Iowa State Fair FFA Advisor Help Sheet
Iowa State Fair FFA Nomination Website: https://iowaffa.fairwire.com

NOMINATIONS How-to-guide:
Online nomination is **due May 15.**

All exhibitors with nominations must have an account and submit nominations, including double nominated animals between siblings. Every animal will need to be listed under each sibling and each sibling will need to pay the nomination fee (where required). Remember to provide a Livestock Partnership Form for each sibling for the double nominated animals.

In addition to a completed online nomination, DNA must be postmarked and mailed to the Entry Office by May 15 for the following nominations to be considered valid: all meat goats, all carcass/commercial/market sheep, and all swine.

In addition to a completed online nomination, the Horse Identification Form along with 3 color photos must be submitted to the Entry Office on or before May 15.

In addition to a completed online nomination, Performance Beef must have mailed the following to the Entry Office before February 1: Completed Iowa State Fair FFA Performance Beef Weigh-In Sheet for each exhibitor, DNA hair envelope for each steer with all signatures, payment of $8 per nomination.

Other forms due by mail to the Entry Office on or before May 15: code of ethics, livestock partnership (shared ownership with siblings or school cooperative), member/parent signature waiver (if not present during DNA collection).

FFA rules, waivers, livestock partnership forms, code of ethics forms, etc. are available on the Iowa State Fair website at https://www.iowastatefair.org/.

ShoWorks Nomination Instructions:

Advisors have two options to submit Nominations.

1. Submit Nominations Thru the Chapter:
The Advisor will create an account for each student and submit the nominations thru the Chapter account. These nominations will be automatically approved. Nominations 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 May 15.

2. Allow Exhibitors to submit their own nominations and the Advisor will approve:
Exhibitors will create an account and must choose their chapter for each nomination. Exhibitors are required to pay via credit card at time of submission. Once complete these nominations will appear in the Chapter's account for approval. (Skip steps 5-9; Step 15 details how to approve.)

You may submit nominations 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.

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.
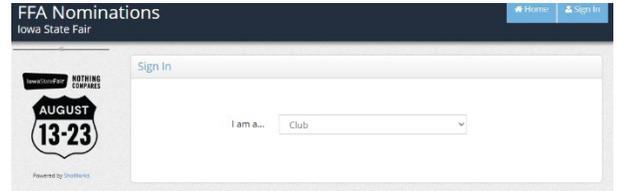
Step 2 – Choose Club as the type in the dropdown menu.

Step 3 – Select your Chapter from the dropdown menu and enter the password.
- Chapters have been preloaded from the State FFA list. If you can't find your chapter, please call the Iowa State Fair at 515-262-3111 x246.
- Chapters will receive their password by email from the State Fair
- You have the option to change your password once logged in or use the Forgot Your Password option.

Step 4 – Confirm all of your Chapter information is correct. To make changes, click on 'Edit Information'. This is also where you may change your password. If everything is correct, click on 'Go to my Account'.

Step 5 – 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.) *
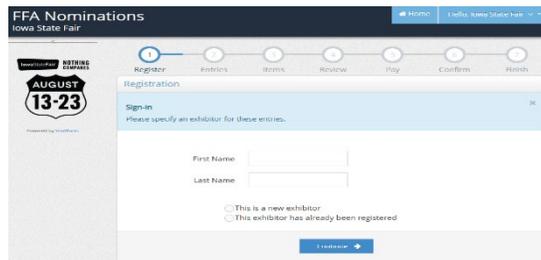

- The system only allows one exhibitor for each First Name/Last Name combination. If you get the Error Message "Name Exists" the exhibitor name 'Rosetta Rosette' is already registered, you may either attempt to log in as this person by supplying the correct password or create a new exhibitor using a 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 6 – Fill in the exhibitor contact information, then click 'Continue'.
- Please use the exhibitor's information, *not the school address/phone*.
- Include the County of the chapter (Polk, Dallas, Warren, etc.).

- Farm Name will help with Open Class stalling requests if the exhibitor is also entering Open shows.
- Origin Address is for swine exhibitors. It is the address the pigs are housed before coming to the Fair.
- YQCA certification is required for all exhibitors with livestock entries. (must be provided by July 1)

Step 7 – Select the Department, division and class from the dropdown menus. Provide the required information then click 'Add Entry to Cart'.
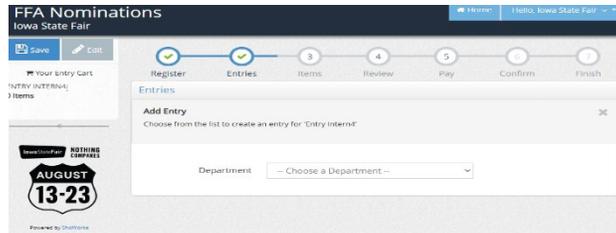

- Please read the Special Instructions at the top of the screen for guidelines and useful tips.
- If an animal's registration number is pending, you can put "pending". Once the registration papers have been received, call or email the office to update the information.

Step 8 – From your cart screen, you can add more nominations, edit cart, finish later or proceed to check out.
- Use the buttons at the bottom of the screen to add more entries (nominations) for the same exhibitor or to add entries (nominations) for a different exhibitor.
- **Remember to save your cart** or any changes/additions will be lost.
- **Cart must be submitted by May 15.** You are able to submit multiple times up until the nomination deadline.

Step 9 – Repeat steps 5-8 for each exhibitor.

Step 10 – The "Items" Page (circle number 3) menu is for tags used on animals <u>not</u> nominating for State Fair. Please add the quantity here. Click 'Continue'.
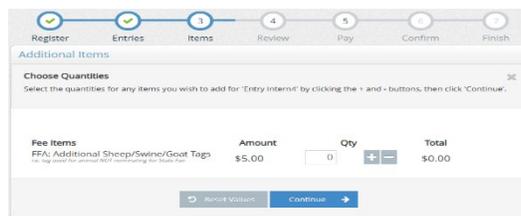
- Nomination fee covers the tag fee. You will need to pay for any additional tags used (such as county fair only animals).

Step 11 – Select 'Edit' in the top left side of screen to review your cart. Verify all information is correct under each exhibitor then click Check-Out.
- **Remember to save your cart** or any changes/additions will be lost.
- You can edit your entry (nomination)/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 for all exhibitors at once.
- Additional nominations can be submitted after the initial cart has been finished (until May 15).
- **Cart must be submitted by May 15.**

Step 12 – 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 **May 15**.

Step 13 – Upon submitting cart, a message box will appear for final verification of nominations. Type YES (all caps) in the box and click 'Submit'.

Step 14 – Nomination 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.
- If an animal is not listed, it is not nominated.
- Additional nominations may be submitted until May 15.

Step 15 – Use the box in the top right corner to review past transactions or approve entries (nominations).
- Past transactions will only include those made while logged in as the chapter.
- Entries (nominations) submitted thru the chapter account do not need to be approved. They will be shaded green.
- You will need to approve nominations submitted by the exhibitor. They will be shaded in white.
  - You will **NOT** receive a notification when an exhibitor submits a nomination. Please plan to check your account often thru May 15.
- To approve a nomination, select the box to the right and click 'Save Changes'.
  - Once approved, they will be shaded in green.

Iowa State Fair - FFA Department - PO Box 57130 - Des Moines, IA 50317
515-262-3111 x246 or ffa@iowastatefair.org