# INDIVIDUAL REGISTRATION INSTRUCTIONS

Welcome to the 2019 PA Farm Show – Family Living, Commodity, and Square Dance Online Entry Website. To ensure your entries are complete and accurate, thus facilitating check-in, please read and follow the directions below. **These directions are for Individuals.** If you have any questions or need additional help, please contact the Livestock Department at 717-787-2905. *If you exit ShoWorks without submitting any entries the system will not recognize you as an exhibitor and your cart will not be saved.*

Upon entering the 2019 PA Farm Show – Family Living/Commodity/Square Dance Online Entry Website you should be directed to a page like the one below. From here, please click step 1 "Register" found in the top left corner of the page to be redirected to the correct page.
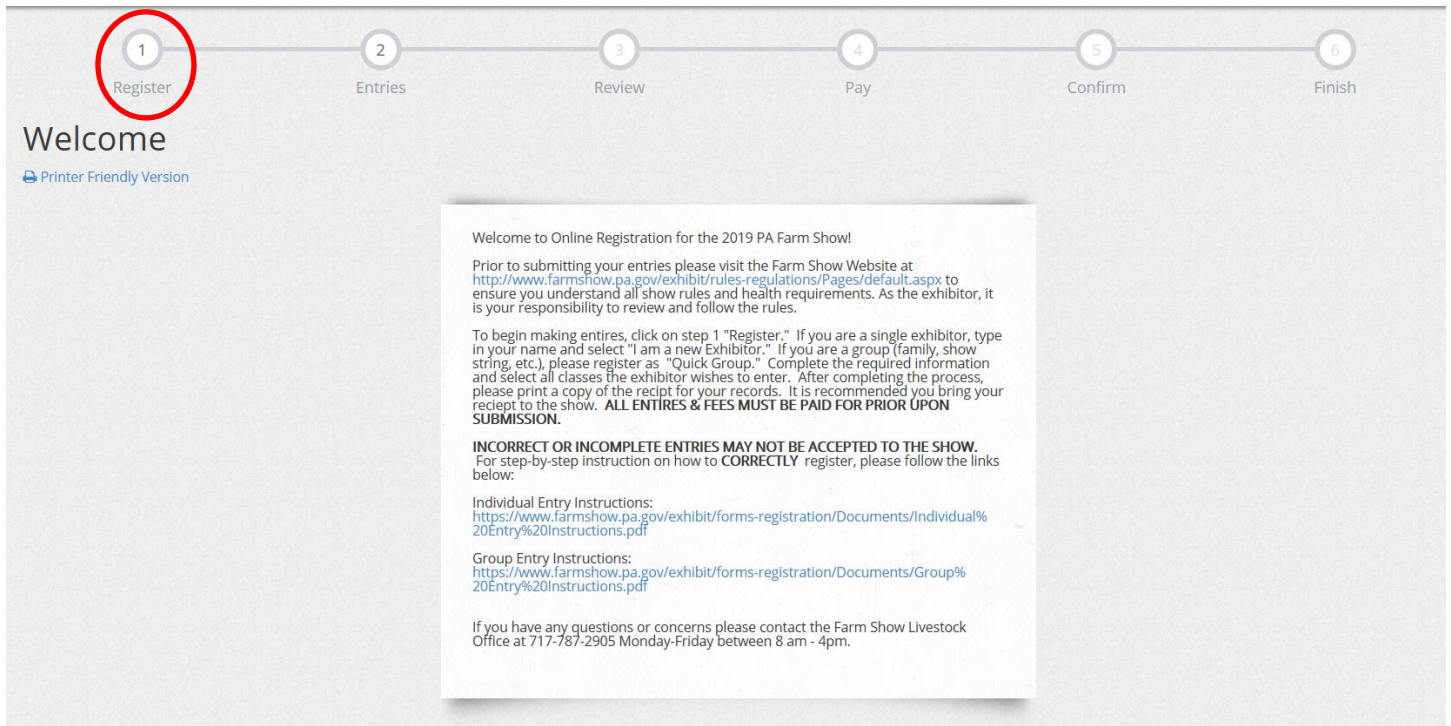
Once you are redirected to a new screen, enter your first and last name, check the circle stating "I am a new exhibitor or have yet to register this year", and click "Continue" **DATA FROM OTHER SHOWS HAS NOT BEEN CARRIED OVER.**

On the next screen, you will be prompted to enter additional information including address, email, phone number, and to create a password for your account. **The address listed here will be the address where <u>ALL</u> correspondence and premiums checks are mailed.** After you have entered all the required information and verified it for accuracy you can begin to make entries. **WRITE DOWN YOUR PASSWORD SO YOU DO NOT FORGET IT.**

From this page, you can now select which "Department" and "Division" you want to enter. Departments include "Mushrooms", "Fruit", "Family Living", "Corn", etc. while Division represents specific sections within the Department. An entry will **<u>ONLY</u>** be made in the Department and Division you select.

Once you select the Department and Division the website will repopulate with a list of classes in the division. To enter a class, click the circle next to the class. **Multiple classes in a division can be entered at one time.** Once all classes in a division are checked click "Add Entry to Cart" at the bottom of the page.

The website will redirect you to another page where you can see the entries in your cart. **CHECK YOUR CART AFTER EACH ENTRY IS MADE TO CONFIRM IT HAS BEEN ADDED.**

If you want to add entries from a different department click the "Add Different Entry" Icon and continue to repeat the steps above, moving from between Departments and Divisions entering classes as you wish. **Remember to check your cart each time entries are made to ensure nothing is missed.**

After making all your entries, click the "Continue" button. You will be redirected to a page which allows you to review your entry for accuracy. Clicking the "pencil" icon next to an entry allows you to go back to that entry and make any necessary edits while clicking the "x" icon will remove the entry from your cart. **PLEASE TAKE THE TIME TO REVIEW ALL INFORMATION IS ACCURATE AS INCORRECT OR INCOMPLETE ENTRIES MAY NOT BE ACCEPTED TO THE SHOW.** Once you have confirmed all information is correct click "Check-out" and proceed as the site directs you.

A receipt should be emailed to you. Print it for your records and bring with you to check-in. If you misplace your receipt, you can always log back into your account. In the upper right hand corner of the page, select "Show Past Transactions" to get a full report.

If you have any questions or need additional help, please contact the Livestock Department at 717-787-2905.