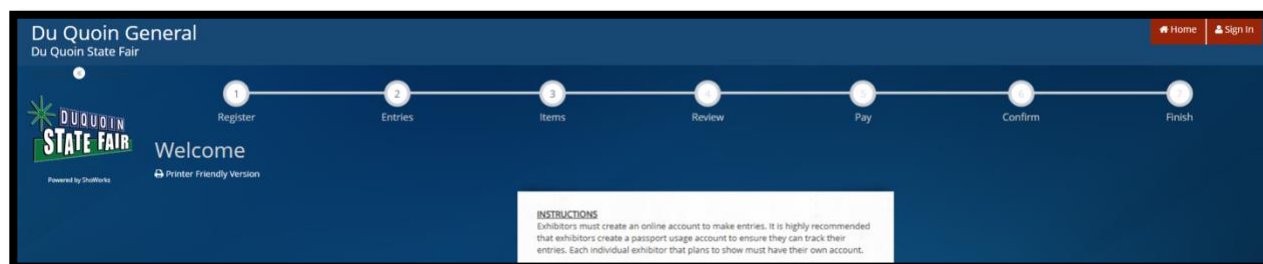


ShoWorks Online Entry Tutorial

From the Du Quoin State Fair's website, click on the yellow "Make Entries" button for the area you wish to enter. The Welcome screen will appear. Use the workflow indicator (numbers across the top) to keep track of your progress or for navigation help.



(1) Register – Begin your registration process here, if this is the first time you have logged in for the current fair season. It is highly encouraged that exhibitors utilize the ShoWorks Passport options (center of the bottom blue box) to register accounts. Once registered for the year, for future visits you can enter using the sign in box in the top right corner. Select Exhibitor from the dropdown menu.

This screenshot shows the 'Registration' form. At the top, the same workflow indicator is present, with 'Register' as the first step. Below the indicator, the title 'Registration' is displayed. A 'Tip' section suggests signing in as a 'Quick Group' for multiple exhibitors. There is a radio button option 'NO I am not a Team or Company'. Below this are input fields for 'First Name' and 'Last Name'. A blue box contains information about the 'ShoWorks Passport', stating it is free and allows for year-to-year reuse. At the bottom, there are two radio button options: 'I am a new exhibitor or have yet to register this year' and 'I have previously registered this year'. A red 'Continue' button with a right arrow is at the bottom right.

Select 'I am a new exhibitor or have yet to register this year' if this is the first time you have used ShoWorks for the current Du Quoin State Fair.

Select *'I have previously registered this year'* if you need to make additional entries or view past transactions.

If you are a family that has multiple exhibitors, you can select QUICK GROUP in the top blue box and add each exhibitor under a family name. Once you have created the QUICK GROUP, you will have the option to make entries for all of your registered exhibitors in one transaction.

If you are registering your entries under a farm name or company name, turn off the button that is labeled I AM NOT A TEAM or COMPANY. This button can be found below the first blue box, but above the login prompts.

Follow the prompts on the screen that collect exhibitor information. Any item that contains an asterisk is a required field. If you are signing back in to ShoWorks, you will be asked to verify that your information is correct. Please note ShoWorks does not keep password records, nor does the Du Quoin State Fair, so exhibitors should record that information when they enter it.

(2) Entries – Select Department and Division from the dropdown menu provided. In some Divisions you will also select the Class you wish to enter. Follow the prompts with asterisks to provide the required information. Those fields without an asterisk are not required but will provide useful information for Du Quoin State Fair check-in staff. When you have made the selection and entered the needed information, click Add Entry to Cart. To add additional entries to your cart, begin the process again by selecting the Department and Division. Please note some Divisions or Classes have a maximum entry limit. Please refer to the Premium Book for those limits. The system will not allow the exhibitor to enter more than the established entry limits. Exhibitors are encouraged to save their cart frequently when making multiple entries.

The screenshot shows the 'Entries' form in the ShoWorks system. At the top, there is a progress bar with six steps: Register, Entries, Items, Review, Pay, and Confirm. The 'Entries' step is currently active. Below the progress bar, the form is titled 'Entries'. It contains two dropdown menus. The first dropdown menu is labeled 'Department' and has '08 - Open Sheep' selected. The second dropdown menu is labeled 'Division' and is open, showing a list of options. The first option is '-- Choose a Division --'. Below this, there are several options for sheep breeds, each with a code and a description: 0801 Border Leicester - Breeding Sheep, 0802 Cotswold - Breeding Sheep, 0803 Dorset - Breeding Sheep, 0804 Hampshire - Breeding Sheep, 0805 Lincoln - Breeding Sheep, and 0806 Montadale - Breeding Sheep.

(3) Items – Next you will be directed to the Items Menu. It is here where you can select to purchase admission booklets and parking for the Fair, if you so choose.

* at least one item of this is required

⚠ limits to the quantity allowed apply to this item

Fee Items	Amount	Qty	Total
Exhibitor Admission Booklet	\$45.00	0 + -	\$0.00
⚠ Exhibitor Parking - Lot 1	\$40.00	0 + -	\$0.00
⚠ Exhibitor Parking - Lot 20	\$40.00	0 + -	\$0.00
⚠ Exhibitor Parking - Lot 21	\$40.00	0 + -	\$0.00
⚠ Exhibitor Parking - Lot 3	\$40.00	0 + -	\$0.00
*Supply Chain Surcharge	\$9.50	1 + -	\$9.50

↺ Reset Values

Continue →

(4) Review – Next you will be asked to review the entries in your cart. There are options to edit the entries if information is incorrect. You can also delete entries or go back from this screen to add additional entries. If all the information is correct you can proceed to the next step. Those utilizing the Quick Groups option for a family of exhibitors will see all entries listed by each individual exhibitor for their group at the time of review. Users should ensure that entries for each individual exhibitor are correct before proceeding.

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✎ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
John Doe's items:				
1087 Montadale - Breeding Sheep	Class: 01 - Ram (1 year old and under 2)	\$20.00	✎	✖
Total for John Doe with 1 entries		\$20.00		
1 TOTAL ITEMS IN CART:		\$20.00		
PROCESSING FEE (\$2.25):		\$2.25		
BALANCE DUE:		\$22.25		

+ Add more Entries for John Doe

↺ Empty Cart

💾 Save this cart for later

Check-out →

(5) Pay – Once you have reviewed all your classes, proceed to payment. Payment is required by credit card. No cash or checks will be accepted.

(6) Confirm – Once payment is entered you will be led to the Confirm screen. At this screen you must type the reply YES before you can submit. From here you can print a detailed report

1087 Montadale - Breeding Sheep 	Class: 01 - Ram (1 year old and under 2)	\$20.00
Total for John Doe with 1 entries		\$20.00
1 TOTAL ITEMS IN CART:		\$20.00
PROCESSING FEE (\$2.25):		\$2.25
BALANCE DUE:		\$22.25

 **Signature**

By making entries electronically, I certify that I have read the contents of the Premium Book, including the section entitled Ethical Care and Exhibiting of Animals, and I will abide by all applicable rules and guidelines contained therein, including specific rules relating to the administration of drugs to animals, as well as all other rules relating to the Illinois State Fair and the laws and regulations of the State of Illinois.

Online submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please consult the Competitive Events Section of the Illinois State Fair Website.

I agree to the above statement (type 'YES' if you agree)

By typing 'YES' you agree and are bound by the above statement. This action serves as your signature.

You have now completed the entry process. You can click on *“Go to my Account summary”* and you will be taken to Transactions screen. If you are finished with this session, Sign Out by going to the Hello button on the top right-hand corner of the screen.

If the exhibitor did not previously create a ShoWorks Passport account, they can do so at any time after an entry is made and sync their entries to the account.

If you have any questions regarding entries, please contact the Competitive Events Office at 618-542-1509 or 618-542-1525. Our office hours are Monday to Friday 8:00 a.m. - 4:00 p.m.