

# “How To” Guide for Online Entry

## How to Enter Your Livestock Exhibits

### **STEP 1: Download/View or pick up a Jr Livestock 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: 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: 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 5: 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. 😊

# Guide for Online Entries

## 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: [skaggs@ysfair.com](mailto:skaggs@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!)

# Guide for Online Entries

## Step by step example for online entry

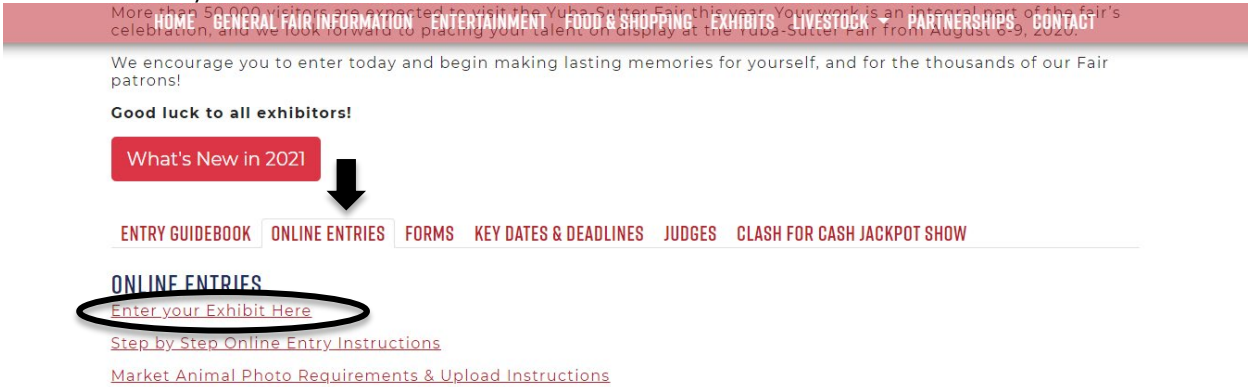
To successfully register your livestock animal, we have provided a step-by-step tutorial on how to properly sign up for your showmanship and market classes.

### EXHIBITOR REGISTRATION

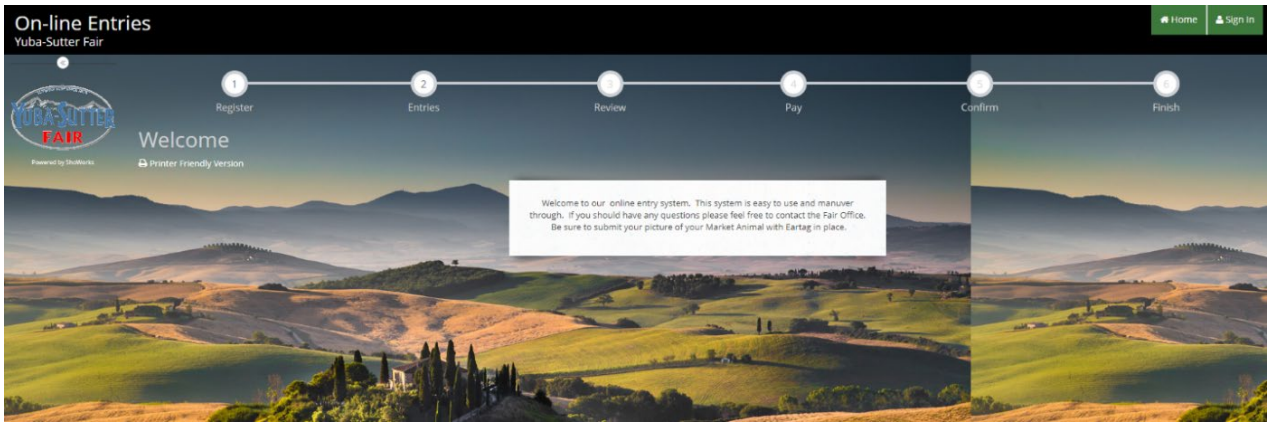
First you want to log into the [Yuba-Sutter Fairgrounds](https://www.yuba-sutterfair.com) website. Once on the home page, tap on the arrow located next to the 'Livestock' tab and click on the 'Livestock Entry Page'.



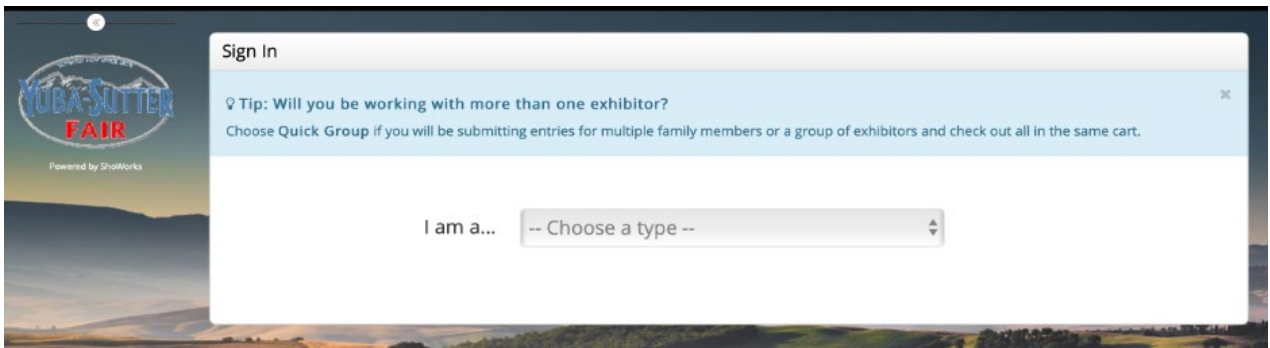
Once you have accessed the 'Livestock Entry Page', scroll all the way to the bottom of the page. Here, you will see a tab labeled 'Online Entries'. Click on it, then, choose the heading called 'Enter your Exhibit Here'.



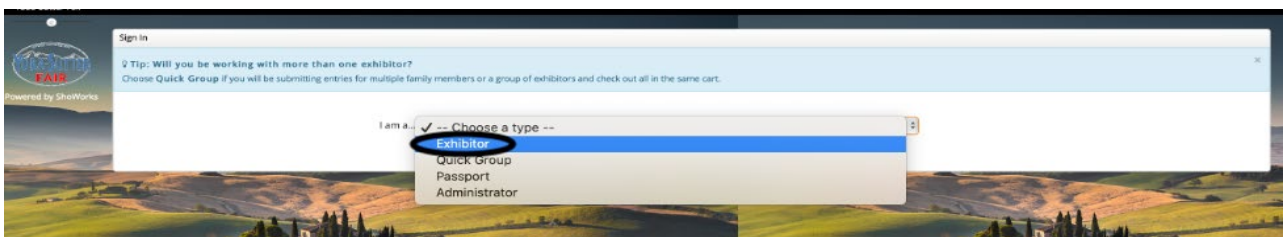
You should now be on this page. Head to the top right corner of the page and click on 'Sign In'.



You should now be seeing this page.



Click on the option bar and choose the Exhibitor setting. This will automatically direct you to a new page. **(Even if you are a parent registering the child, choose the Exhibitor setting)**



1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

**Registration**

**Tip:**  
Are you a family or group with multiple exhibitors? Sign in as a Quick Group to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.

NO I am not a Team or Company

First Name

Last Name

or sign in using ShoWorks Passport  
It's free and lets you securely keep your information and entries year-to-year and reuse across different fairs and shows. Get instant notifications when it's time to show or entries have been judged and see your awards. Sign up now and begin keeping track of your own entries!  
[Tell me more about ShoWorks Passport...](#)

I am a new exhibitor or have yet to register this year  
 I have previously registered this year

[Continue →](#)



1 Register 2 **Exhibitor Information** 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

**Exhibitor Information**  
Please provide the following information and click the Continue button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time.

First Name

Last Name

Password

Re-type Password

Address

Address2

City

State/Prov

Postal Code

Phone Number

e-mail

Re-type e-mail

Date of Birth

Club/Chapter

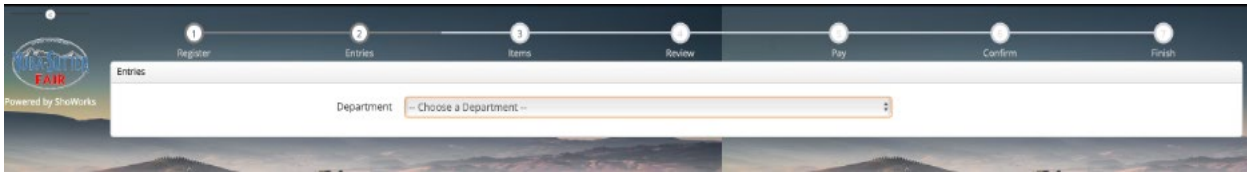
[Continue →](#)



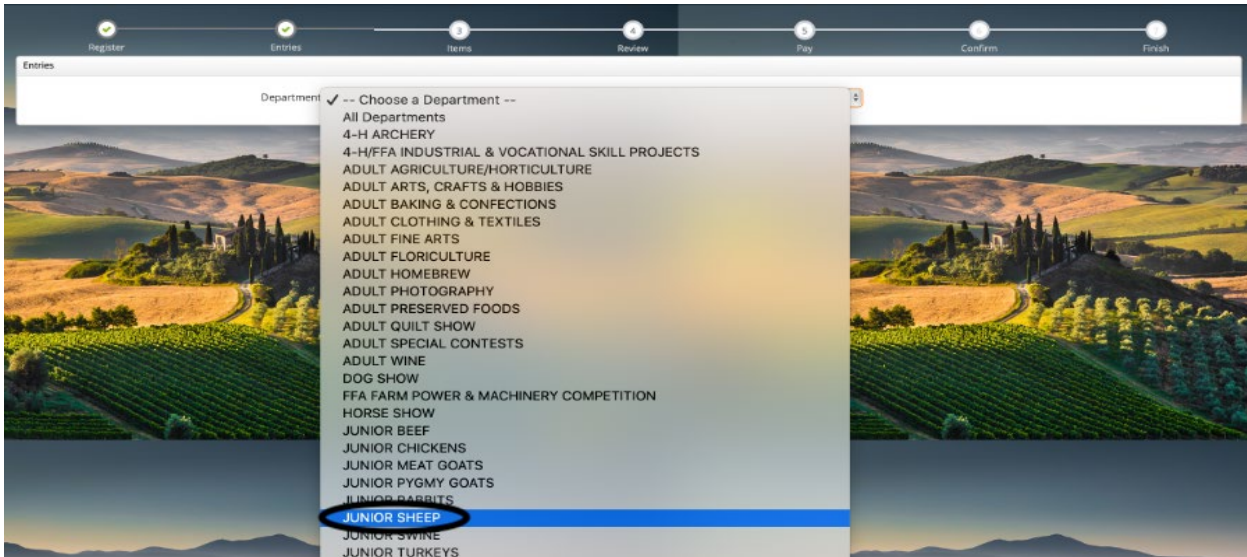
**SHOWMANSHIP REGISTRATION**

**\*NOTE:** The showmanship registration process will be the same for all species. However, we will be demonstrating the registration process for a lamb as an FFA student.





Click on 'Choose a Department'. Here, you will click on the category that lists the livestock animal you will be showing. For example, we clicked on 'Junior Sheep'.



You will automatically be directed to a new page that states the department you chose and a category for you to choose a division. It does not matter what you do first; however, we are going to sign up for showmanship first.

There are many categories to choose from in showmanship. However, it depends on if you are showing with an FFA Chapter or 4H Club. Below, we have provide some brief definitions on showmanship categories.

#### 4H Showmanship

- Novice: Those exhibitors who have never shown in any prior Showmanship class at any county, district or state fair. 4-H Spring Fair and/or Primary Showmanship do not qualify as prior showmanship experience. First and second place winners from the Novice class may move to the Junior or Senior class, providing the winner is of the correct age for the class.
- Junior: Those exhibitors thirteen (13) years of age and under as of January 1, 2022. Junior winners do not advance to the Senior division. There is a Junior Master Showmanship Competition for Junior Exhibitors.
- Senior: Those exhibitors fourteen (14) years of age and older as of January 1, 2022.

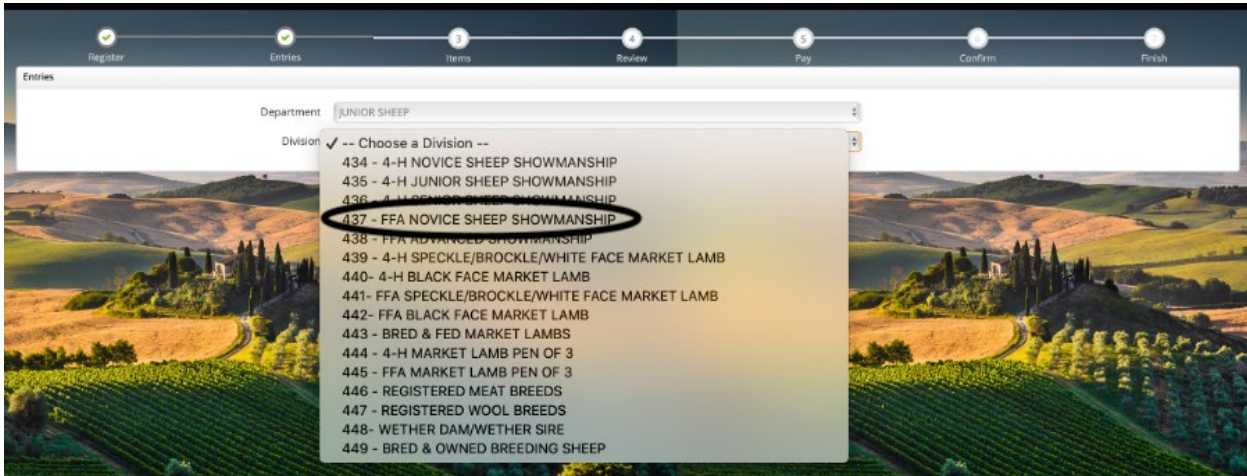
#### FFA Showmanship

- Novice: Those exhibitors who have never shown in any prior 4-H or FFA Showmanship class at any other county, district or state fair. The first and second place winner in the

Novice showmanship class may compete in the Advanced Showmanship Class for cash awards.

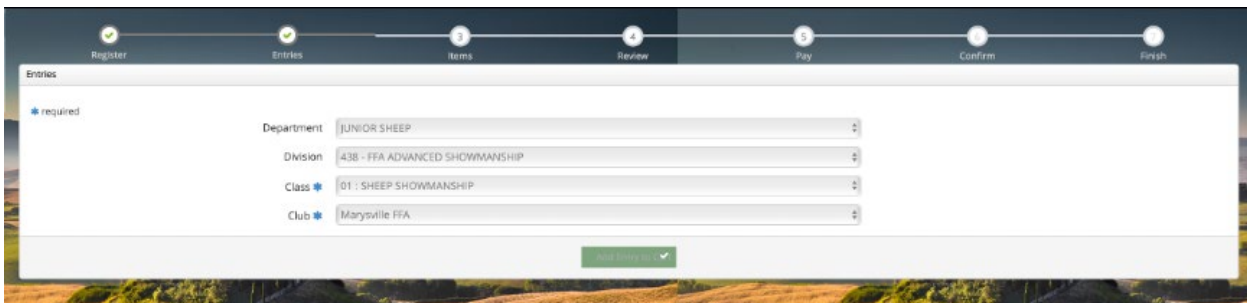
- Advanced: Those exhibitors who have had prior 4-H or FFA Showmanship experience.

For the division, I am choosing 'FFA Novice Sheep Showmanship' because we are acting as if this is our first time showing.



After you click on your showmanship class, a new page will be displayed with the class and club/chapter.

There is only one showmanship class to choose from '01: \_\_\_\_\_ Showmanship'. Click on it and then choose 4H or FFA group you participate in.

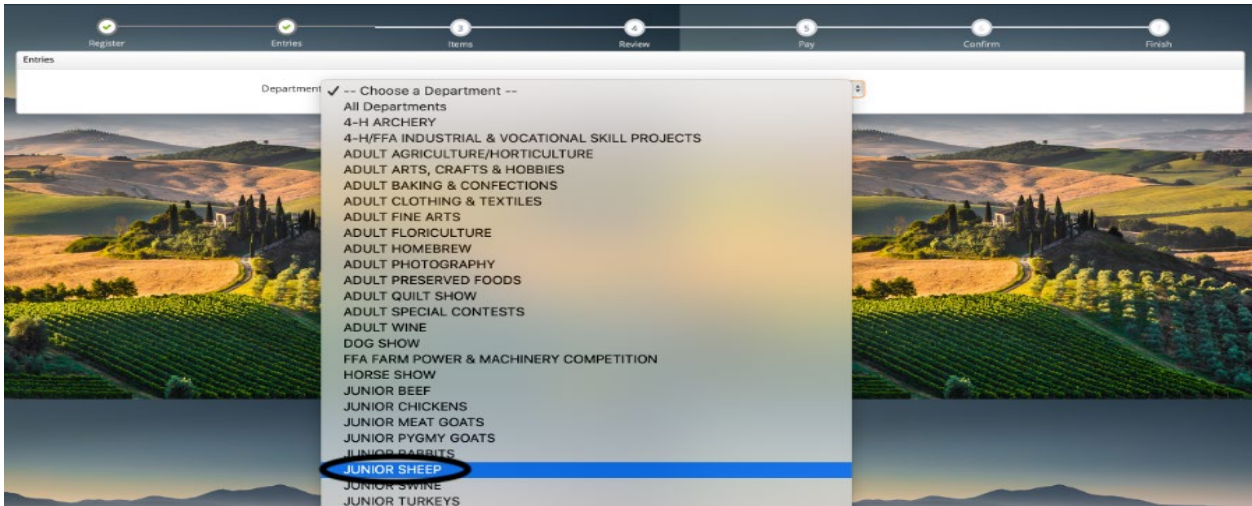


Press [Add Entry to Cart](#).

After the entry is added to your cart, you will be redirected back to the 'Choose a Department' Page.

## MARKET REGISTRATION

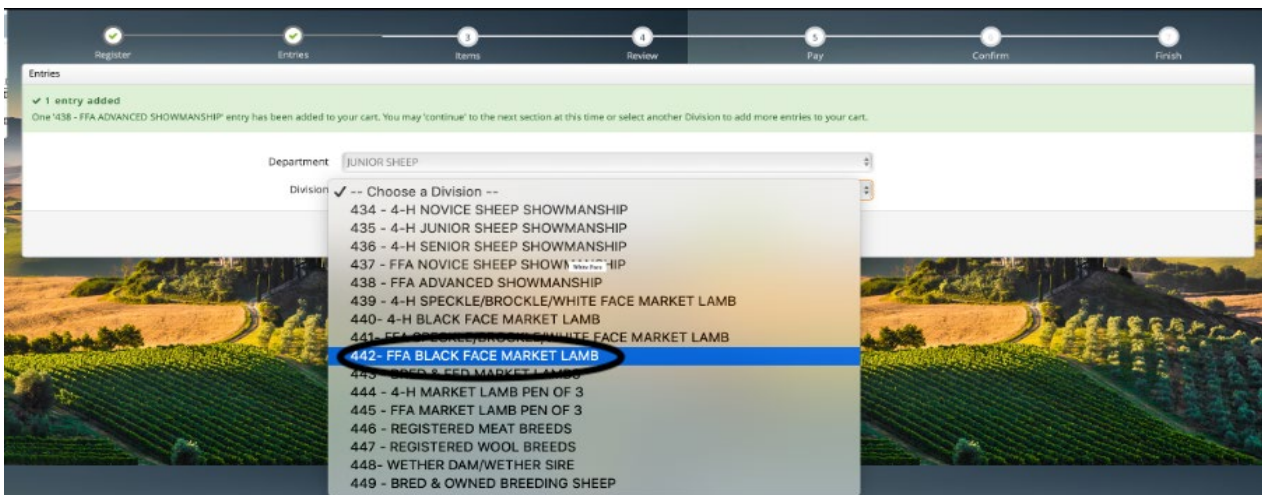
Just like the Showmanship Process, you will click on 'Choose a Department'. Click on the category that lists the livestock animal you will be showing. Again, for our example, we clicked on 'Junior Sheep'.



Once redirected to the new page, instead of selecting Showmanship for our division, this time will be choosing a Market Class.

There are many categories to choose from in Market. However, it depends on if you are showing with an FFA Chapter or 4H Club **AND** the classification of species you will be showing. Remember, all species have different classifications.

For the division, we are choosing 'FFA Black Face Market Lamb' for the example.



After you click on your market class, a new page will be displayed with the class, gender, tag ID, Title, club/chapter, and scrapie tag ID. There will be two classes displayed, '01: Single

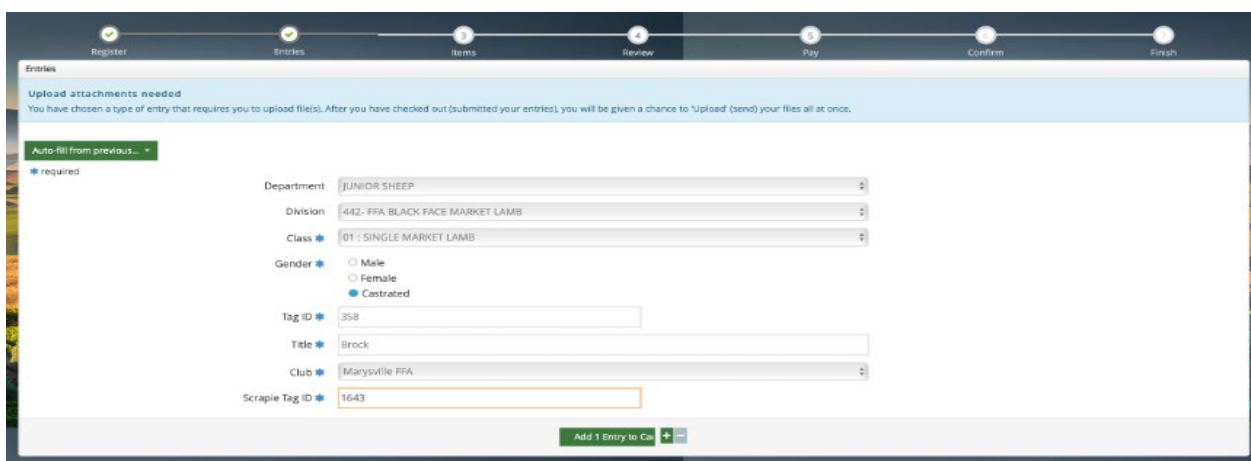
Market \_\_\_\_ and 02: Backup Market \_\_\_\_'. In this example, we are registering our primary animal so we will choose the class labeled '01: Single Market \_\_\_\_'. If you have a Backup animal, please make sure to register it online.

Next is gender. Remember, all male animals headed to auction are neutered. Therefore, select castrated if you have a male and female for females.

All market animals must have both a tag ID and scrapie tag ID. Your tag ID is the ear tag provided by the fairgrounds. Somewhere on the ear tag, you will see 'YSF' which stands for Yuba-Sutter Fairgrounds. This abbreviation helps distinguish the fairgrounds ear tag from the scrapie tag provided by the breeder.

The title is the name of the animal, so our title is Brock.

Last, choose your club or chapter.



The screenshot shows a registration form with the following fields and values:

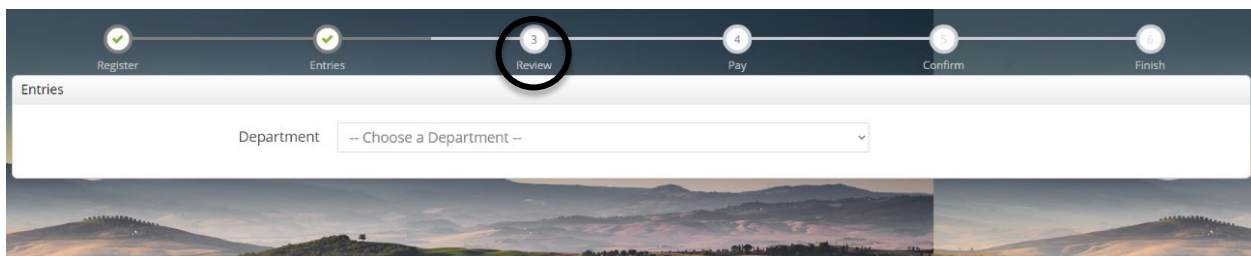
- Department: JUNIOR SHEEP
- Division: 442- FFA BLACK FACE MARKET LAMB
- Class: 01 : SINGLE MARKET LAMB
- Gender:  Male,  Female,  Castrated
- Tag ID: 358
- Title: Brock
- Club: Marysville FFA
- Scrapie Tag ID: 1643

At the bottom right of the form is a green button labeled "Add 1 Entry to Cart".



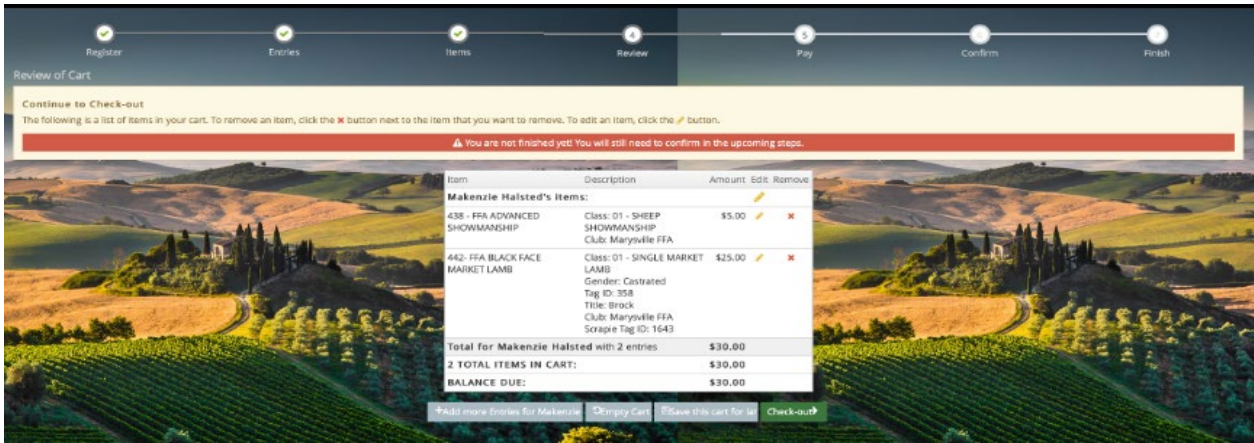
After the entry is added to your cart, you will again be redirected back to the 'Choose a Department' Page.

If all your entries- showmanship and market classes- are added to your cart, it is time to review your order. Click on the 'Review' circle located towards the top in the middle.

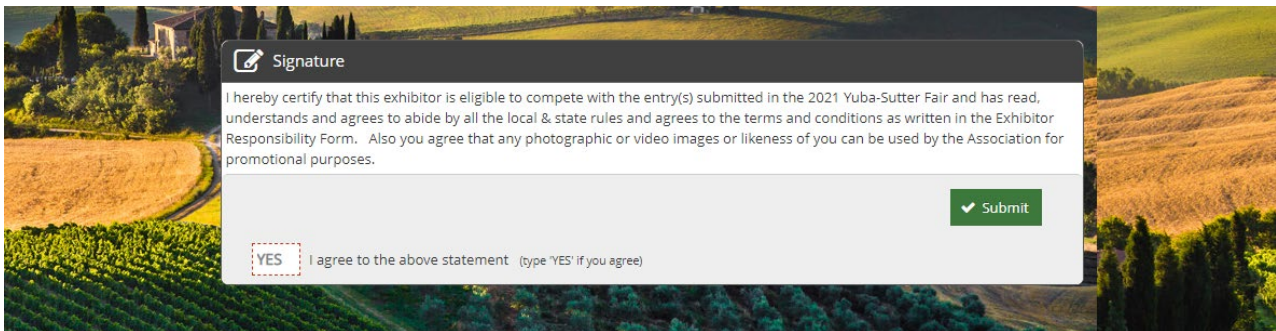


The screenshot shows the 'Review' page with a navigation bar at the top containing icons for Register, Entries, Review (circled), Pay, Confirm, and Finish. Below the navigation bar is a form with a dropdown menu for 'Department' set to '-- Choose a Department --'. The background of the page features a landscape image of rolling hills.

You should now be here.



Make sure to thoroughly read through your cart and add any extra items you feel are important or make changes to anything that was incorrectly inputted.



Once everything is submitted, you are **DONE!**

Goodluck with the rest of your livestock project, and we look forward to seeing you at Fair!

# “HOW TO” Guide for Online Entries

## 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 Completion & Submission Requirement

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.