

Attn: Teachers

Welcome to **ShoWorks**, our online entry program. All entries are to be submitted online www.agfair.org

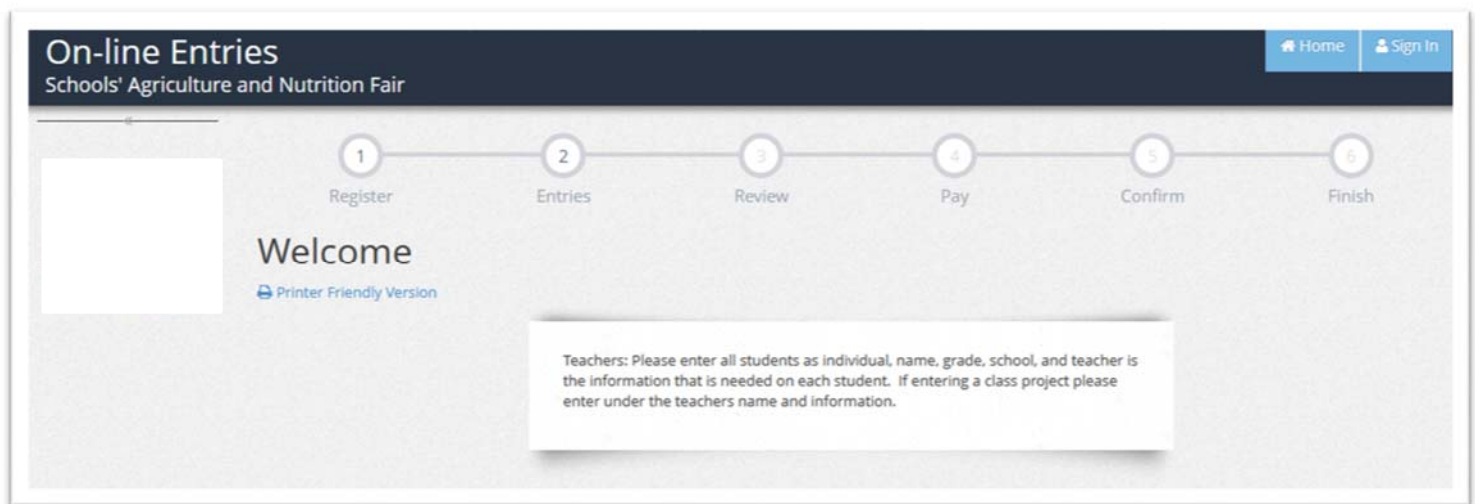
***Before you begin, is this your first time entering our fair? If yes, please email our office daa48th@aol.com with:**

- Name
- School
- School address
- Email
- Cell and/or school phone

Our office will prepare your “setup” for online entering. We will notify you when this is completed (2-3 days).

To Enter the Fair Online using ShoWorks:

Go to www.agfair.org and click on “Click Here to Enter Online” beneath the **2022 Online Entries** (right side of homepage)



1. Register: Create a new account (click on #1 at top of page)

- **Ignore** "I am not a Team or Company" -- Leave as "no"
- **IMPORTANT:** for INDIVIDUAL STUDENT entries, fill out the student's name.
 - **STUDENT NAME:** for **all** individual projects; use TEACHER NAME for classroom/group projects involving more than one student.
 - Student's/teacher's name to be filled in on the “Login” page
- Click “I am a new exhibitor or have yet to register this year” (for 2022 fair)

- Click “Continue”

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

Registration Information:
Complete the following registration and click the **Continue** button at the bottom.

First Name Patty

Last Name Anis

Password *

Re-type Password *

Address

Address2

City

State/Prov

Postal Code

County

Country

Phone Number

e-mail

Re-type e-mail

School *

Grade *

Teacher *

[Continue →](#)

- Fill out required fields (blue asterisk*)
- Create a password for yourself (you can use the same password for all your students/accounts, if desired).
 - Create a new password for this fair; no need to try and remember your password from last year!
- School: Choose your school, with your name, from the drop list
 - If your school is not listed, contact the 48th office before continuing for “setup” to enter
 - **Do not enter under another teacher’s name**
 - The next page will allow you to review your login information. When you are finished, click “continue”.

2. Entries:

Register Entries 3 Review 4 Confirm 5 Finish

Entries

Auto-fill from previous... ▾

* required

Department All Departments ▾

Division Crafts Grade 5-6 ▾

Class * A : Build an Insect ▾

Description

Club -- Choose a Club -- ▾

Add 1 Entry to Cart + -

Department – Choose "All Departments"

Division – Choose the Division for your entry (i.e. sawhorse)

Class – Choose from the list

Club (ignore this Line)

- When you are done with your first item, click "Add to Entry Cart"
- Follow on-screen instructions to add additional entries

Review:

Register Entries 3 Review 4 Confirm 5 Finish

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
Patty Anis's Items:				
Crafts Grade 5-6	Class: A - Build an Insect	\$0.00	✏	✖
Total for Patty Anis with 1 entries		\$0.00		
1 TOTAL ITEMS IN CART:		\$0.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$0.00		

+ Add more Entries for Patty Anis ↻ Empty Cart 📄 Save this cart for later Check-out →

When done with your entries, click "Continue"

- Review your Cart (Review)
- If all items are correct, click "check-out"
- "I Agree" field, type in "yes," then click SUBMIT

✓ Register — ✓ Entries — ✓ Review — 4 Confirm — 5 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
Patty Anis's items:		
Crafts Grade 5-6	Class: A - Build an Insect	\$0.00
Total for Patty Anis with 1 entries		\$0.00
1 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. For a copy of these rules and regulations, please contact the fair office.

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.

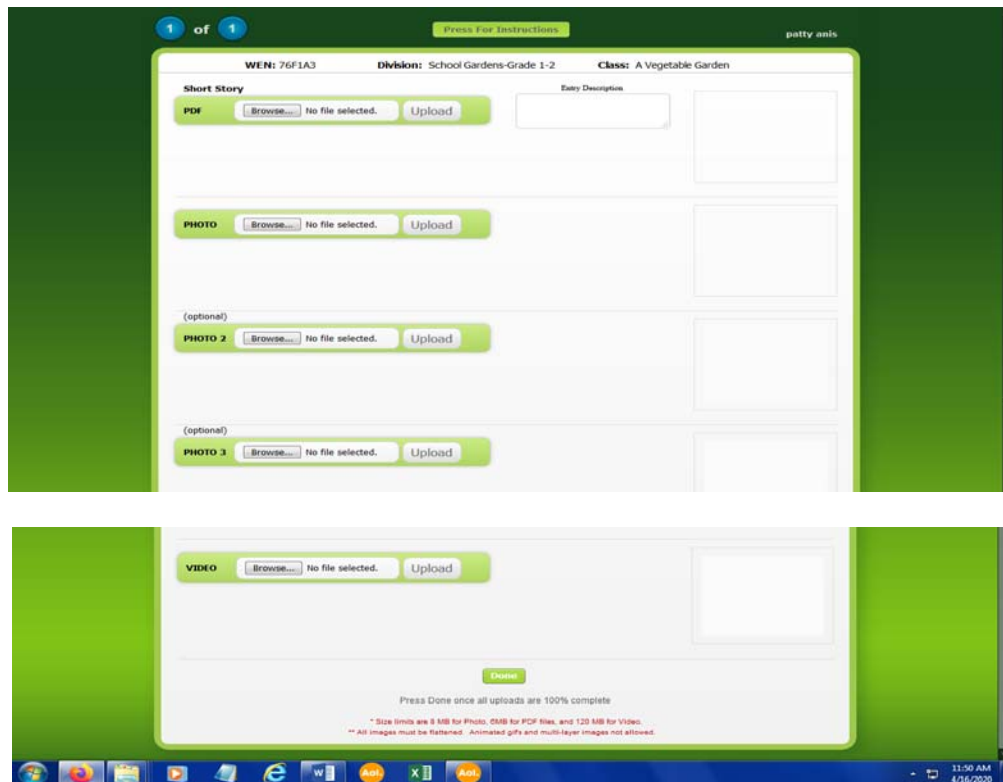
- Print out your receipt
- Be sure the box to “**email the receipt**” is checked (if you do not receive your receipt, check your “spam” folder – Subject line of email will read “ShoWorks Online Entries Receipt”)
- **IMPORTANT:** Keep your entry form receipt with you.

3. Uploading project photos

The ShoWorks system will prompt you to upload your photos at your last confirmation screen.

The following will instruct you how to add (insert) photos to your entries

Top center (within the white field below) lists the Division and Class of the entry you are uploading files to. Click “Browse” in each field you wish to upload a photo.



- (i.e. For School Gardens, you may upload one (1) PDF file (6 Mb or less) and up to three (3) photo files (8 Mb or less each) (.jpeg, .gif, .bmp, .png only)
- Click “Upload”
- Be sure the program states “Upload Complete” after uploading each file, before you move on to the next page.

If you wish to upload additional photos for entries, repeat the process above.

(Tip: Upload your best JPG photo first for each project; after fair, the online steaming will only display your first photo.)

Click Done.

- You will receive a Confirmation screen.

Call 48th DAA office at 909-865-4633 or email daa48th@aol.com if you have questions; we want to help you submit your entries.