



How to Enter Your Livestock Exhibits

STEP 1: Download/View or pickup a Jr Livestock Competition Guidebook:

- The Competition Guidebook is located on the fair's website www.ysfair.com or you may pick up a copy at the fair office.

STEP 2: Review the Competition Guidebook:

- Review the table of contents in the front of the Guidebook to see all of the different types of exhibits and classes that are available.

STEP 3: Locate the correct Division & Class Numbers for each class being entered:

- Each species is listed separately.
- Showmanship classes are listed under each of the species.
- 4-H & FFA are divided into separate division numbers.

STEP 4: Online Entry available at www.ysfair.com

- For your convenience, we have included a step by step guide to enter your exhibits using the online entry program. Please refer to the Step by Step Guide for specific instructions, market animal identification photo requirements and uploading of photos during the online entry process.

STEP 5: Entry Information:

- Whichever way you decide to enter, you will need to provide your contact information and enter the division and class numbers for each of the livestock classes that you wish to enter. (This information is located in the Jr Livestock Competition Guidebook for each entry).

STEP 6: Entry Deadlines:

- Refer to the Key Dates & Information page in the Guidebook for the specific entry deadline of the specie that you are entering. No late entries will be accepted.

Need Help? We are here to assist. 😊

- If you have any questions or are confused on how to complete the online entry, we are more than happy to help you with the entry process. Many first-time exhibitors find entering the fair to be confusing, so don't be afraid to ask for help. 😊



CAPTURE YOUR MOMENT

Step by Step Guide for Online Entry

The Yuba-Sutter Fair has implemented ShoWorks. We are excited to have ShoWorks to better facilitate online entries for the Yuba-Sutter Fair competitions.

If you use Microsoft Internet Explorer Browser, please use 6.0 or higher.

Before you begin the on-line entry process, print out a **printer friendly version** of these instructions and visit the Yuba-Sutter Fair website to **download, print and read** all rules of the department(s) you plan to enter. To enter go to www.ysfair.com, click on the Fair and then Learn More, then choose from menu bar exhibits or livestock, click on enter still exhibits or enter livestock and there will be a link to ShoWorks to begin online entries.

Instructions:

1. First you will Log-in or Register if new exhibitor
 - Choose "Quick Group" **ONLY** if you will be submitting entries for multiple family members or multiple exhibitors, otherwise choose "Exhibitor" or "Club" from the Login menu.
 - If you are a teacher/club leader/coordinator/advisor, you may want to enter your members or students within the Quick groups process. Please email or call our office if you have any problems: sskaggs@ysfair.com or (530) 674-1280. After completing entries for the first club member, but before "checking out", select "add entries for another exhibitor" for all club members to be entered.
 - Create a password using letters and/or numbers (Max 11 characters). Letters are case sensitive. (Hint: Keep it short and simple.)
2. **Session will expire after 20 minutes of inactivity** so you should "**save the cart**" if you plan on leaving the machine for more than 20 minutes
3. After **Log-in** or register/log as an exhibitor, you will **CREATE ENTRIES**, selecting the Department you want to enter and follow prompts.
 - Bold fields are Required information fields.
 - Enter **phone numbers** as 10 digits without parenthesis or dashes, i.e. 8582715400.
 - Enter **Dates** as mm/dd/yyyy, (i.e. 09/15/1954).
 - Youth competitors **MUST** enter age (as of Jan 1), date of birth, parental phone number, club (if applicable), club leader (if applicable).
4. When you are done adding entries, you will need to **CHECK OUT (bottom right button) in order to complete this process and submit entries to the fair.**
 - Payment by credit cards **ONLY** (MC, VISA, Discover) **REQUIRED** at time of entry.
 - After completing your entry on-line, you will receive an email confirmation. If you do **NOT** receive a confirmation, your entry was **NOT** completed/received. (check your junk/spam email folder if necessary!)



CAPTURE YOUR MOMENT

Market Animal Photo Requirements & Upload Instructions

1. Required Photos: Each Market Animal entry will be required to upload TWO photos in order to complete the online entry process.
 - One photo must include a head image displaying the animals head and the fair ear tag securely attached to the ear. For swine, the ear notch must also be visible in the picture.
 - One photo must include a side view image of the animal that displays the animal's body from head to tail and all four legs.
 - File name of the digital images should contain the exhibitors name and market animal's fair ear tag number.
2. Place your images in a folder on your computer so you can easily browse for your upload. For example, create a folder called "Fair Entries".
3. When you are ready to upload, the entry form will ask you to go to the folder on your computer where you prepared the images for submission. Click the file name and then click the "Upload" button on the entry form.
4. After successfully uploading image, a photo thumbnail will appear on the right side of the screen.
5. If you make a mistake, you can log back into "My Account" and select "View/Print transactions made by this Exhibitor" and then select the "Upload Media" button.

Exhibitor Responsibility Form Submission Instructions:

1. The Exhibitor's Responsibility Form must be signed and dated by all required parties. This form is due by the entry deadline of the species being exhibited. It may be scanned and uploaded at the time of the online entry or delivered to the fair office by the entry deadline of the animal being exhibited.
2. If you choose to upload it at the time of entry the file name should be title as "Exhibitor Responsibility Form" followed by the exhibitor's last name.

For any entry questions please contact sskaggs@ysfair.com or call (530) 674-1280