

# Junior Livestock Show of Spokane Online Entry Instruction Sheet

*Please read prior to using ShoWorks On-Line Entries*

*[www.fairmanager.com/fairs/spokan](http://www.fairmanager.com/fairs/spokan)*

**\*NOTE:** Our Jr. Show Database requires that your Chapter/Club be registered before it will accept on-line entries. If your club or chapter showed at Jr. Show last years we have already added your information as of your last showing.

**NEW CLUBS/CHAPTERS** wanting to enter on-line please contact the show office at 509-535-6737 prior to attempting the on-line entry system. We must set up your Chapter/Club in our computer prior to your on-line entries being recognized.

**\*\*PAYMENT:**

Payment of fees must be received in our office prior to your on-line entry being processed.

**Step One:** Access our ShoWorks On-Line Entry system at [www.fairmanager.com/fairs/spokan](http://www.fairmanager.com/fairs/spokan) Microsoft Internet Explorer 6.0 or newer is the preferred browser

**Step Two:** Login either as an **Exhibitor** or a **Club Leader**.

**EXHIBITOR Login**

- If you are a **PAST EXHIBITOR** of the Jr. Show and you have supplied us with your Social Security Number, your password has been set up as the last 4 digits of your SSN. If you have not supplied Jr. Show with your SSN as previously requested, your password is 1234.
- Please carefully review and update any personal information.
- The field labeled SCHOOL is your Club/Chapter.
- The field labeled GRADE is your age division [4-H (Jr,Int.,Sr.) FFA (Fr./So, Jr/Sr.)]
  
- **NEW EXHIBITORS**, please supply the requested personal information. Please submit your MIDDLE INITIAL with your first name. (We have several exhibitors with the same name so hopefully this will reduce confusion.)
- We request that you use the last four digits of your SSN for the password as well, so we can keep this consistent when creating your exhibitor information.
- The field labeled SCHOOL is your Club/Chapter.
- The field labeled GRADE is your age division 4-H (Jr,Int.,Sr.) FFA (Fr./So, Jr/Sr.)

**CLUB LEADER/CHAPTER Login**

If your club/chapter has shown previously you may make entries for your club. For 2007 the password for all clubs is "JrShow". Login as a Leader allows one to proceed to enter your members Exhibitor information(see above) and Entries in each division, class etc.

### **Step Three: Exhibit Entry**

YOU MUST ENTER ALL CLASSES YOU WISH TO PARTICIPATE IN!

- Each exhibit needs to be entered by Division and then class within that division.
- Please be sure to fill out all areas completely to insure proper class assignment.
- Each exhibitor must have one Fitting & Showing entry for each specie you plan to enter. You do NOT need to declare which animal you will be using.

### **Step Four: Review & Confirm data entered**

ShoWorks uses a two step process for you to review your entry and to acknowledge compliance with the Jr Show rules and regulations. The word YES must be entered into the box at the bottom of the second screen before you can complete submission.

### **Step Five: Submit/Print**

When you have completed your entries and confirmed adherence to rules, click on **Submit**. Please use the print option to create 2 hard copies of your submission.

### **Step Six: Mail Payment**

Please mail 1 copy of your printout along with a check for the amount indicated to the Jr Show office (3810 E Boone, Spokane WA 99202). The second hard copy is for your files.

**Again, payment must be received prior to your entry being processed.**

If you should have any difficulties, please contact the show office at 509 535 6737.