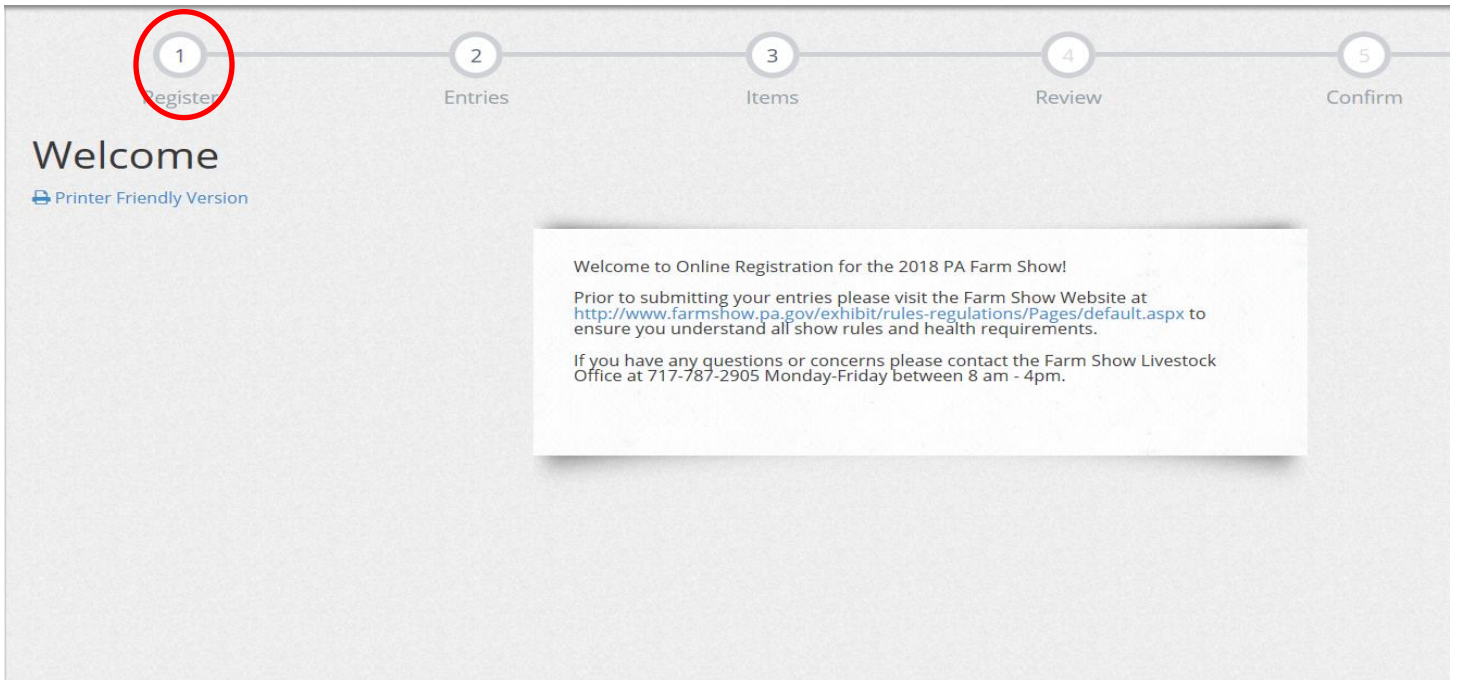


## INDIVIDUAL REGISTRATION

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 for Individuals.** If you have any questions or need additional help, please contact the Livestock Department at 717-787-2905. ***If you exit ShowWorks without submitting any entries the system will not recognize you as an exhibitor and your cart will not be saved.***

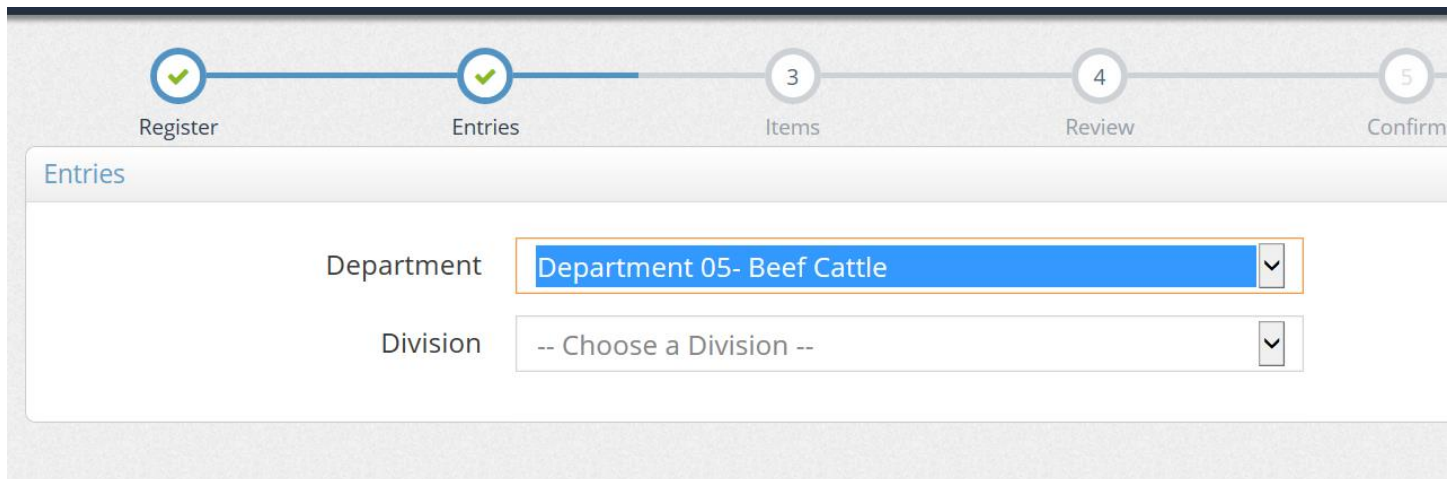
Upon entering the 2018 PA Farm Show - Livestock Online Entry Website you should be directed to a page like the one below. From here, please click step 1 "Register" found in the top left corner of the page to be redirected to the correct page.



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 2016 HAS NOT BEEN CARRIED OVER.**

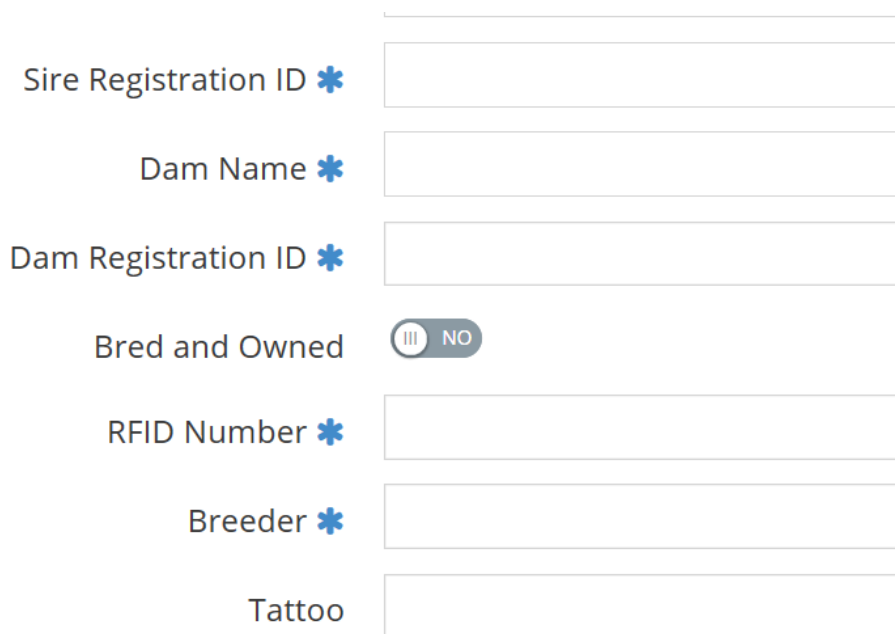
On the next screen, you will be prompted to enter additional information including address, email, phone number, and to create a password for your account. **WRITE DOWN YOUR PASSWORD SO YOU DO NOT FORGET IT.** After you have entered all the required information and verified it for accuracy you can begin to make entries.

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.



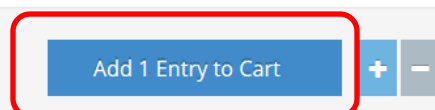
The image shows a progress bar at the top with five steps: Register (1), Entries (2), Items (3), Review (4), and Confirm (5). Below the progress bar is a form section titled "Entries". It contains two dropdown menus: "Department" with "Department 05- Beef Cattle" selected, and "Division" with "-- Choose a Division --" selected.

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. **IF FIELDS ARE REQUIRED BUT DO NOT PERTAIN TO THE CLASS BEING ENTERED (REGISTRATION ID FOR A GROUP CLASS) PLACE "N/A" IN THE FIELD AND MOVE ON.**



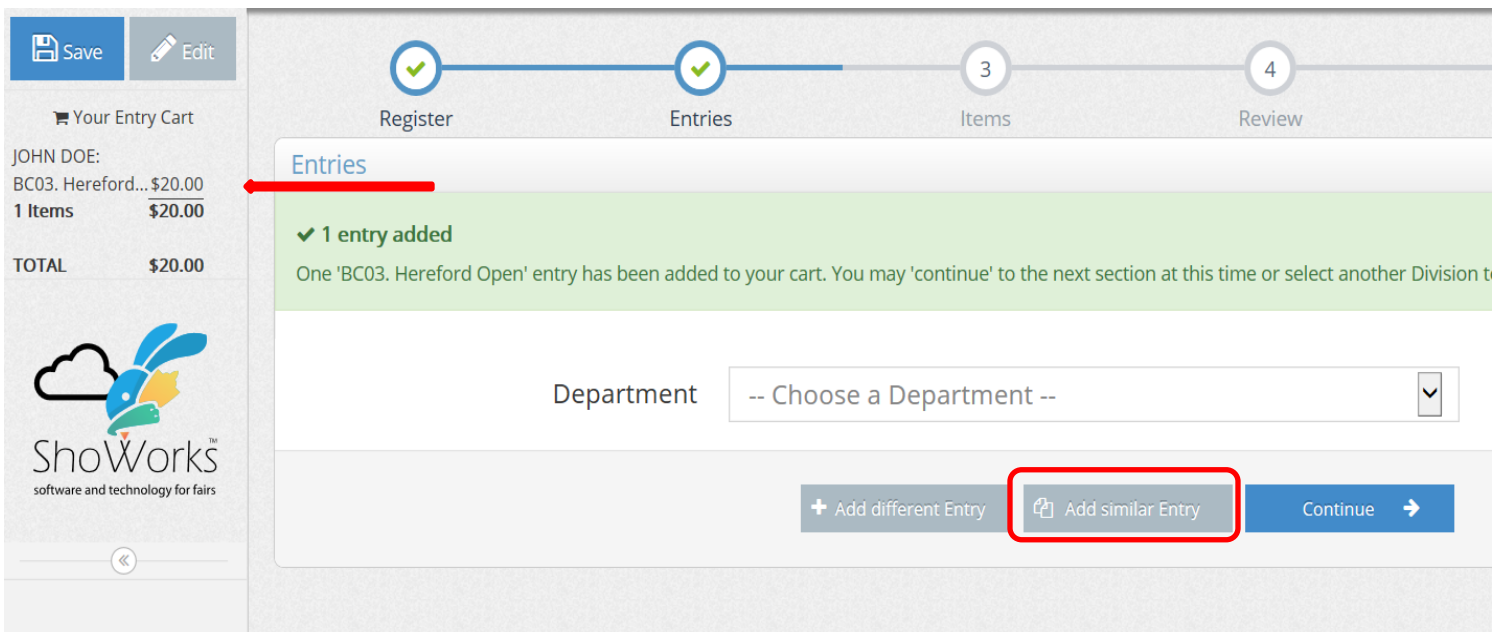
The form contains the following fields and controls:

- Sire Registration ID \* (text input)
- Dam Name \* (text input)
- Dam Registration ID \* (text input)
- Bred and Owned (toggle switch, currently set to "NO")
- RFID Number \* (text input)
- Breeder \* (text input)
- Tattoo (text input)



A blue button labeled "Add 1 Entry to Cart" with a red border, accompanied by plus and minus icons.

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.

**Auto-fill from last entry**  
\* required

**Department** Department 05- Beef Cattle

**Division** BC12. Hereford Junior

**Class** \*

**Gender** \*  
 Male  
 Female  
 Castrated

**Animal Birth Date** \* 1/1/2017

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 exit ShoWorks without submitting any entries the system will not recognize you as an exhibitor and your cart will not be saved.**

Save Edit

Your Entry Cart

JOHN DOE:  
 BC03. Hereford... \$20.00  
 BC12. Hereford... \$0.00  
 2 Items \$20.00  
 TOTAL \$20.00

Register Entries Items Review

Entries

✓ 1 entry added  
 One 'BC12. Hereford Junior' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division

Department -- Choose a Department --

+ Add different Entry Add similar Entry Continue

After making all your entries, it is time to review your entries for accuracy. 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.

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.** Once you have confirmed all information is correct click “Check-out” and proceed as the site directs you.

BC12. Hereford Junior	Class: 6115 - Jr. Heifer Calves (Jan. - Feb., 2017) Gender: Female Birth Date: 1/1/2017 Tag ID: 8400000000000000 Animal Name: cOW Registration ID: 111 Sire Name: Bull Sire Registration ID: 222 Dam Name: Cow Dam Registration ID: 3333 RFID Number: 840 Breeder: Me	\$0.00	
<b>Total for John Doe with 2 entries</b>		<b>\$20.00</b>	
<b>2 TOTAL ITEMS IN CART:</b>		<b>\$20.00</b>	
<b>PAYMENTS:</b>		<b>-\$0.00</b>	
<b>BALANCE DUE:</b>		<b>\$20.00</b>	

+ Add more Entries for John Doe Empty Cart Save this cart for later **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 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.**