Families can enter as a "Quick Group".** By doing this you do not have to create a separate account for each family member and can use the same password for each exhibitor in a family. (To create a Quick Group, click on the "log on" button in the right-hand corner of the page and select "Quick Group"). You are able to submit entries for multiple family members and check out at the same time.
    c. **NEW FOR 2020:** Use the "Passport" option. (To create a Passport, click on the "log on" button in the right-hand corner of the page and select "Passport") See the benefits of registering for the "Passport" option in the information listed below.
2. **If you are both a 4-H and FFA exhibitor, you will only need one account.** There will be a drop-down menu when you are creating your entries that lets you designate if your project is 4-H or FFA. You will also need to designate your 4-H club or FFA chapter. This information is also listed on a drop-down menu in alphabetical order.
3. Make a list of everything you intend to enter before you begin. The classes on the computer match the classes in the Fairbook, so you might want to have it handy to refer to. You do need to be enrolled in a project before you can exhibit it at the Fair.
4. Although you can use the ShoWorks program on your phone or mobile device, it is not always recommended.

LIVESTOCK EXHIBITORS: Things you will need to know when creating your entries:

1. Animal date of birthday (for breeding animals)
2. Animal's ear tag number and whether it was tagged as a 4-H or FFA animal. Please list the 15 digit numbers on your tag.
3. Animal's scrapie tag #
4. **FOR 2020: Showmanship WILL NOT be required. If you decide to compete in Showmanship, enter only 1 time for each species** of animal you are showing. If you are showing both 4-H & FFA animals, you will enter 1 time for 4-H and 1 time for FFA**. If you are not entered in showmanship by the online entry deadline, you will not be able to compete when you get to the Fair.**
5. **IMPORTANT: ALL LIVESTOCK SALE EXHIBITORS.** When creating your account and entering your name, please make sure you use your legal name and that it is listed the same way when you sign your W-9 form before the sale. The information provided when you register is what will be printed on your 1099 tax form that you will receive for tax purposes.

STATIC EXHIBITS (non-animal):

1. Static Exhibits should be entered individually. **Example**: you have 6 photographs to be judged, you would enter each photograph individually. For Fabric & Fashion (sewing), you will enter each item you have sewn or created separately. **If you are entering multiple projects in the same class, click on the "Add Similar Entry" button, there is an "Autofill from Last Entry" option available, it is located to the left of the screen and is highlighted in blue.**
2. Cloverbud exhibits can be entered under the 4-H Static Exhibits (non-live).

MOST IMPORTANT:

1. **BE SURE** and submit any saved items in your shopping cart. All items must be submitted by the June 22nd entry deadline. Any saved items not submitted will not be accepted after that date.

2. **BE SURE** you print your receipt as proof that you completed the checkout process. This is the best way for you to keep track of what you have entered and the only way for you to verify your entries if a problem were to arise.

3. **BE SURE** that you print the e-mail confirmation of the entries you have made. If you do not receive the confirmation email, this means that your submission may not have gone through and that you are not registered.

4. If you have any questions, please feel free to call the 4-H Office at 235-9400.

Log on to ShoWorks at: https://cwfrj.fairmanager.com

What is ShoWorks Passport?

ShoWorks Passport is a secure way of creating a permanet exhibitor account to keep year-after-year and use across all fairs and shows that use ShoWorks.

A ShoWorks Passport account is free and does a lot of things for you!

1. Keep a single login across all fairs
2. Keep your information securely year-after-year
3. Keep all your entries in one place
4. Reuse your past entries when making new entries
5. Check-in entries upon arrival using the mobile app*
6. Get notifications on your mobile device when its time to show, last minute notices, and when your entries are judged*
7. View all your winnings and ribbons across all fairs from a virtual 'Awards Room' on your mobile device*
8. Optionally share your 'Awards Room' with your ShoWorks Passport friends as well as social media*