# ShoWorks Online Entry Directions

You can register by going to our website: www.ShiawasseeFair.com/entry.

Welcome to the Shiawassee County Fair Online entry system. Please start by creating a log-in. If you are a club or family with multiple entries, please select "Quick group." For assistance you may call the fair office at (989) 743-3611 or email your questions to ShiaCoFair@gmail.com, subject line "Entry Help", and we will respond as quickly as possible.

• Select "Sign In" in the top right-hand corner.
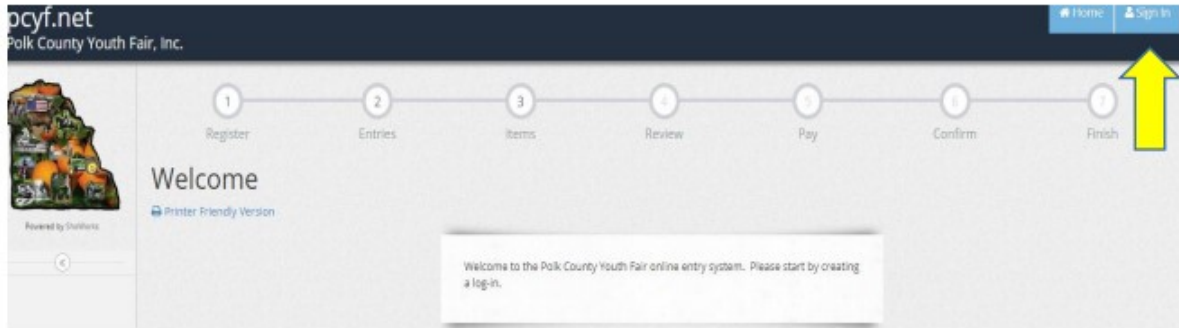
• Once you have selected "Sign in", select "Choose a Type" from the drop-down menu. This allows you to select the type of exhibitor entering the fair.

- Select "Exhibitor" if you are registering one person at a time.
- Select "Quick Group" button if you are a family that is registering multiple exhibitors paying with one debit or credit card.
- Proceed to fill out your "First and Last Name" or "Group Name"

- If this is your first time registering online this year, select "I am a new exhibitor."
- If you have already registered online for the current year, select the "I have previously registered" button. When prompted please enter your password.
- Even if you have participated in the fair in previous years, you are still considered a new Exhibitor if you have not used the online entry system.

- Enter the exhibitor's personal information on this page. Please keep in mind this is the address that their sale check will be sent to. If you need to change your address, please contact Carrie Rutkowski. Only Shiawassee County Residents are eligible for exhibiting.
- All information with an asterisk must be entered.
- Please notate whether this is your first time participating in the SCF, select "yes" or "no."
- Select "Continue" once all the fields are filled out correctly.
- Confirm the registration information and if all is correct select "Continue."

• Enter your entry, choose the Department in which to exhibit.

• Choose the Division you are entering from the drop-down list.

- Note the top left-hand corner has a "special instructions" icon. This will notify you of special requirements for each department and any additional fees.
- After selecting the Department, Division, and class, select "Add Entry to Cart."
- If you wish to add more entries for the current exhibitor, select "Add different entry" or choose the department in which to exhibit.
- There will be a tally running in the left-hand corner with all the entries added to your cart.
- Select "Continue" button to proceed to submit the exhibitor's entries.

- Each livestock exhibitor must select a barn fee for each animal they are bringing and add that to your cart. This included Cloverbuds.
- Each exhibitor must pay the Exhibitor fee of $5. This is a ONE TIME FEE for all entries in the Shiawassee County Fair.
- Please be sure to only select one (1) Family Weekly pass at the discounted rate of $12. Additional Family Passes may be purchased at the $35 rate. Only one discount per family not per exhibitor.
- Select "Continue" button to proceed.
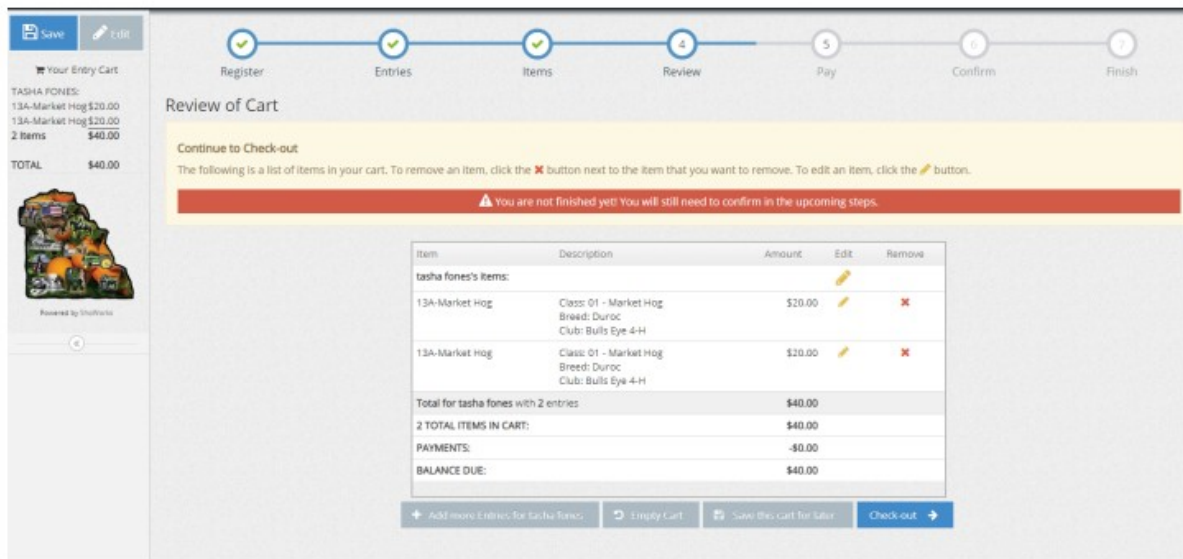
- Select "Add more entries for…" if you would like to add more entries for this exhibitor.
- Select "Save this cart for later" if you would like to come back and add more entries or pay later. Your entries will not be registered with the Fair Office until you have paid.
- Select "Check-out" to proceed to pay with debit/credit card and submit your entries.
- Review your cart. Balance due will be charged to your debit/credit card upon completion of this process.
- Select "Credit or Debit Card" and select your payment in the drop-down menu.
- Enter your Debit/credit card and billing information.
- Select "Continue" button.
- This is your final order before your credit card is charged. Please review it carefully before submitting your entry. Please note if you don't click the "Submit" button your entries will be saved but not submitted to the fair office. You must click the "Submit" button for your entry to be sent to the Fair's database.
- Your entry is completed and will be automatically sent to the Fair Office. You will receive a confirmation email. Please save this email for your records.

If you do not have a debit or credit card you may make an appointment with the fair office to do your entries.

If at any time you need assistance, you may call the fair office at (989) 743-3611 or email your questions ShiaCoFair@gmail.com, subject line "Entry Help", and we will respond as quickly as possible.

Be sure to download the ShoWorks Passport App for exhibitor results and information from the fair. Available in Apple or Android formats. https://passport.fairwire.com/passportdefault.aspx