

# How To Enter a Still Exhibit Entry

## A STEP BY STEP GUIDE

### **STEP 1: Download/View or pickup a Competition Guidebook:**

- The Competition Guidebook is located on the fair's website [www.ysfair.com](http://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: Determine the correct Age Classification.** The Age Classifications are divided into two Departments and color coated in the book.

- Adult Department: 19 and older
- Youth & Teen Department: 18 years and younger
  - The Youth & Teen Department is broken down further into the following age categories:
    - Exhibitor Ages 4 & under
    - Exhibitor Ages 5 – 8
    - Exhibitor Ages 9 - 12
    - Exhibitor Ages 11-13
    - Exhibitor Ages 14-18

**STEP 4: Entry Options:** You have two available options to enter your Still Exhibits.

(1) Online Entry @ [www.ysfair.com](http://www.ysfair.com)

or

(2) Obtain & fill out an entry form & return to fair office

**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 exhibits that you wish to enter. (This information is located in the Competition Guidebook for each entry)

**STEP 6: Turn in the Entry Form by the Entry Deadline:** All Still Exhibit Entries must be entered by July 8, 2019 by 12/midnight for online entries or delivered to the fair office by 5pm.

**STEP 7: Deliver the Exhibits:** You will need to bring your exhibits to the fairgrounds on the "Entry Delivery" dates which are specified in the Competition Guidebook. There will be signs at the fairgrounds directing you where to deliver your exhibits upon arrival.

**STEP 8: Visit the Fair:** Come to the fair and view your exhibits being displayed & all the ribbons that you earned. You are welcome to take pictures of your exhibits and ribbons on display and share them online using your favorite tag lines or this year's fair hashtags; #captureyourmoment, #myfairmemories, #yubasutterfair, #ysfair

**Need Help? We are here to assist. 😊**

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

# Using the Online Entry Program

## Welcome to the Yuba-Sutter Fair 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](http://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](mailto: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)