

Attn: Teachers

Welcome to **ShoWorks**, our online entry program. All entries are to be submitted online [www.agfair.org](http://www.agfair.org)

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

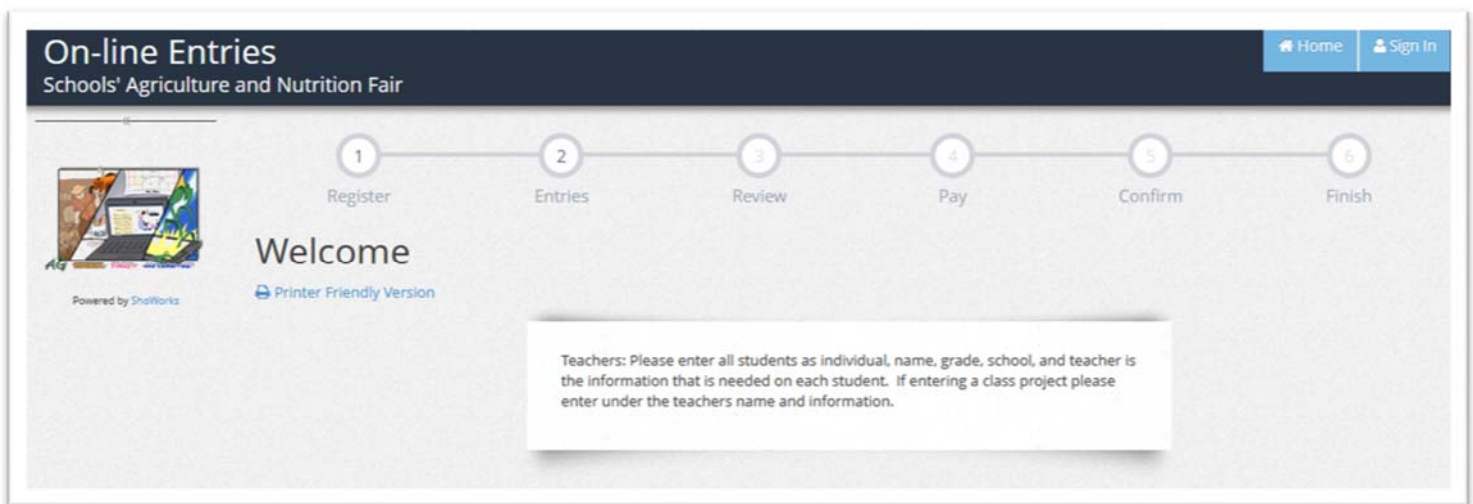
- Name
- School
- School address
- Email
- Cell and/or school phone

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](http://www.agfair.org) and click on “Click Here to Enter Online” beneath the **2021 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 2021 fair)

- Click “Continue”

The screenshot shows a registration form with a progress bar at the top. The progress bar has five steps: 1. Register (highlighted with a blue line), 2. Entries, 3. Review, 4. Confirm, and 5. Finish. Below the progress bar, the title "Registration" is displayed. Underneath, the heading "Registration Information:" is followed by the instruction: "Complete the following registration and click the **Continue** button at the bottom." The form fields are as follows: First Name (Patty), Last Name (Anis), Password (masked with dots), Re-type Password (masked with dots), Address (empty), Address2 (empty), and City (empty).

The screenshot shows the continuation of the registration form. The fields are: State/Prov (empty), Postal Code (empty), County (empty), Country (empty), Phone Number (empty, with a phone icon), e-mail (empty), Re-type e-mail (empty), School (a dropdown menu with "-- Choose a School --" selected), Grade (empty), and Teacher (empty). At the bottom right of the form, there is a blue "Continue" button with a right-pointing arrow.

- Fill out required fields (blue asterisk\*)
- Create a password for yourself (you can use the same password for all your students/accounts, if desired).
- School: Choose your school, with your name, from the drop list
  - If your school is not listed, contact the 48<sup>th</sup> 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
<b>Patty Anis's items:</b>				
Crafts Grade 5-6	Class: A - Build an Insect	\$0.00	✏	✖
<b>Total for Patty Anis with 1 entries</b>		<b>\$0.00</b>		
<b>1 TOTAL ITEMS IN CART:</b>		<b>\$0.00</b>		
<b>PAYMENTS:</b>		<b>-\$0.00</b>		
<b>BALANCE DUE:</b>		<b>\$0.00</b>		

+ 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 ✓    Confirm 4    Finish 5

## 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>Patty Anis's items:</b>		
Crafts Grade 5-6	Class: A - Build an Insect	\$0.00
<b>Total for Patty Anis with 1 entries</b>		<b>\$0.00</b>
<b>1 TOTAL ITEMS IN CART:</b>		<b>\$0.00</b>
<b>PAYMENTS:</b>		<b>-\$0.00</b>
<b>BALANCE DUE:</b>		<b>\$0.00</b>

 **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.

Submit

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.**

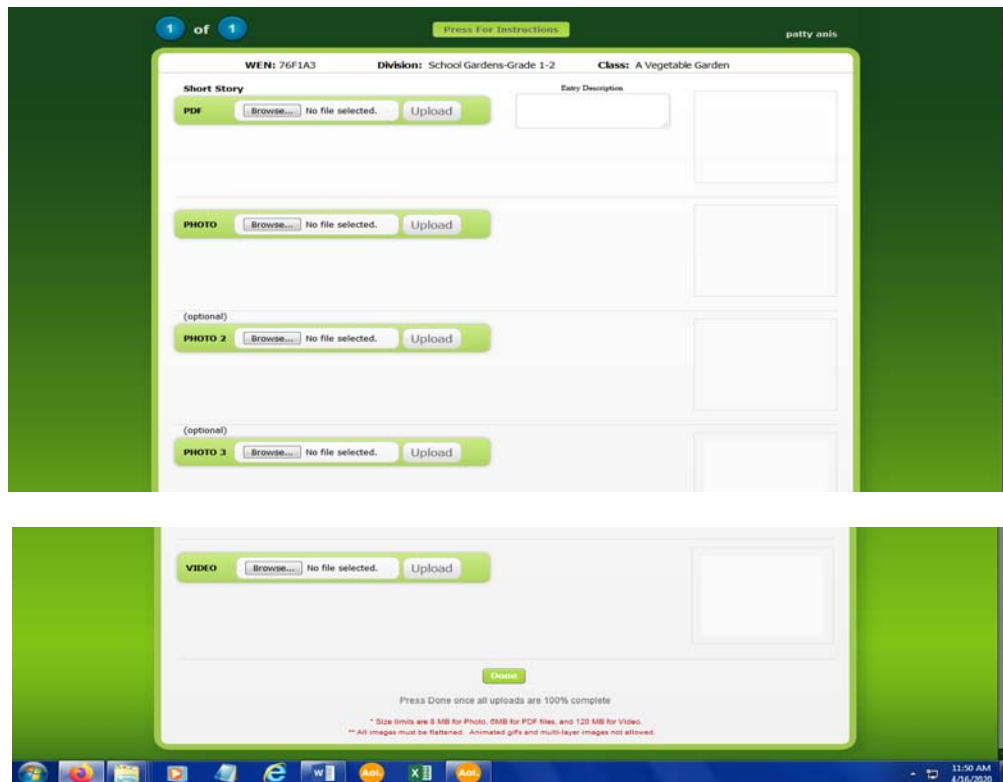
- Print out your receipt
- Be sure the box to “**email the receipt**” is checked (if you do not receive your receipt, check your “spam” folder – Subject line of email will read “ShoWorks Online Entries Receipt”)
- **IMPORTANT:** Keep your entry form receipt with you.

### 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](mailto:daa48th@aol.com) if you have questions; we want to help you submit your entries.