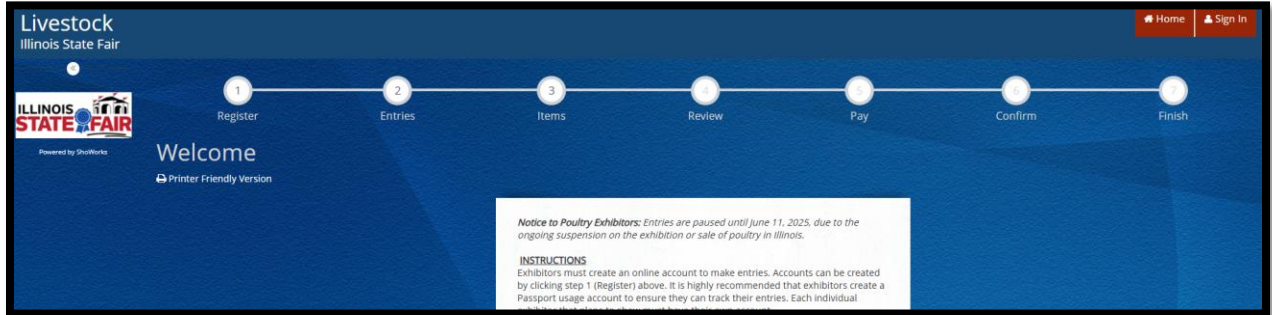


ShoWorks Online Entry Tutorial

From the Illinois 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.

The screenshot shows the 'Registration' form. At the top, there is a workflow indicator with six steps: 1. Register, 2. Entries, 3. Items, 4. Review, 5. Pay, and 6. Confirm. The 'Register' step is highlighted. The form includes a 'Tip' section: '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.' Below this is a radio button labeled 'NO' with the text 'I am not a Team or Company'. There are two input fields for 'First Name' and 'Last Name'. A blue box contains the text: '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...'. At the bottom, there are two radio buttons: '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 Illinois State Fair.

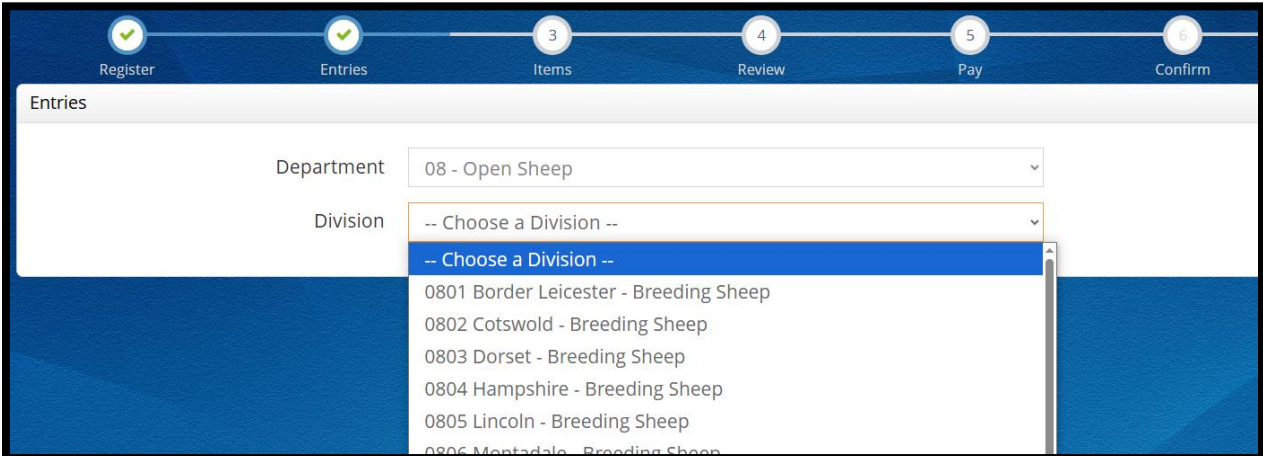
Select *'I have previously registered this year'* if you need to make additional entries or view past transactions.

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 Illinois 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 Illinois 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 displays the 'Entries' form in the ShoWorks system. At the top, a progress bar shows six steps: Register (1), Entries (2), Items (3), Review (4), Pay (5), and Confirm (6). The 'Entries' step is currently active. The form contains two dropdown menus: 'Department' and 'Division'. The 'Department' dropdown is set to '08 - Open Sheep'. The 'Division' dropdown is currently open, showing a list of options: '-- Choose a Division --', '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

(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		

(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 217-782-0786. Our office hours are Monday to Friday 8:00-4:00 p.m.