

HOW TO ENTER FOR INDOOR COMPETITIVE OR LIVESTOCK ENTRIES ONLINE

The Sacramento County Fair uses ShoWorks, an on-line entry program. ShoWorks is an industry standard used by over 50 fairs nationally. This user-friendly program can be trusted to accurately enter you into our competitions and allows for efficient communications via e-mail. Take a moment to look through the Competition Handbook to see which competition your entry is eligible to compete in. Then follow the easy steps listed below to enter the competition you have chosen.

1. Before proceeding with an on-line entry, please visit our website at www.sacfair.com to download the appropriate Competition Handbook (Livestock or Indoor) located on the "Competitions/Contest" page.
*Note that sessions expire for security reasons after 20 minutes of inactivity, so "save the cart" often or if you plan on leaving the computer for more than 20 minutes. Entries **cannot** be retrieved by office.*
2. Everyone must register as a new exhibitor when logging in for the first time in 2017. Enter personal information in carefully as this will be how checks will be written and mailed
3. When logging in for the first time, please do the following:
 - 1) Click "Login/Logoff"
 - 2) Choose type "Exhibitor"
 - 3) Type in "First Name"
 - 4) Type in "Last Name"
 - 5) Click on "I am a new exhibitor" and click continue
 - 6) Create a password when registering for the first time. Remember your password as this will allow you access for future sessions.
4. Complete the New Exhibitor Fields and click "Continue". When entering information, fields in BOLD are required. **Be sure email address is correct as this is where the receipt will be sent to. Receipts are only sent electronically and cannot be reproduced if your email address is wrong.** If a field/ box does not apply to you, please type "N/A". If pending, please type "PENDING". Please follow the directions as they should help lead you through the process.
5. Review Exhibitor Information and click Continue.
6. Choose a Department (i.e. Breeding Beef, Market Swine, Adult Art & Photography, etc.)
7. Choose a Division (i.e. English Breeds, FFA Market Duroc Hog, Painting, etc.)
8. Select a Class from the Drop down menu.
9. Complete Exhibit Information.
10. Make sure to include the club associated with the entry, if necessary. If not with a club, select *Independent.
11. Click Add Entry To Cart
12. If you only have 1 entry click Continue. If you have another entry in the same department, click Add Similar Entry and follow above steps. If you have another entry in another department click Add Different Entry and follow above steps.
13. Once your entry(ies) are entered, an Additional Items screen will appear. Add quantity for any presale tickets you wish to purchase or any relevant fees that apply to your entry. **Reminder: only one (1) Livestock Carnival Ride Wristband per Livestock exhibitor. There are NO refunds for multiple purchases, no exceptions.** Remember all animal entries must include a onetime animal insurance fee. Click Continue
14. Review Your Cart and choose an option below:
 - 1) Add more entries
 - 2) Empty Cart
 - 3) Save For Later (entries and fees must be paid and submitted by entry deadline)
 - 4) Checkout
15. Once you click Checkout it will take you to the Payment Screen. Select Payment method: Visa or Mastercard.

Entry fees **MUST** be paid on-line with a Visa or Mastercard. **No checks accepted online.** Entries fees and any fees associated with entries are non-refundable. Enter credit card information and click Continue.

16. Confirm: your entries are not submitted until you type YES in the box and click submit.
17. Summary: Print the Detailed Receipt Summary by clicking the Detailed Receipt Button.
18. We look forward to your participation at the Sacramento County Fair – Let’s Eat, Have Fun & Celebrate the Red, White & Blue!

We encourage you to complete your entries online. You can do so by clicking the “I Agree” link below after you have read and agree to all rules. The rules may be found in the Handbook.

Before you submit an online entry you must agree to the following:

- I have read and agree to all rules.
- I understand that, if I am entering an animal exhibit, it is my responsibility to have all the required supporting documents to the office by the deadline.
- I understand that if I am entering an animal my signature is assumed.
- I understand that no entry is valid until received in the Sacramento County Fair office and approved by staff. **INCOMPLETE ENTRIES, INCLUDING MISSING FEES, WILL NOT BE ACCEPTED AND/OR WILL BE DISQUALIFIED!**
- I understand that there are minimum system requirements for online entries and that this service may not be available to me.

I AGREE

Reminder!!

Remember to enter in the correct showmanship division and class. Showmanship is a separate division from either a breeding or a market entry. Please go to page 7 for all showmanship divisions and rules. Showmanship is mandatory except in eggs.

(Exhibitors not participating in showmanship, are subject to disqualification & will NOT sell in the JLA auction or receive premium awards)