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:

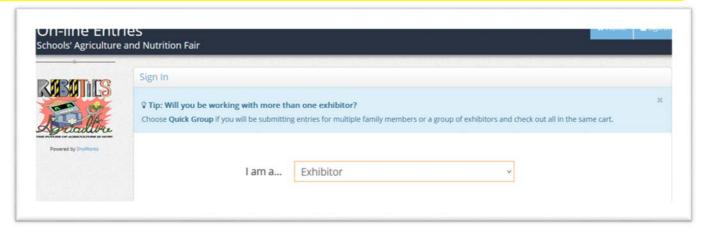
- Name
- School
- School address
- Email
- Cell and/or school phone

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

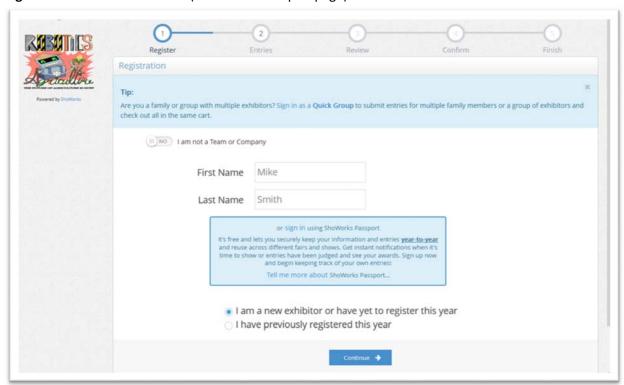
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## To Enter the Fair Online using ShoWorks:

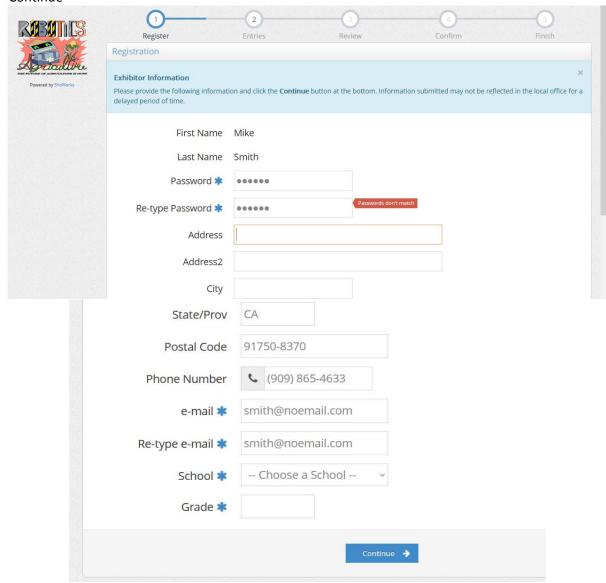
Go to <a href="www.agfair.org">www.agfair.org</a> and click on "Click Here to Enter Online" beneath the 2023 Fair Logo (right side of homepage)



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

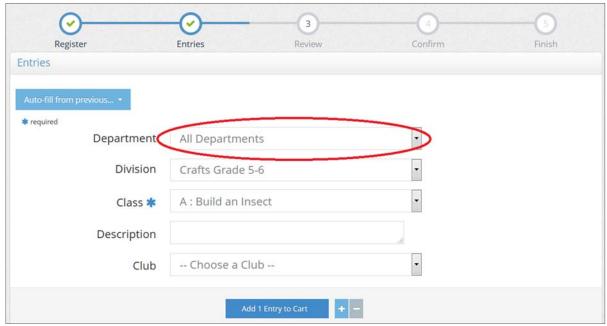


- Ignore "I am not a Team or Company" -- Leave as "no"
- IMPORTANT: for INDIVIDUAL STUDENT entries, fill out the student's name.
  - STUDENT NAME: for all individual projects; use TEACHER NAME for classroom/group projects involving more than one student.
  - Student's/teacher's name to be filled in on the "Login" page
- Click "I am a new exhibitor or have yet to register this year" (for 2023 fair)
- Click "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).
  - o 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
  - o 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 or school name
  - o The next page will allow you to review your login information. When you are finished, click "continue".

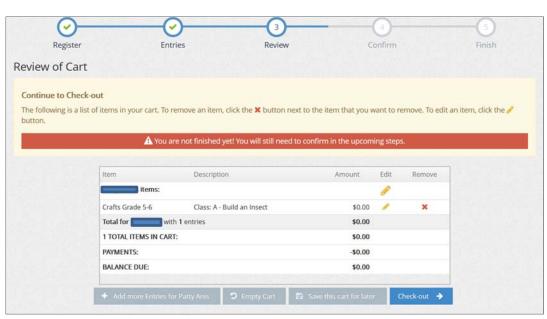
## 2. Entries:



**Department** – Choose "All Departments" **Division** – Choose the Division for your entry (i.e. Crafts) **Class** – Choose from the list **Club** (ignore this Line)

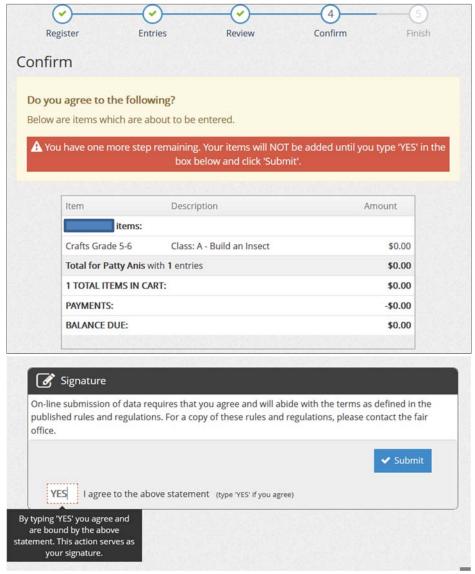
- When you are done with your first item, click "Add to Entry Cart"
- Follow on-screen instructions to add additional entries

## Review:



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



- 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.

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