Quick Groups are an easy way to register more than one individual in your “cart” but check out and pay as one unit.

Welcome to the 2018 PA Farm Show - Livestock 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 groups (families, show herds, etc).** 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 2018 PA Farm Show - Livestock 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.

Since you are entering as a group, click the “Sign in as a Quick Group” button to be redirected to the correct page.
On this page, you must create a name for your group. **DATA FROM OTHER SHOWS HAS NOT BEEN CARRIED OVER.**

Upon selecting your Group User Name click “Continue”, create your password, add your email address, and continue to confirm all the information you entered is correct. **WRITE DOWN YOUR PASSWORD SO YOU DO NOT FORGET IT.**

Once you confirm all the information is correct you can begin to add exhibitors and entries to your account.
You can now begin to register individual users who will tie back to your Quick Group. Check out the top right corner of your screen to ensure your Quick Group was correctly created. If everything appears correct, enter the information of the first exhibitor who is tied to your Quick Group. **ALL EXHIBITORS WILL BE NEW EXHIBITORS. NO DATA FROM PAST SHOWS WAS CARRIED OVER.**

On the next page, complete all the information, confirm it is correct, and continue as the website instructs. **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 “Draft Horses”, “Sheep”, “Swine”, etc. while Division represents the Open and Jr. Breeds within the species. An entry will **ONLY** be made in the Department and Division you select.
Once you select the Department and Division the website will automatically redirect you. Complete all the necessary information. **PLEASE BE ACCURATE AND BE SURE ANIMAL BIRTHDAY CORRESPONDS WITH THE CLASS ENTERED.** Once all the information is entered click "Add 1 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.**
From this screen, you have a lot of options to make additional entries **QUICKLY AND EASILY**. One option is to **ADD SIMILAR ENTRY**. This is ideal when you just made an entry in the Open Show and now you want to enter the **same animal** in the Jr. Show.

Clicking here will redirect you to the entry page again. By simply changing the Department and Division and then clicking “Auto fill from last entry” all the information **FROM THE LAST ENTRY MADE** will be auto-filled into the new entry. **PLEASE NOTE YOU MUST REENTER THE CLASS**. Confirm all the information is correct and add the entry to you cart.

You have seen the screen you are redirected to before (NOTE MY NEW ENTRY IN THE CART). From here, you can “Add different entry”. Follow this step when you are entering a different animal and begin as before.
If you have finished with all entries for the **first** exhibitor in your Quick Group, click the “Continue” button. This will redirect you to the “Items” page where you can add items such as fitting chutes and horse or alpaca fees. Once all extra items have been added to your account click the “Continue” button.

Choose Quantities:
Type in the quantities for any items you wish to add for John Doe, then click ‘Continue’.

<table>
<thead>
<tr>
<th>Fee Items</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpaca Entry Fee</td>
<td>$8.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Beef Cattle Blocking Chute</td>
<td>$40.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Beef Cattle Extra Space</td>
<td>$20.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dairy Cattle Blocking Chute</td>
<td>$40.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dairy Cattle Extra Space</td>
<td>$20.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Horse Entry Fee</td>
<td>$20.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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.** Also from here, you can let the system know you want to “Add Entries for a different Exhibitor.”

You are checking out. To do this, click the ‘Add Entries for a different Exhibitor’ button before attempting to check-out.
You will now be redirected to another screen and need to create an account for the second exhibitor in your Quick Group.

Once you complete the registration step, you will see there is another account in your cart. Simply continue to repeat these steps until all entries are made. **If you exit ShoWorks without submitting any entries the system will not recognize you as an exhibitor and your cart will not be saved.**

You can now continue to repeat the above steps until entries have been made for all members of your quick group.
After adding entries for all members of your group and reviewing the entries for accuracy, it is time to “Check-out”. Note that this account has two exhibitors in the cart (John and Jane Doe); however, their bill is being paid on one account because of the Quick Group!

From here, simply follow the steps for payment and check out! A receipt should be emailed to you. Print it for your records.

If you misplace your receipt, you can always log back into your Quick Group. 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.