



Iowa State Fair FFA Advisor Help Sheet

Iowa State Fair FFA Entries Website: <https://iowaffa.fairwire.com>



Entries How-to-guide:

Online entry is due July 1.

All exhibitors with entries must have an account and submit entries, including double nominated animals between siblings. Animals that were double nominated can only be entered/shown by one exhibitor.

YQCA number must be provided by July 1 for all livestock exhibitors.

ShoWorks Entry Instructions:

Advisors have two options to submit Entries:

1. Submit Entries Thru the Chapter:

The Advisor will use the nomination account or create an account for each student and submit the entries thru the Chapter account. These entries will be automatically approved. Entries submitted thru the Chapter account will have the option to pay with credit card at check out or choose to mail a check to the Entry Office by July 1.

2. Allow Exhibitors to submit their own entries and the Advisor will approve:

Exhibitors will use their nomination account or create an account. Exhibitors are required to pay via credit card at time of submission. Once complete these entries will appear in the Chapter's account for approval.

You may submit entries for some exhibitors as the Chapter and allow other exhibitors to submit their own. Any combination of the two methods is allowed. Exhibitor accounts can only be logged in to by the creator (exhibitor or chapter). An account created by the exhibitor cannot be logged in to under the chapter and vice versa.

ShoWorks Entry Instructions – Nominated Animals:

Be sure to read the Welcome page before signing in to your account.

Step 1 – Select 'Sign In' located in the upper right-hand corner of the screen.



Step 2 – Log in to the chapter club account with the same password used for nominations.

Step 3 – Click ‘Begin adding Exhibitors and Entries’.

✓ Approve entries made under this Club View/Print transactions made by this Club ← Begin adding Exhibitors and Entries

Step 4 – Type in the First Name and Last Name used for nominations. Click ‘This exhibitor has already been registered’ and type in the password used for nominations.

First Name
Last Name

This is a new exhibitor This exhibitor has already been registered

Step 5 – Click ‘Edit Information’ if you need to make changes or updates to the exhibitor’s contact information or add the YQCA number. Click ‘Information is correct, continue’.

- YQCA certification is required for all exhibitors with livestock entries. (must be provided by July 1)

Step 6 – Select the Department, division and class from the dropdown menus. Use the validation number list to choose the correct animal. Click ‘Add Entry to Cart’.

Department
Division
Class *
Validation Number *
Club *

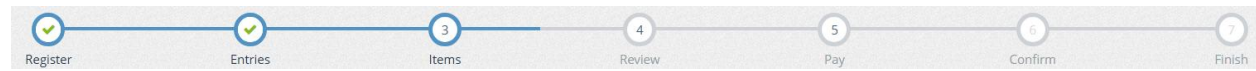
List of validation numbers will be emailed to chapters or is available on the Iowa State Fair website at <https://www.iowastatefair.org/>.

- Each validation number corresponds to a nominated animal.
 - Substitutions are allowed at check-in as long as the subbed animal was properly nominated and is eligible for the class.
- Please read the Special Instructions at the top of the screen for guidelines and useful tips.

Step 7 – From your cart screen, you can add more entries, edit cart, finish later or proceed to check out.

- **Remember to save your cart** or any changes/additions will be lost.
- **Cart must be submitted by July 1.** You are able to submit multiple times up until the entry deadline.

Step 8 – The Items (3) menu is for additional fees. Please add quantities and click ‘Continue’.



▲ limits to the quantity allowed apply to this item

Fee Items	Amount	Qty	Total
Admission: Daily Adult (12+) Ticket	\$11.00	0	\$0.00
Admission: Daily Child (6-11) Ticket	\$7.00	0	\$0.00
Admission: Wristband <small>good for admission entry. FFA membership valid</small>	\$121.00	0	\$0.00
▲ Parking: Aug 13 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 14 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 15 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 16 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 17 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 18 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 19 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 20 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 21 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 22 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
▲ Parking: Aug 23 <small>10.00 2 per day</small>	\$10.00	0	\$0.00
FFA: Farm Crops Department Fee <small>1 REQUIRED per Farm Crops exhibitor</small>	\$5.00	0	\$0.00
FFA: Floriculture Department Fee <small>1 REQUIRED per Floriculture exhibitor</small>	\$5.00	0	\$0.00
FFA: Horse Per Head Fee <small>REQUIRED for Horse exhibitors</small>	\$25.00	0	\$0.00
FFA: Horticulture Department Fee <small>1 REQUIRED per Horticulture exhibitor</small>	\$5.00	0	\$0.00

Admission tickets, parking passes and exhibitor fees can also be added to your purchase.

Purchased admission tickets and parking passes will be mailed to the address in the exhibitor profile.

Horse exhibitors are required to add the per horse fee.

Verify all information is correct under each exhibitor then click ‘Check-Out’.



+ Add Entries for Rosetta Rosette
↻ Cancel Changes
📄 Save this cart for later
Check-out →
+ Add Entries for a different Exhibitor

- **Remember to save your cart** or any changes/additions will be lost.
- You can edit your entry/item by clicking the yellow pencil or remove an entry/item by clicking the red ‘x’.
- You can submit a cart after each exhibitor or all exhibitors at once.
- Additional entries can be submitted after the initial cart has been finished (until July 1).
- **Cart must be submitted by July 1.**

Step 10 – You may choose to Pay Now and provide a credit card or Pay Later and mail a check/cash.

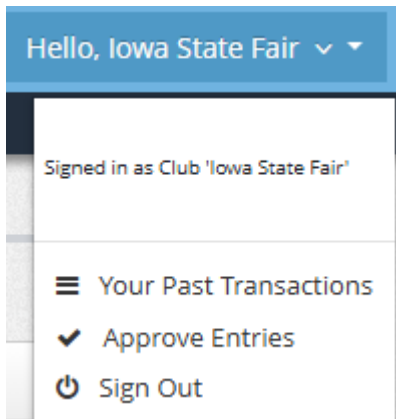
- Payment by mail is due to the Entry Office on or before **July 1.**

Step 11 – Upon submitting cart, a message box will appear for final verification of entries. Type YES (all caps) in the box and click ‘Submit’.

Step 12 – Entry is complete. You can print a detailed receipt from this screen. Verify your email address then select Finish. A confirmation email will be sent within a few minutes.

- Review your confirmation email and contact the Entry Office immediately if you find any errors.
- Additional entries may be submitted until July 1.

Step 13 – Use the box in the top right corner to review past transactions or approve entries.



- Past transactions will only include those made while logged in as the chapter.
- Nominations that were submitted by May 15 will also be listed. They will be shaded in green and are for reference only.
- Entries submitted thru the chapter account do not need to be approved. They will be shaded green.

- You will need to approve entries submitted by the exhibitor. They will be shaded in white.
 - You will **NOT** receive a notification when an exhibitor submits an entry. Please plan to check your account often thru July 1.
- To approve an entry, select the box to the right and click Save Changes.
 - Once approved, they will be shaded in green.

ShoWorks Entry Instructions – Nomination was not required:

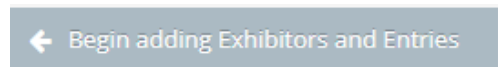
Be sure to read the Welcome page before creating an account.

Step 1 – Select ‘Sign In’ located in the upper right-hand corner of the screen.



Step 2 – Log in to your chapter account or create your chapter account (see Nomination Instructions steps 2-4 above).

Step 3 – Click ‘Begin adding Exhibitors and Entries’. To create an exhibitor account, enter the exhibitor First Name and Last Name, then select ‘This is a new exhibitor.’ (An account will need to be created for each individual exhibitor.) *



First Name

Last Name

Password

Forgot your password? [Click here](#) to reset your password.

- This is a new exhibitor This exhibitor has already been registered

- The system only allows one exhibitor for each First Name/Last Name combination. If you get the Error Message “Name Exists” the exhibitor name ‘Rosetta Rosette’ is

already registered, you may either attempt to log in as this person by supplying the correct password or create a new exhibitor using a different name (such as adding a middle initial in the First Name). Once you have saved or submitted a cart for this exhibitor, the account will be saved.

- The next time you log in this exhibitor, enter the First Name and Last Name, then select 'This exhibitor has already been registered' and enter the password created for the account.
- * If the exhibitor entered last year, the First Name/Last Name has been preloaded into the system.
- - You will need to use the same First Name/Last Name combination as last year. An email was sent to the chapter with a list of last year's exhibitors. The password is the same as the chapter.
 - Once you have typed in the First Name/Last Name and password, select 'This exhibitor has been previously registered.'

Step 4 – Fill in the exhibitor contact information, then click 'Continue'.

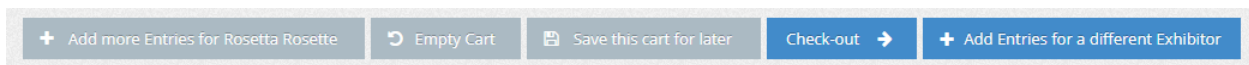
First Name	
Last Name	
Address	Please use the exhibitor's information, not the school address/phone.
Address 2	
City	
State/Prov	
Postal Code	
County	Include the County of the chapter (Polk, Dallas, Warren, etc.).
Phone	
e-mail	
School	
Exhibitor Date of Birth	
Farm Name (if Open)	Farm Name will help with Open Class stalling requests if the exhibitor is also entering Open shows.
OriginAddress (pigs)	Origin Address is for swine exhibitors. It is the address the pigs are housed before coming to the Fair.
YQCA #	YQCA certification is required for all exhibitors with livestock entries.
Shirt Size	(must be provided by July 1)

Step 5 – Select the Department, division and class from the dropdown menus. Provide the required information then click ‘Add Entry to Cart’.

- Use the + to add the number of entries desired for Farm Crops, Floriculture and Horticulture, then click ‘Add # of Entries to Cart’.
- Please read the Special Instructions at the top of the screen for guidelines and useful tips.

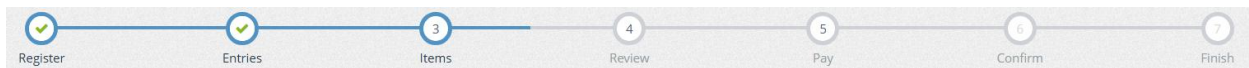
Step 6 – From your cart screen, you can add more entries, edit cart, finish later or proceed to check out.

- Use the buttons at the bottom of the screen to add more entries for the same exhibitor or to add entries for a different exhibitor.



- **Remember to save your cart** or any changes/additions will be lost.
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Admission tickets, parking passes and exhibitor fees can also be added to your purchase.

Purchased admission tickets and parking passes will be mailed to the address in the exhibitor profile.

Farm Crops, Floriculture and Horticulture exhibitors are required to add the department fee.

Step 8 – Select ‘Edit’ (top left side) to review your cart. Verify all information is correct under each exhibitor then click Check-Out.

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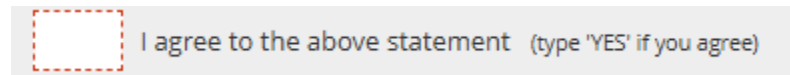
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