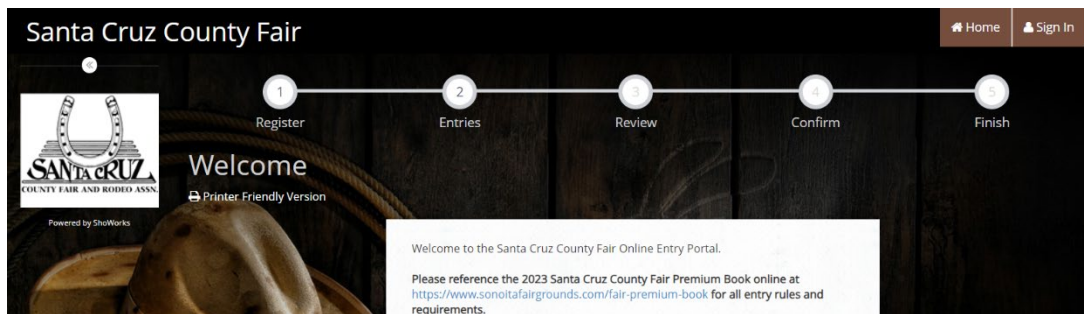
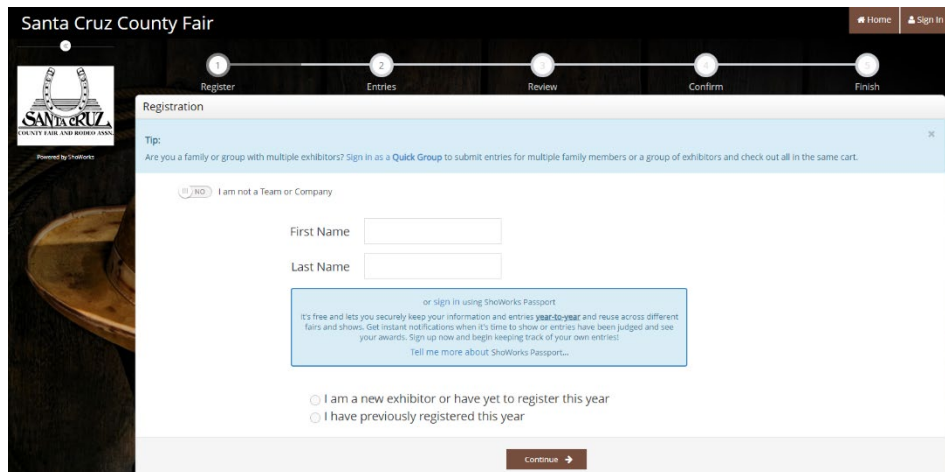


## Guide for Registering Fair Entries with ShoWorks!

From any internet browser, enter [stacruz.fairwire.com](http://stacruz.fairwire.com) to access ShoWorks. The welcome screen will appear. Use the workflow indicator to keep track of your progress or for navigation help. Please note that at any time, you can use the back arrow on your browser to return to a previous screen.



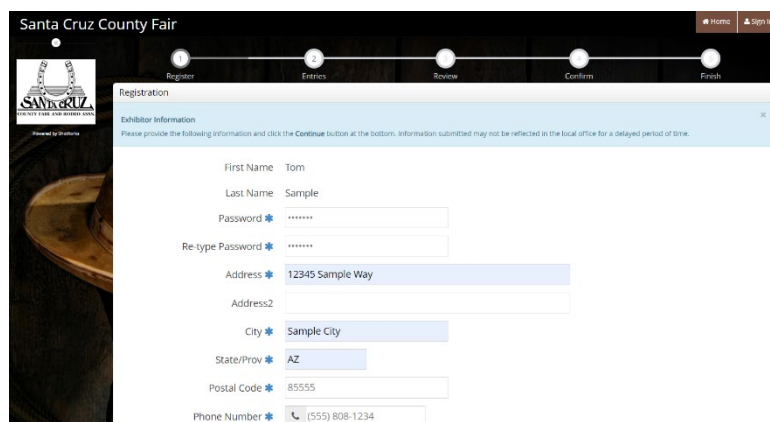
**Register** – start here as this is the first time you have logged in this ShoWorks account to get set up. Once registered, you can enter using the sign in box in the top right corner and then choose Exhibitor from the dropdown menu.



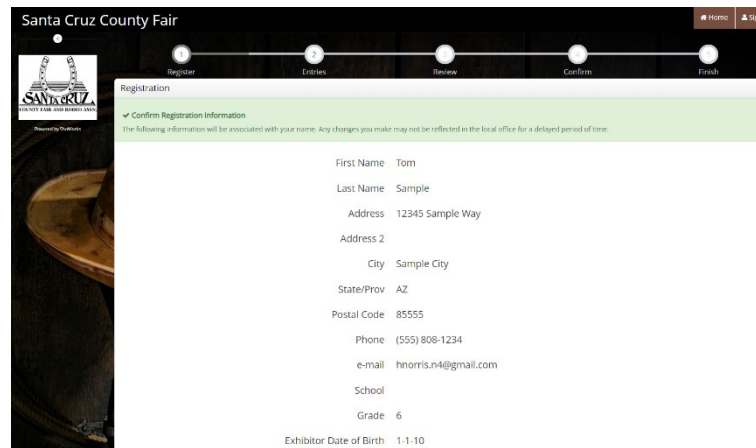
Select 'I am a new exhibitor or have yet to register this year' as this is the first time you will be logging into THIS ShoWorks account.

If you have a Passport Account, use the passport option to sign-in. *If you register through ShoWorks for multiple shows you should consider setting up a ShoWorks Passport Account by following the prompted steps.*

New exhibitors will be prompted to complete all fields marked with \*.



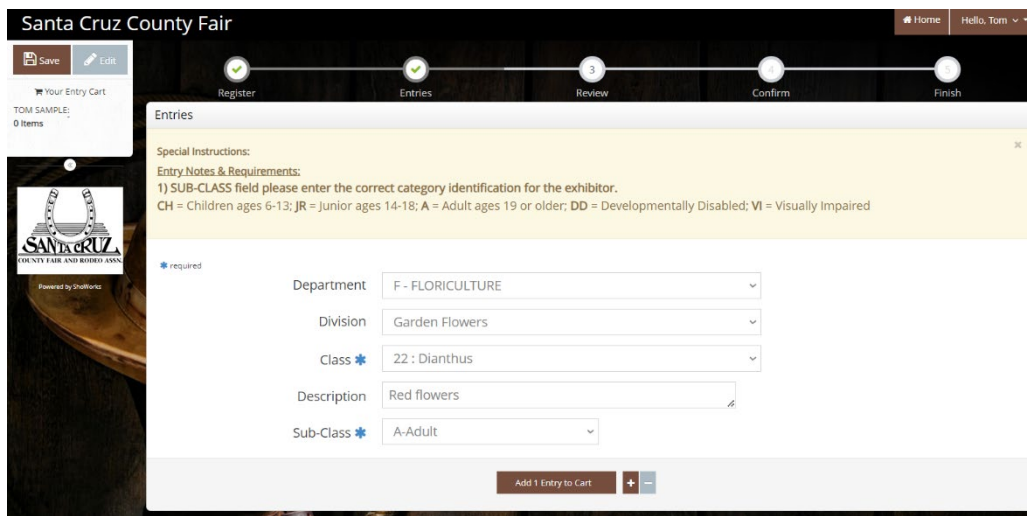
Check that your information is correct. **Also make note of your Password.** ShoWorks does not keep password records. If correct press “Continue”.



The screenshot shows the 'Confirm Registration Information' page of the Santa Cruz County Fair registration system. The page has a dark header with the fair's logo and a progress bar with five steps: Register, Entries, Review, Confirm, and Finish. The 'Confirm' step is currently active. Below the progress bar, there is a green confirmation banner. The main content area displays the user's registration details in a list format.

|                         |                      |
|-------------------------|----------------------|
| First Name              | Tom                  |
| Last Name               | Sample               |
| Address                 | 12345 Sample Way     |
| Address 2               |                      |
| City                    | Sample City          |
| State/Prov              | AZ                   |
| Postal Code             | 85555                |
| Phone                   | (555) 808-1234       |
| e-mail                  | hnmorris.m@gmail.com |
| School                  |                      |
| Grade                   | 6                    |
| Exhibitor Date of Birth | 1-1-10               |

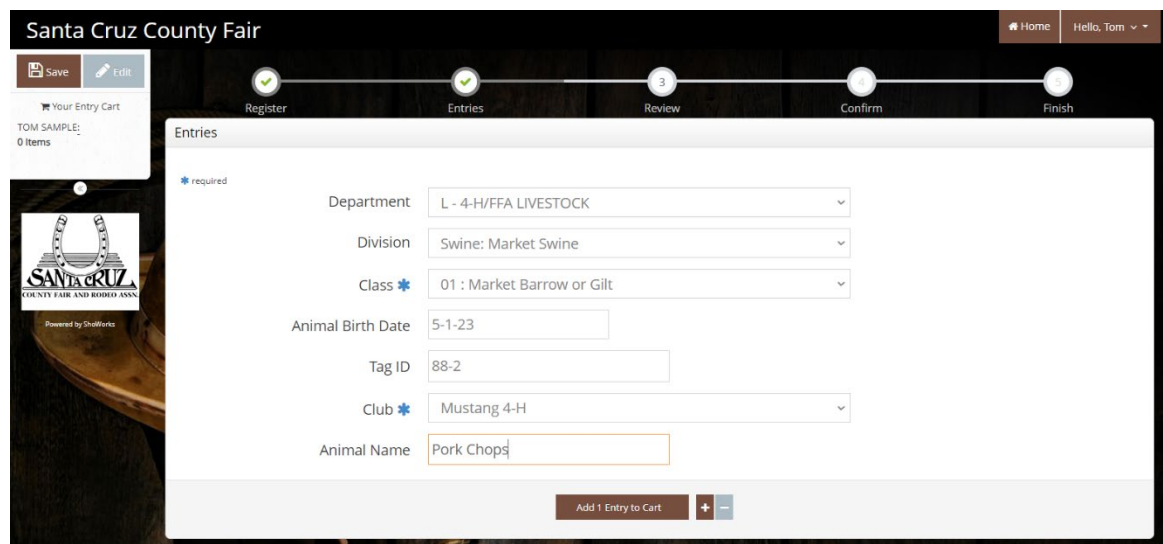
Choose the department, division, and class from the dropdown menus. Make sure to complete all required fields. Fields not required please complete to the best of your knowledge. Then click Add Entry to Cart.



The screenshot shows the 'Entries' page of the Santa Cruz County Fair registration system. The page has a dark header with the fair's logo and a progress bar with five steps: Register, Entries, Review, Confirm, and Finish. The 'Entries' step is currently active. Below the progress bar, there is a yellow banner with special instructions. The main content area contains a form with several dropdown menus and text input fields. The 'Add 1 Entry to Cart' button is at the bottom right.

Special Instructions:  
Entry Notes & Requirements:  
1) SUB-CLASS field please enter the correct category identification for the exhibitor.  
CH = Children ages 6-13; JR = Junior ages 14-18; A = Adult ages 19 or older; DD = Developmentally Disabled; VI = Visually Impaired

|             |                  |
|-------------|------------------|
| Department  | F - FLORICULTURE |
| Division    | Garden Flowers   |
| Class       | 22 : Dianthus    |
| Description | Red flowers      |
| Sub-Class   | A-Adult          |



The screenshot shows the 'Entries' page of the Santa Cruz County Fair registration system. The page has a dark header with the fair's logo and a progress bar with five steps: Register, Entries, Review, Confirm, and Finish. The 'Entries' step is currently active. Below the progress bar, there is a yellow banner with special instructions. The main content area contains a form with several dropdown menus and text input fields. The 'Add 1 Entry to Cart' button is at the bottom right.

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|                   |                            |
|-------------------|----------------------------|
| Department        | L - 4-H/FFA LIVESTOCK      |
| Division          | Swine: Market Swine        |
| Class             | 01 : Market Barrow or Gilt |
| Animal Birth Date | 5-1-23                     |
| Tag ID            | 88-2                       |
| Club              | Mustang 4-H                |
| Animal Name       | Pork Chops                 |

Once you have selected the divisions and classes you want to enter, click Continue to move to the next step.

The screenshot shows the 'Entries' step of the registration process. At the top, a progress bar indicates the steps: Register (1), Entries (2), Review (3), Confirm (4), and Finish (5). The 'Entries' step is currently active. On the left, there is a 'Your Entry Cart' sidebar showing a list of items: 'TOM SAMPLE: Swine: Market ...', 'Swine Showmans...', 'Garden Flowers', and '3 Items'. Below this is a logo for 'SANTA CRUZ COUNTY FAIR AND RODEO ASSN' and the text 'Powered by ShoWorks'. The main content area has a green header 'Entries' and a message: '✓ 1 entry added. One 'Garden Flowers' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart.' Below this message is a 'Department' dropdown menu set to '-- Choose a Department --'. At the bottom, there are three buttons: '+ Add different Entry', '+ Add similar Entry', and 'Continue →'.

The screenshot shows the 'Review of Cart' step. The progress bar at the top shows the steps: Register (1), Entries (2), Review (3), Confirm (4), and Finish (5). The 'Review' step is currently active. On the left, the 'Your Entry Cart' sidebar is the same as in the previous screenshot. The main content area has a yellow header 'Review of Cart' and a message: '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.' Below this is a red warning bar: '⚠ You are not finished yet! You will still need to confirm in the upcoming steps.' The main content area features a table with the following items:

| Item                                       | Description                                                                                                             | Amount        | Edit | Remove |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------|------|--------|
| <b>Tom Sample's items:</b>                 |                                                                                                                         |               |      |        |
| Swine: Market Swine                        | Class: 01 - Market Barrow or Gilt<br>Birth Date: 5-1-23<br>Tag ID: 88-2<br>Club: Mustang 4-H<br>Animal Name: Pork Chops | \$0.00        | ✏    | ✖      |
| Swine Showmanship                          | Class: 02 - Junior Showmanship<br>Club: Mustang 4-H                                                                     | \$0.00        | ✏    | ✖      |
| Garden Flowers                             | Class: 22 - Dianthus<br>Description: Red Flowers<br>Sub-Class: CH-Child                                                 | \$0.00        | ✏    | ✖      |
| <b>Total for Tom Sample with 3 entries</b> |                                                                                                                         | <b>\$0.00</b> |      |        |
| <b>3 TOTAL ITEMS IN CART:</b>              |                                                                                                                         | <b>\$0.00</b> |      |        |
| <b>BALANCE DUE:</b>                        |                                                                                                                         | <b>\$0.00</b> |      |        |

At the bottom, there are four buttons: '+ Add more Entries for: Tom Sample', 'Empty Cart', 'Save this cart for later', and 'Check-out →'.

In the Review of Cart screen, you have the option to:

1. Add more Entries now
2. Empty Cart
3. Save this cart for later
4. Check-out

It is wise to save your cart to ensure your choices are saved and then 'Check-out'.

# Santa Cruz County Fair

Save
 Edit

Your Entry Cart  
 TOM SAMPLE:  
 Swine: Market ...  
 Swine Showmans...  
 Garden Flowers ...  
 3 Items

Register
 Entries
 Review
 Confirm
 Finish

## Confirm

Do you agree to the following?

(Below are items which are about to be entered.

**! You have one more step remaining. Your items will NOT be added until you type "YES" in the box below and click "Submit".**

| Item                                | Description                                                                                                              | Amount |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Tom Sample's Items:</b>          |                                                                                                                          |        |
| Swine: Market Swine                 | Class: 01 - Market Barrow or Gilt<br>Birth Date: 8-1 -23<br>Tag ID: 88-2<br>Club: Mustang 4-H<br>Animal Name: Pork Chops | \$0.00 |
| Swine Showmanship                   | Class: 02 - Junior Showmanship<br>Club: Mustang 4-H                                                                      | \$0.00 |
| Garden Flowers                      | Class: 22 - Dianthus<br>Description: Red Flowers<br>Sub-Class: CH-Child                                                  | \$0.00 |
| Total for Tom Sample with 3 entries |                                                                                                                          | \$0.00 |
| <b>3 TOTAL ITEMS IN CART:</b>       |                                                                                                                          | \$0.00 |
| <b>BALANCE DUE:</b>                 |                                                                                                                          | \$0.00 |

Signature
 

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 contact the fair office or download on our website at [www.santacruzfairgrounds.com](http://www.santacruzfairgrounds.com). Please familiarize yourself with rules and deadlines.

☒ YES
 I agree to the above statement. (Type YES if you agree)

Submit

Click the **"FINISH"** button to receive an emailed receipt copy of the entries you have entered the fair. You will also be able to "Print Detailed Receipt" from this screen.



**Santa Cruz County Fair**

POWERED BY OUTWORKS

Register

Entries

Review

Confirm

Finish

**Completed!**

✓ Submission Successful

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

⏏ Don't forget to print!

**Transaction Summary for Santa Cruz County Fair**

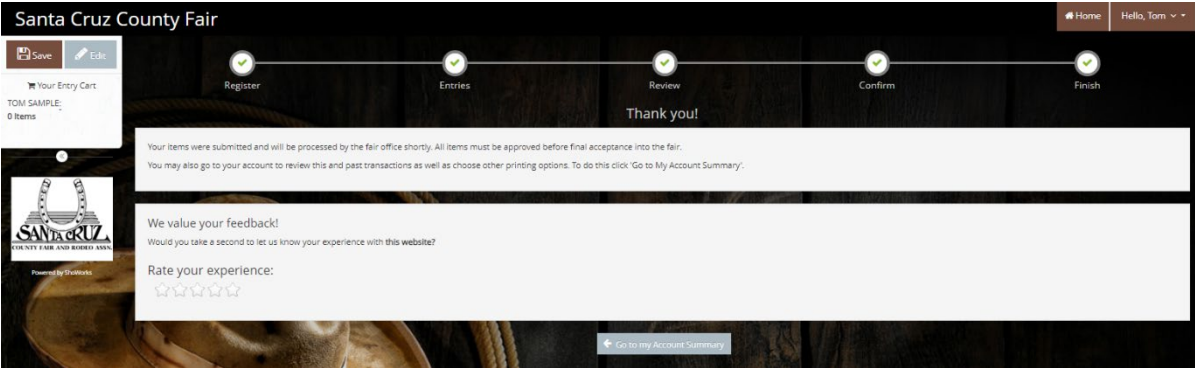
Confirmation ID: **stcruz-3192213642674**

|                         |                      |
|-------------------------|----------------------|
| Total Exhibitors:       | 1                    |
| Total Entries:          | 3                    |
| Total Additional Items: | 0                    |
| Transaction Time:       | 7/11/2019 9:36:42 PM |
| Transaction Amount:     | \$0.00               |
| Transaction Payment:    | \$0.00               |
| Transaction Balance:    | \$0.00               |

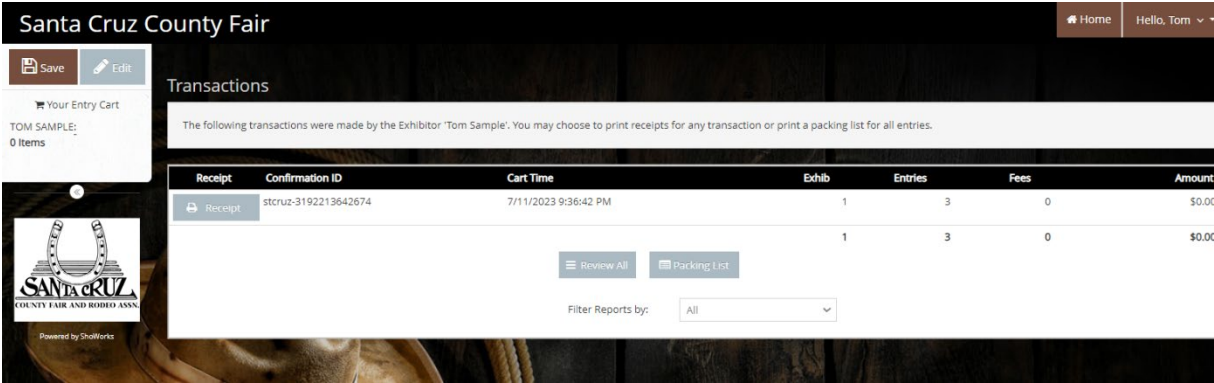
☒ Also, email a copy of my receipt to: [stcruz-fair@gmail.com](mailto:stcruz-fair@gmail.com)

[Print Detailed Receipt](#)
[Finish](#)

After you click “Finish” you will see this screen.



If you click on “Go to my Account summary” It will take you to the Transactions screen and you can view your past transactions.



If you are finished with this session, Sign Out by going to the Hello button on the top right-hand corner of the screen.

**CONGRATULATIONS: YOU ARE DONE!**