

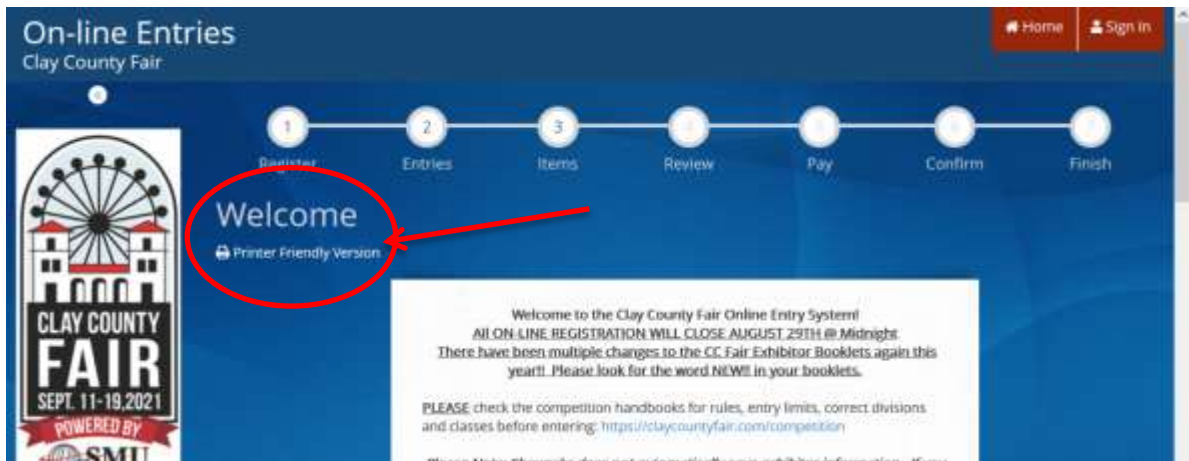


Clay County Fair On-Line Entry System Manual

All Exhibitors are considered NEW each year

Welcome to the Clay County Fair Online Entry Website. To ensure your entries are complete and accurate, thus facilitating check-in, please read and follow the directions below. We have also included directions for 'Quick Groups', which is an easy way to register more than one individual in your cart but check out and pay as one unit. If you have any questions please feel to call the Clay County Fair administration office or email competition@claycountyfair.com

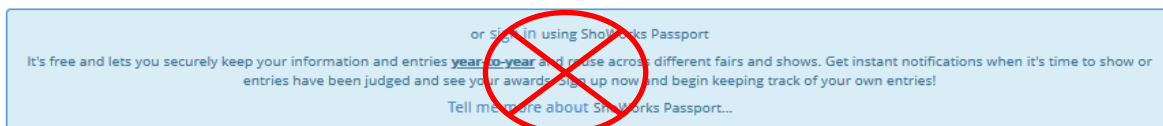
Upon entering the Clay County Fair Online Entry Website, you should find a page like shown below. You can print out simple directions by going to the icon for the Printer Friendly Version.



Click #1: Register to start your entries. You will be taken to the entry process.

You will see a ShoWorks banner about Passport.

****PLEASE NOTE:** Although ShoWorks Passport is shown on Registration site, it is NOT being utilized this year for Clay County Fair.



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



Continue →

The 1st time you register you need to select I AM A NEW EXHIBITOR – All exhibitors are NEW each year. Press Continue

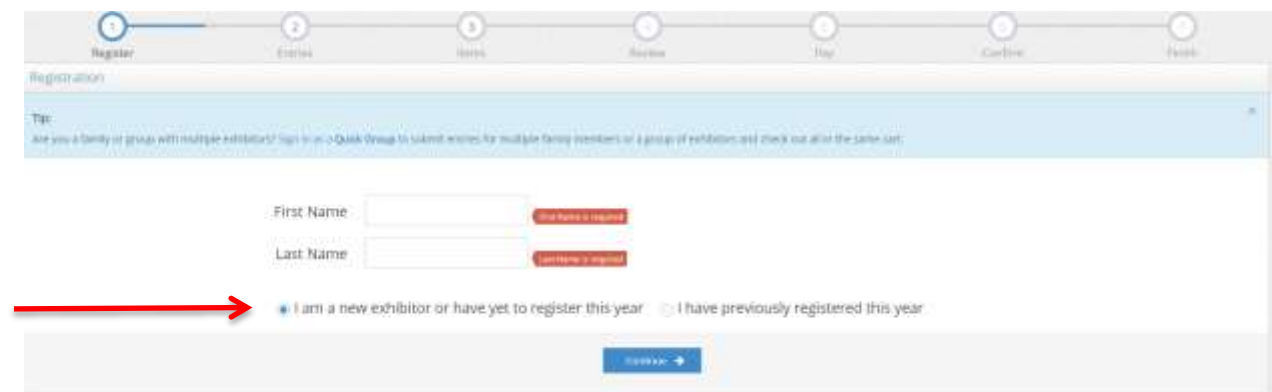
You will also see you may enter either as an **individual** or you may choose to use the **Quick Group** option.

If you would like to enter an entire family or group, select Quick Groups and that will allow you to do all entries for your family under one account. (i.e.: you may use 1st Name with the family last name and the Last Name with the word Family.)



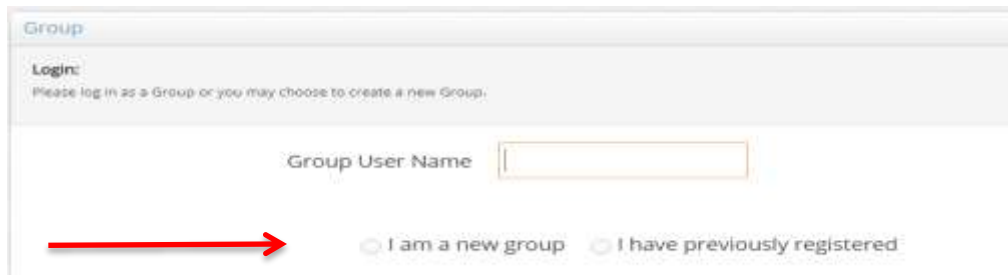
The screenshot shows a registration progress bar at the top with steps: 1 Register, 2 Entries, 3 Items, 4 Review, 5 Pay, 6 Confirm, 7 Finish. Below the progress bar is a 'Registration' section with a tip box that says: 'Tip: Are you a family or group with multiple exhibitors? Sign in as **Quick Group** to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.' The text 'Quick Group' is circled in red. Below the tip box are two input fields: 'First Name' and 'Last Name'.

Using the pull down menu, choose your type of entry. For an individual the screen will look like this:



The screenshot shows the registration progress bar and tip box. Below the tip box are two input fields: 'First Name' and 'Last Name', each with a red error message 'This field is required'. Below the input fields is a radio button selection: 'I am a new exhibitor or have yet to register this year' (selected) and 'I have previously registered this year'. A red arrow points to the first radio button. Below the selection is a blue 'Continue' button with a right-pointing arrow.

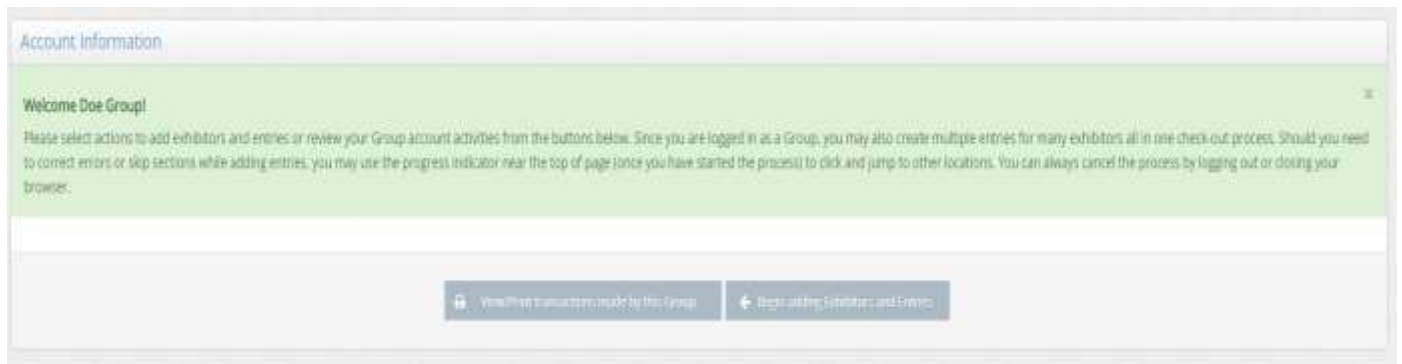
For a group the screen will look something like this: **(All group exhibitors will be classified as new exhibitors each year.)**



The screenshot shows a 'Group' registration section with a 'Login:' sub-section that says 'Please log in as a Group or you may choose to create a new Group.' Below this is a 'Group User Name' input field. Below the input field is a radio button selection: 'I am a new group' (selected) and 'I have previously registered'. A red arrow points to the first radio button.

You must enter your Name before the registration process can begin.

If you are entering an entire family or group, the Quick Groups option will look like this. It will allow you to do all entries for your family under one payment account.



(You may be asked to enter School/Club but that is not information CCF collects as this time and it is not necessary to enter.)

After you have entered your name (or group) the following Registration information will show. All field that contain the **blue *** are required and must be completed before finalization of the registration process.

If you are a group you will be required to enter this information **for each exhibitor**. When entering several exhibitor names in **Quick Group**, take advantage of the new **Auto Fill option**, located up in the left hand corner of entry area. This will fill in fields from previous entry and can be edited as needed and helps speed up the entry process. **The same password and email address may be used for everyone in the group.** Each Exhibitor then will have their own individual entries. (The fields listed below should be filled by using Auto Fill)



Registration

Exhibitor Information

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

First Name Jane

Last Name Doe

Password *

Re-type Password *

Address *

Address2

City *

State/Prov *

Postal Code *

County

Phone Number *

e-mail

Re-type e-mail

Special Comments

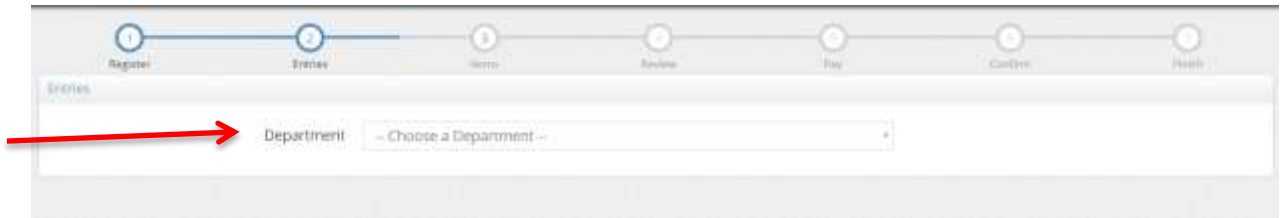
Also Showing in 4H -- Choose an Item --

Continue

You develop your own password. **It is the exhibitor's responsibility to remember their password.** To retrieve a forgotten password, you must have an email address listed so it can be sent to you. The Clay County Fair office does NOT retain any personal passwords.

You may use Special Comments to notify us of issues you may/may not have had with registration. Comments about stalling or camping can be made when an entry is made.

Once you have registered you then may start the process of entering your exhibit entries. Choose the **Department** by using the pull down arrow.



A screenshot of a web application interface for entering exhibit entries. At the top, there is a progress bar with seven steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. Below the progress bar, the 'Entries' form is displayed. A red arrow points to the 'Department' dropdown menu, which currently shows '- Choose a Department -'.

Choose a **Division**



A screenshot of the same web application interface. The 'Department' dropdown menu is now set to 'Beef Cattle'. A red arrow points to the 'Division' dropdown menu, which currently shows '- Choose a Division -'.

Choose a **Class** and then complete all the necessary fields.

****Special instructions *may be* noted at the top of various Departments.
(Example below)**



A screenshot of the 'Entries' form. At the top, there is a yellow banner with the text 'Special Instructions' circled in red. Below this, a red note reads: 'NOTE: For All animals born prior to 1/1/2021, a copy of registration papers **MUST BE BROUGHT TO CHECK-IN!** ENTRIES ARE PER ANIMAL (Although can enter multiple classes). It is understood pen or group entries contain more than one animal.' Below the note, the form fields are shown. The 'Department' dropdown is set to 'Beef Cattle' and the 'Division' dropdown is set to '52-Beef Cattle-Gelbvieh'. A red arrow points to the 'Class' dropdown menu, which is currently set to '01 : Low Percentage Junior Heifer Calf (January 2021 & After-3 months minimum)'. Other classes listed include '02 : Low Percentage Senior Heifer Calf (September-December 2020)', '05 : Low Percentage Intermediate Female (May-August 2020)', '06 : Low Percentage Junior Female (January-February 2020)', '07 : Low Percentage Junior Femal - (March - April 2020)', and '08 : Low Percentage Senior Female (September-December 2020)'.

Any field that contains a **blue *** must be completed before you can advance.

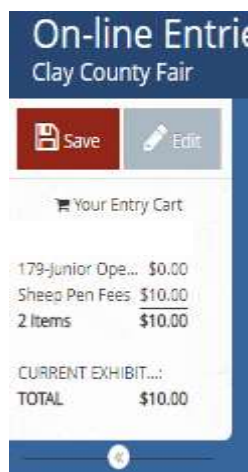
(NOTE: For LIVESTOCK Entries: there is a non-mandatory field available, but completion of this field *will help assist the Superintendents in stall needs.*)

For 2021, # of Head Entered has been made mandatory to allow for more exact counts of animals entered.

# Stalls requested	<input type="text"/>
# Head Entered *	<input type="text"/>

Each Department/Division will have different fields corresponding to the needs of that Department.

Continue for each Department/Division/Class(es) that you want to enter. If you are using Quick Groups you will enter this information for each exhibitor, completing the information needed for each person.



Showworks does not automatically save your information/entries so it is suggested you process each set of entries by going all the way to the end and pressing **SAVE TO CART** (this will show up in the left-hand corner of your entry page). **SAVE TO CART...DO THIS EVEN IF YOU HAVE NOT CHOSEN ANY ITEMS TO ENTER AT THIS TIME!!!!!!** **Only by saving will you be able to go back and edit or add to your cart!!!!!!** If you do not do this and leave the session, all entered information, including your login and password, will be deleted.

Sessions on Showworks expires after 20 minutes of inactivity so press **“SAVE TO CART”** often. In this way you can come back and edit anything you have already done or you can check out and complete the registration process.

As you complete your entries you will be directed to the Additional **Items** (Fees) screen. Enter the quantity needed and the program will complete the calculations. Currently, due to stall/pen availability, the superintendent of each Department will try to accommodate as much as possible your request. If the number of stalls needed is not available, exhibitors will be awarded a refund when necessary.

Livestock Exhibitor On Grounds Camping will again be registered this year through the on-line process. Pick **Camping as the Department** and then check the option you want. *These sites are on a first come-first served basis.* If they are sold out, Exhibitors will automatically be given a space at the off-site camping area across the street from the fairgrounds. **Exhibitors must signify the livestock category they will be showing.**

On-Site Camping is Available:

- 1) Full Week
- 2) Friday, 2:00pm – Wednesday, noon
- 3) Wednesday, 2:00pm – Sunday, 7:00pm

Campsite Lots are **40'x22'**. Electricity is available at each site but outages may occur if weather is extremely hot/cold. Water is available but may be shared between multiple sites. Pressure may vary depending on usage. Showers are **NOT** within camping area but are located in the Livestock Pavilion.

See Livestock Exhibitor handbooks for more information about camping on-site.!

Special Instructions: **NOTE CHANGE OF CAMPING AVAILABILITY!**
ON-SITE CAMPSITES ARE AVAILABLE ONLY TO LIVESTOCK EXHIBITORS. RESERVATION ARE TO BE PLACED AFTER A LIVESTOCK ENTRY HAS BEEN MADE.

required → Department: Camping
Division: 999-On-Site Camping-Livestock
Class * -- Choose a Class --
→ Camp Site Near:
Livestock Entered * -- Choose an Item --

Currently you are also able to request a camp site near another exhibitor. Because exhibitors may not enter at the same time, these requests will be assigned as close as possible to your request.

As you continue you will come to an Items screen. **If you do not need any of these Livestock items** you may just press Continue to go to the next screen.

Fee Items	Amount	Qty	Total
Advance Livestock Exhibitor Admission <small>Purchased through 08/29/2021</small>	\$6.00	0 + -	\$0.00
Bedding Fee <small>Per Bag</small>	\$7.00	0 + -	\$0.00
Beef Cattle Stall Fees <small>Per Three (3) Feet</small>	\$22.50	0 + -	\$0.00
Dairy Cattle Stall Fees <small>Per Three (3) Feet</small>	\$22.50	0 + -	\$0.00
Horse Stall Fees <small>Per Stall</small>	\$15.00	0 + -	\$0.00
Horse Tie Stall Fees <small>Draft Horse Only</small>	\$6.00	0 + -	\$0.00
Sheep Pen Fees <small>Per 6'x6'</small>	\$10.00	0 + -	\$0.00
Stockman's Livestock Parking <small>Per Site</small>	\$20.00	0 + -	\$0.00
Swine Pen Fees <small>Per 6'x12'</small>	\$10.00	0 + -	\$0.00

Reset Values Continue →

When you have finished with your entries, press Continue. You will be able to 'Review' all items you have entered and also any fees you may have added. **You may review your saved cart as often as you wish but you cannot edit your entries after the payment process has been completed.** If an edit is necessary, please contact the Clay County Fair office or email: competition@claycountyfair.com.

You may (1) add more entries by clicking the add more entries button, (2) you may save your cart to come back at a later time, (3) you may delete an item by pressing the red X, or (4) you may proceed on to check-out.

Please Note: IF YOU WANT TO COME BACK LATER OR HAVE MORE TO ENTER, MAKE CERTAIN TO PRESS SAVE TO CART FOR LATER!!!!!!

Beef Cattle-Angus	Class: 01 - Late Junior Heifer Calf (Calved 4/1/2017 and After) Gender: Female Birth Date: 11/01/2000 Animal Name: Bessie Registration ID: 12345 BreedersEarTag#: 1236598	\$0.00		
Beef Cattle Stall Fees	\$12.50 x 1	\$12.50		
Total for	with 1 entries and 1 additional items	\$12.50		
2 TOTAL ITEMS IN CART:		\$12.50		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$12.50		

Buttons: Add more Entries, Empty Cart, Save this cart for later, Check-out

You will be required to type "yes" to the 'I Agree to the Above Statement and then press Submit.

Progress: Register, Entries, Items, Review, Pay, Confirm, Finish

Confirm

Do you agree to the following?
Review any items which are about to be entered.

You have not been able to remove. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
Beef Cattle-Angus	Class: 01 - Late Junior Heifer Calf (Calved 4/1/2017 and After) Gender: Female Birth Date: 11/01/2000 Animal Name: Bessie Registration ID: 12345 BreedersEarTag#: 1236598	\$0.00
Total for:		\$0.00
2 TOTAL ITEMS IN CART:		\$0.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$0.00

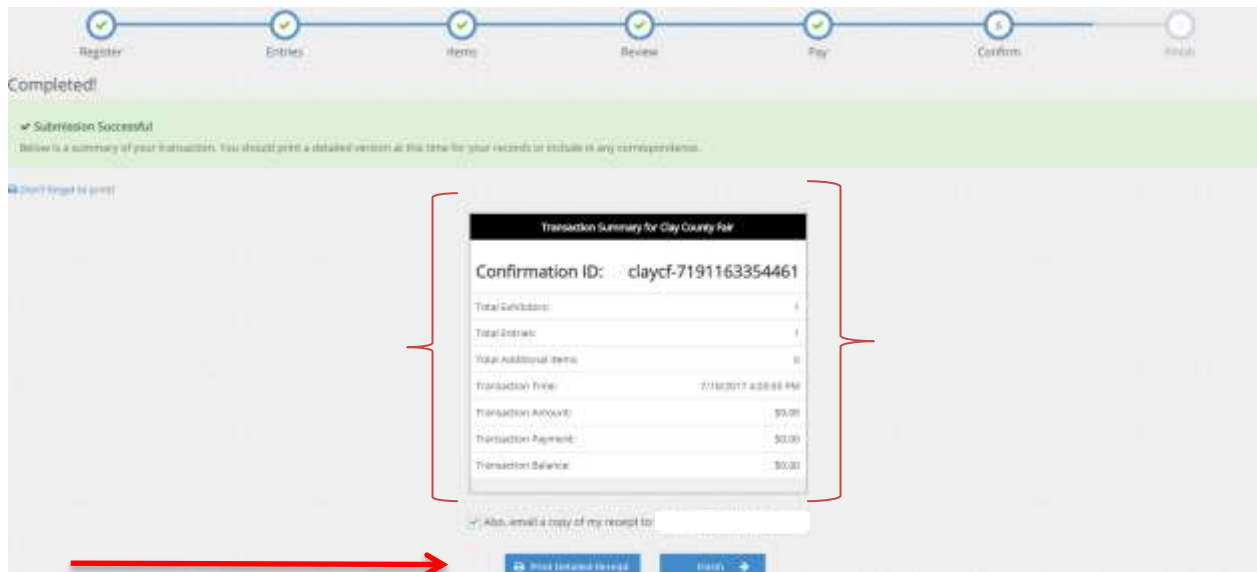
Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations within each Exhibitor handbook. A copy of these handbooks are available on our website or by contacting the fair office.

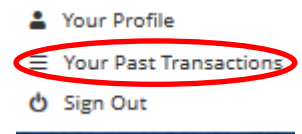
I agree to the above statement: I agree (0/0) Submit

You will be given a Confirmation ID number.

If you have purchased any items **you will want to print a Detailed Receipt**. This will be your record of all fees you have paid. **Some Departments may require this printout as your exhibitor stub for picking up items at the end of the Fair.**



If you did not print your receipt at the time you submitted, you may go back and view your past transaction (you cannot edit them at this point!). Go to the right hand corner, find your login name, pull down the menu Select Your Past Transactions.



You can then see what you have submitted previously and also print out a receipt, if needed, by pressing on your receipt number.



Thanks you for utilizing the Clay County Fair On-line process!! Please take the time to send us your feedback! We continue to strive to make this process as user friendly as possible.

If you need any assistance with entering on-line, please feel free to call the Clay County Fair Office (712-580-3000) or email: competition@claycountyfair.com . We will respond as quickly as possible.