



Iowa State Fair FFA Exhibitor Help Sheet

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



FFA exhibitors and families have the opportunity to submit their State Fair nominations/entries using the ShoWorks system. Nominations/entries submitted by the exhibitor will be required to pay by credit card at that time. ALL nominations/entries submitted by an exhibitor will require the Chapter Advisor's approval before being finalized. *The Advisor will need to log in to approve them under the chapter's account.*

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

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.

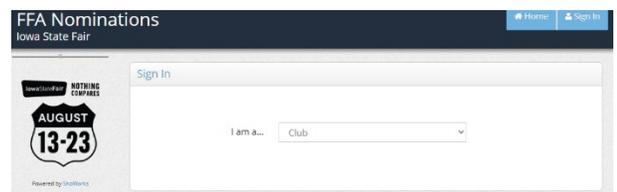
Other forms due by mail to the Entry Office on or before May 15: code of ethics, livestock partnership (shared ownership with siblings or school cooperative), member/parent signature waiver (if not present during DNA collection).

ShoWorks Nomination Instructions:

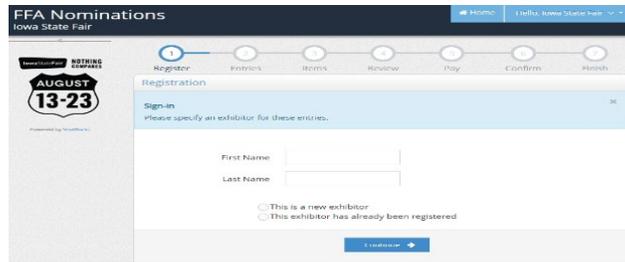
Be sure to read the Welcome page before creating an account.

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

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



Step 3 – To create an account, enter the exhibitor First Name and Last Name, then select ‘I am a new exhibitor or have yet to register this year.’ *

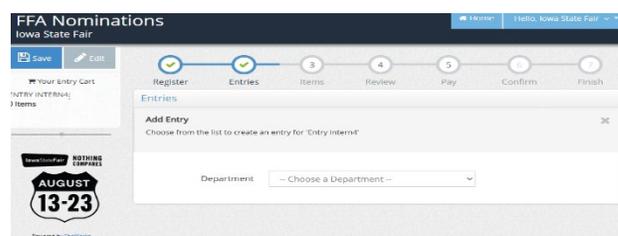


- The system only allows one exhibitor for each First Name/Last Name combination. If you get the Error Message “Name Exists” the exhibitor name ‘Rosetta Rosette’ is already registered, you may either attempt to log in as this person by supplying the correct password or create a new exhibitor using a different name (such as adding a middle initial in the First Name). Please also check with your Advisor that they have not already created an account for you. Once you have saved or submitted a cart for this exhibitor, the account will be saved.
 - 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.
- The next time you log in, enter the First Name and Last Name, then select ‘I have previously registered this year’ and enter the password created for your account.
- * If the exhibitor entered last year, the First Name/Last Name has been preloaded into the system. You will need to contact your Advisor for the password; or you can select Forgot Password, and a link will be sent to the email address on file.
 - You will need to use the same First Name/Last Name combination as last year. Your Advisor has a list.
 - 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’.

- Farm Name will help with Open Class stalling requests if the exhibitor is also entering Open shows.
- Include the County of the chapter (Polk, Dallas, Warren, etc.).
- 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 5 – 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 you have received your registration papers, call or email the Entry Office to update the information.

Step 6 – The Items (3) menu is for tags used on animals not nominating for State Fair. Please add the quantity here then click ‘Continue’.

- Nomination fee covers the tag fee. You will need to pay for any additional tags used (such as county fair only animals).
- Check with your advisor to make sure the chapter has not paid for the additional tags.

Step 7 – From your cart screen, you can add more nominations, edit cart, finish later or proceed to 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’.
- Additional nominations can be submitted after the initial cart has been finished (until May 15).
- **Cart must be submitted by May 15.** You are able to submit multiple times up until the nomination deadline.

Step 8 – Upon submitting cart, a message box will appear for final verification of nominations. Type YES (all caps) in the box and click Submit.

Step 9 – For species that require a nomination fee, payment must be submitted by credit card.

Step 10 – 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.
- It is recommended to notify your Advisor when you submit nominations so they can approve them in the chapter’s account.

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