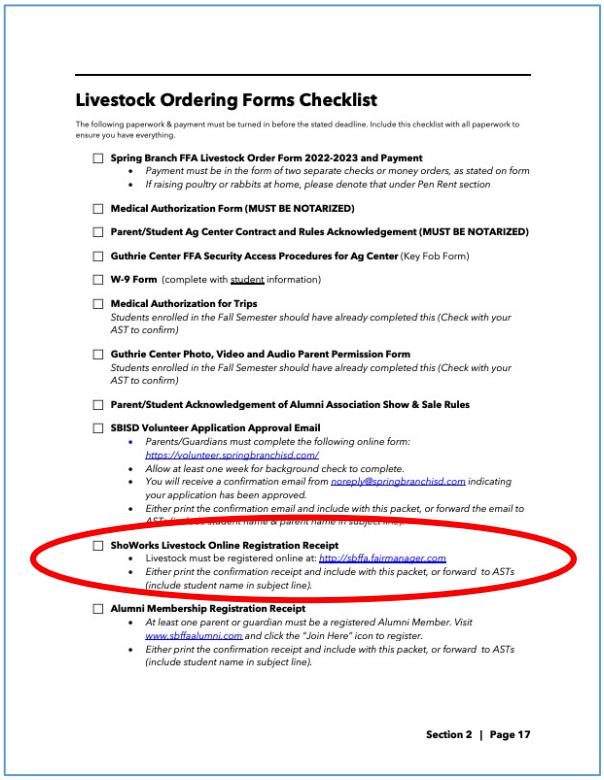
ShoWorks Livestock Registration

Instructions for 2022-2023 School Year

Before you get started:



Livestock Ordering Forms Checklist

The following paperwork & payment must be turned in before the stated deadline. Include this checklist with all paperwork to ensure you have everything.

- ☐ **Spring Branch FFA Livestock Order Form 2022-2023 and Payment**
  - *Payment must be in the form of two separate checks or money orders, as stated on form*
  - *If raising poultry or rabbits at home, please denote that under Pen Rent section*
- ☐ **Medical Authorization Form (MUST BE NOTARIZED)**
- ☐ **Parent/Student Ag Center Contract and Rules Acknowledgement (MUST BE NOTARIZED)**
- ☐ **Guthrie Center FFA Security Access Procedures for Ag Center** (Key Fob Form)
- ☐ **W-9 Form** (complete with student information)
- ☐ **Medical Authorization for Trips**
  Students enrolled in the Fall Semester should have already completed this (Check with your AST to confirm)
- ☐ **Guthrie Center Photo, Video and Audio Parent Permission Form**
  Students enrolled in the Fall Semester should have already completed this (Check with your AST to confirm)
- ☐ **Parent/Student Acknowledgement of Alumni Association Show & Sale Rules**
- ☐ **SBISD Volunteer Application Approval Email**
  - *Parents/Guardians must complete the following online form: https://volunteer.springbranchisd.com/*
  - *Allow at least one week for background check to complete.*
  - *You will receive a confirmation email from noreply@springbranchisd.com indicating your application has been approved.*
  - *Either print the confirmation email and include with this packet, or forward the email to ASTs (include student name & parent name in subject line).*
- ☐ **ShoWorks Livestock Online Registration Receipt**
  - Livestock must be registered online at: *http://sbffa.fairmanager.com*
  - *Either print the confirmation receipt and include with this packet, or forward to ASTs (include student name in subject line).*
- ☐ **Alumni Membership Registration Receipt**
  - *At least one parent or guardian must be a registered Alumni Member. Visit www.sbffaalumni.com and click the "Join Here" icon to register.*
  - *Either print the confirmation receipt and include with this packet, or forward to ASTs (include student name in subject line).*

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- The instructions outlined in this document will satisfy only the ***online registration*** portion of your required steps. **<u>You must complete ALL other steps outlined on the "*Livestock Ordering Forms Checklist*".</u>**
- Follow these instructions in their entirety to ensure a successful outcome.
- *Families with multiple Exhibitors* – Repeat these steps for each individual student exhibitor. Do NOT use the "Quick Group" option for families.
- Enter only your FIRST Market animal.
- If you are hoping to raise a second market animal, Do <u>NOT</u> enter that second market animal in ShoWorks at this time. Instead, you will handle that request using the Project #2 Request section on the back of the paper *Livestock Project Order Form*.
- *Market Steer and Turkey Exhibitors* – You must enter the animals you have already ordered and purchased for the 2022-2023 school year. These are considered your FIRST market animal. If you are hoping for a second market animal, follow the instructions outlined above.
- *Poultry and Market Rabbit Exhibitors* – If you are purchasing more than one lot, you only need to enter one entry in ShoWorks for that animal species. Your ShoWorks receipt will not reflect the amount due for your second lot; however, the full amount due will be captured correctly on the paper *Livestock Project Order Form*.
- *Breeding Heifer*– If you plan to show a market animal in addition to your breeding animal, you must enter both animals at this time. See Step #7.

Your registration is not complete until <u>ALL</u> required forms and payments are turned in to the SBISD Ag Center at 1905 Brittmoore on either:

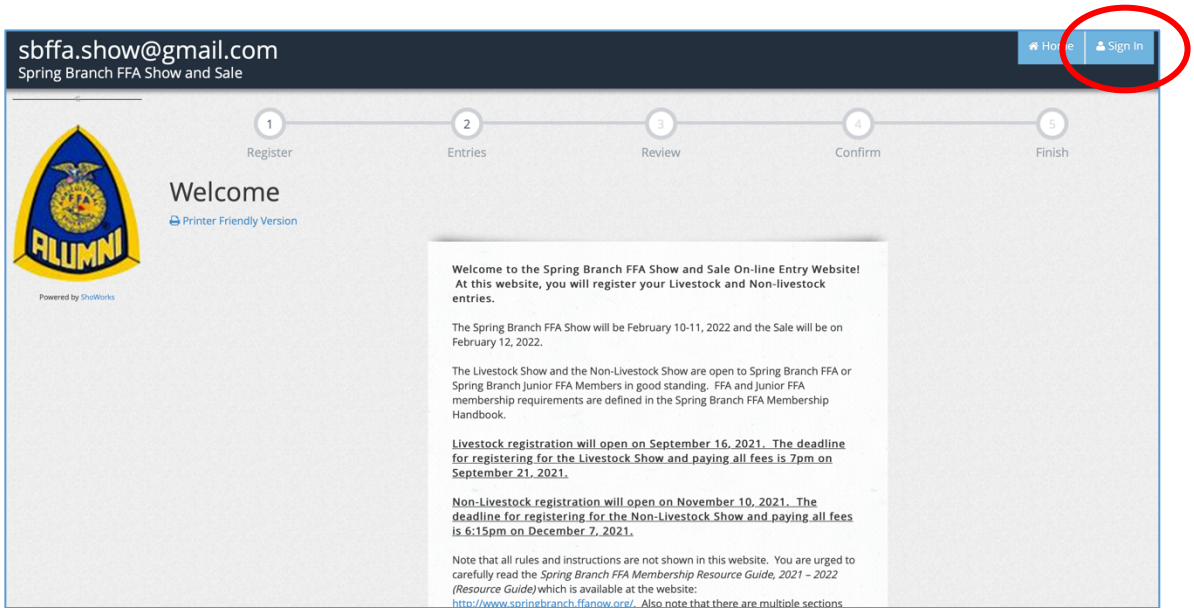
- **Monday, September 19, 2022 from 3:00-5:00pm or**
- **Tuesday, September 20, 2022 from 4:00-7:00pm (DEADLINE)**

The DEADLINE for turning in all required forms and payments is <u>Tuesday, September 20, 2022 at 7:00pm SHARP</u>. No additional forms will be accepted after that time.

Step-by-Step Instructions

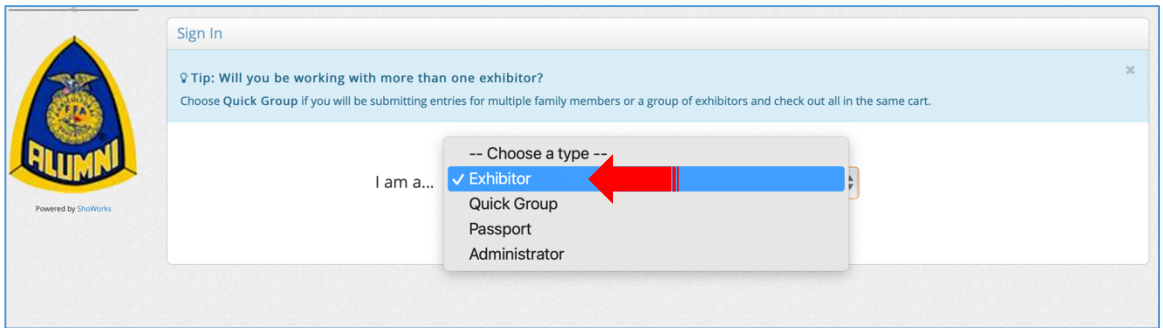
Navigate to the ShoWorks Online Registration Home page:
https://sbffa.fairwire.com

1. At the *Welcome* page, click the "**Sign-In**" button in the top right corner of your screen.

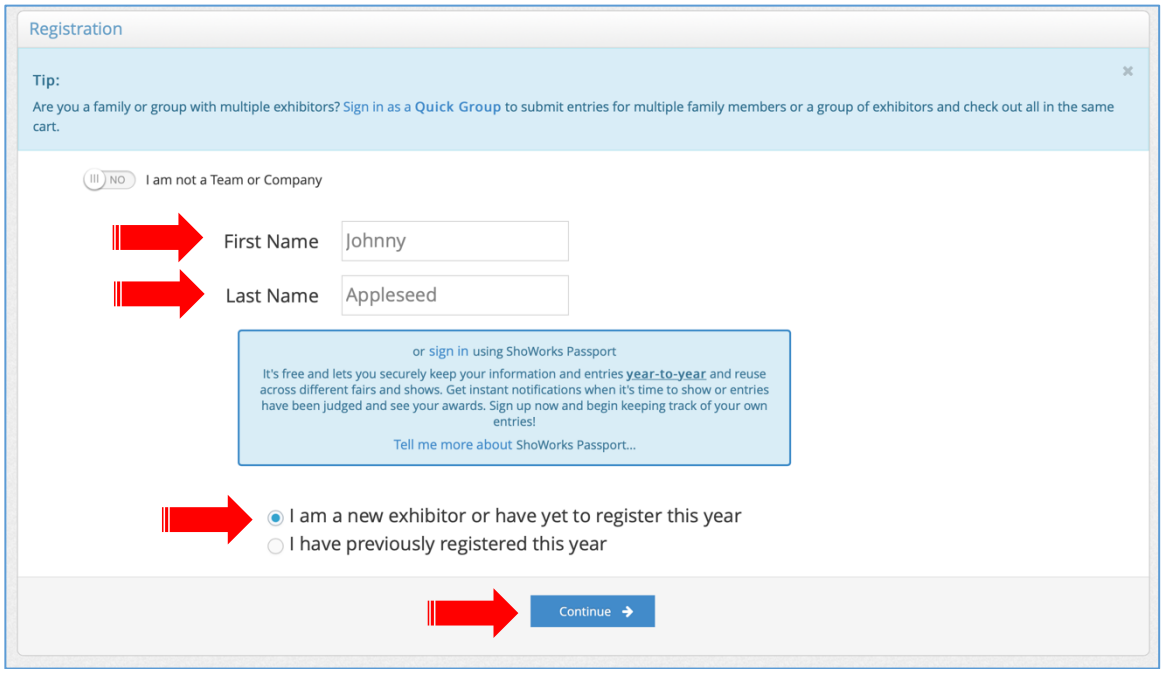


2. At the *Sign-in* page, select "**I am a… EXHIBITOR**."

NOTE: Please do NOT use the "Quick Group" option, even if you are registering multiple students in the same family.

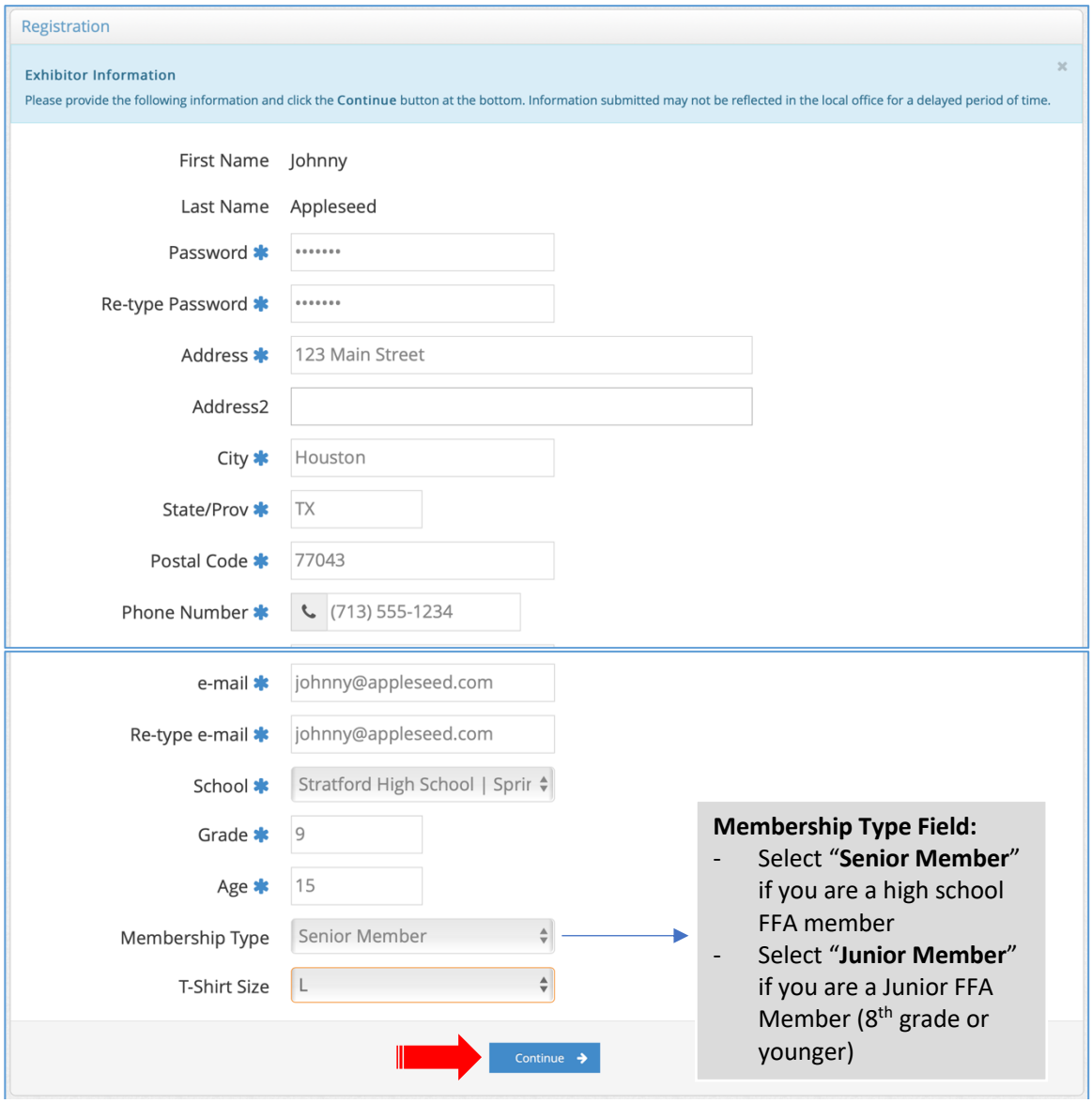


3. At the *Registration* page, enter the **STUDENT EXHIBITOR's First Name** and **Last Name**.
   Select the "**I am a new exhibitor or have yet to register this year**" option.
   Click "**Continue**" when finished.

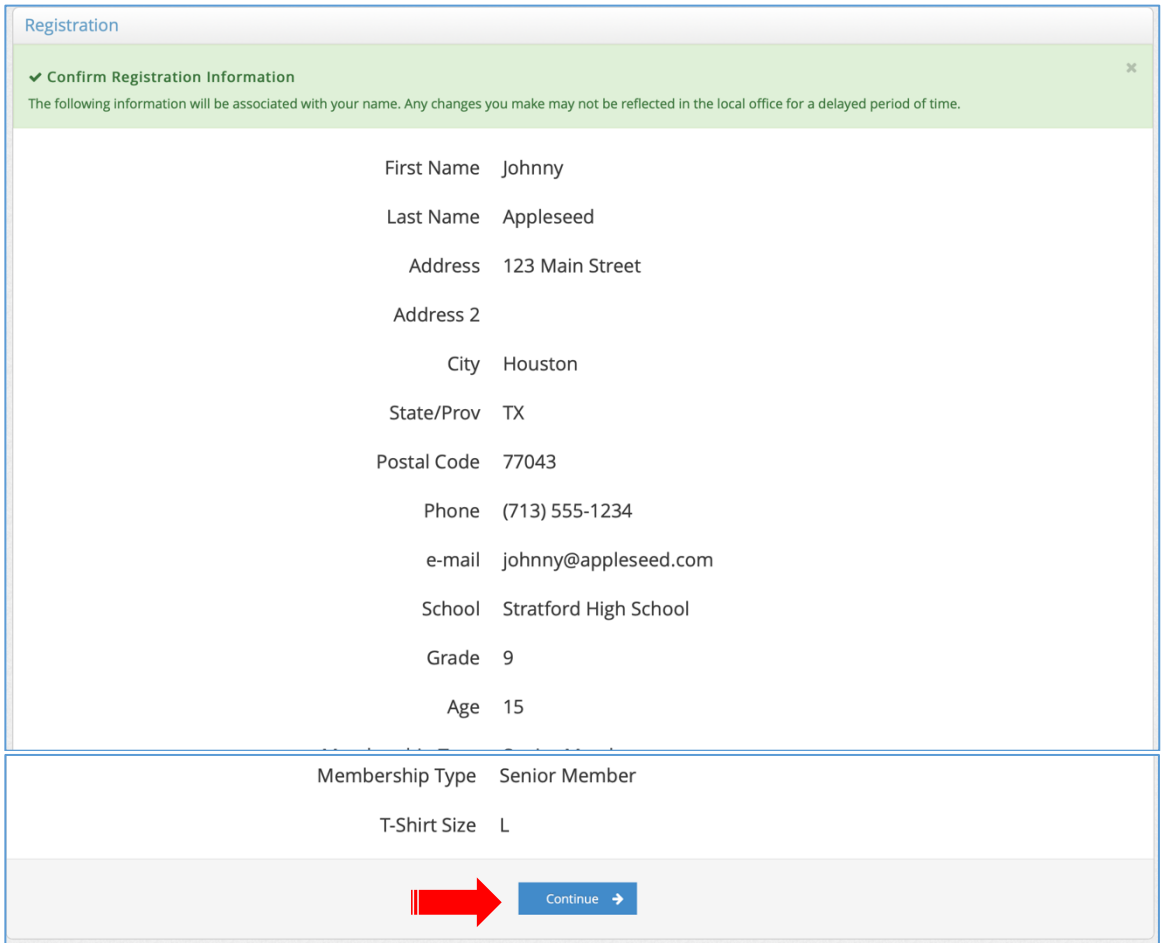


4. At the next page, complete all requested fields and click "**Continue**" when finished.

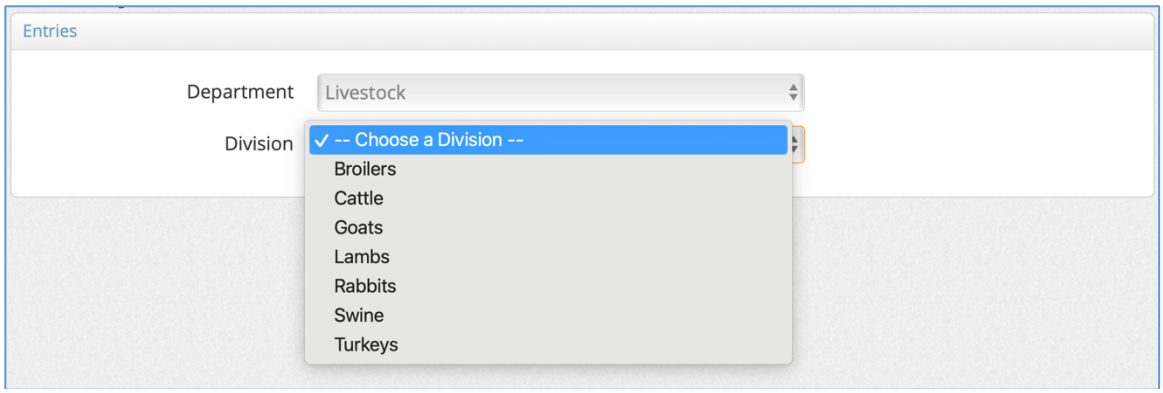
IMPORTANT: Remember your password! If you plan to register for Non-Livestock projects later this year, you will need to use the same password.



5. Confirm your Registration Information.
   - If you need to make changes, use your browser's back button to go back to the previous page.
   - If everything is correct, click "**Continue**" when finished.

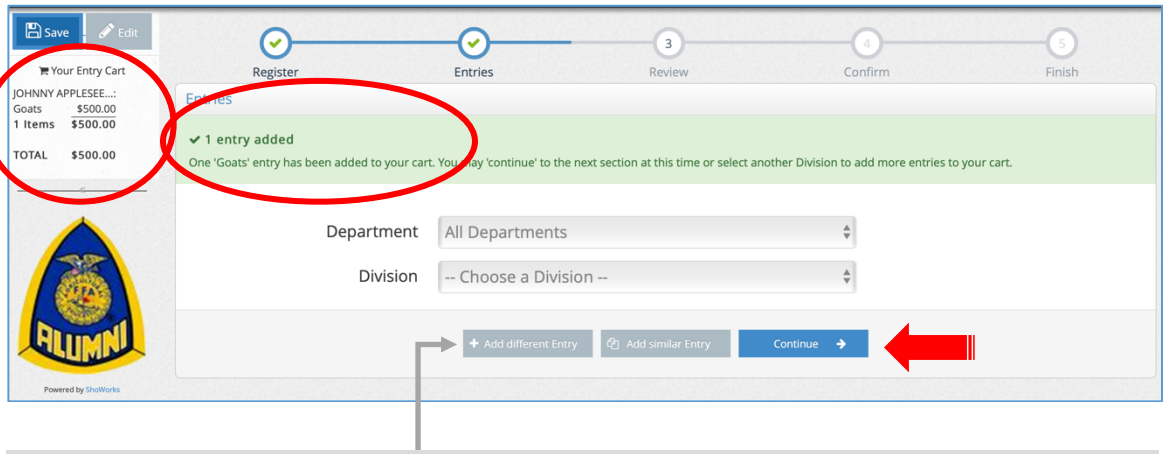


6. At the *Entries* page, you will begin the registration process for your animal.
   - At the "Department" prompt, select "**Livestock**."
   - At the "Division" prompt, select the appropriate animal species you wish to raise
   - Click "**Add Entry to Cart**" when finished.



7. You will see a green note section appear that confirms that the animal you selected has been added to you cart, and the total due will appear in the left side of your screen.

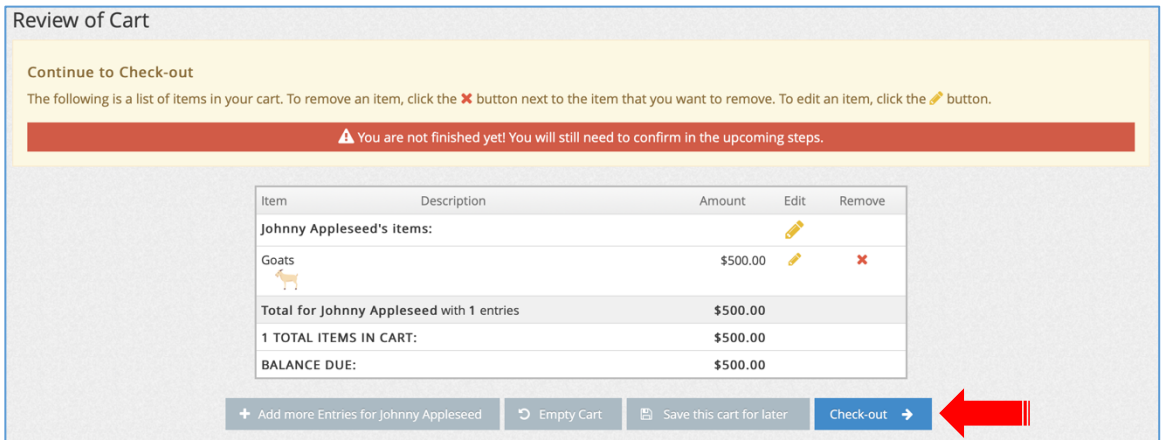
   At this point, you are only entering your FIRST market project, and you may click the "**Continue**" button.



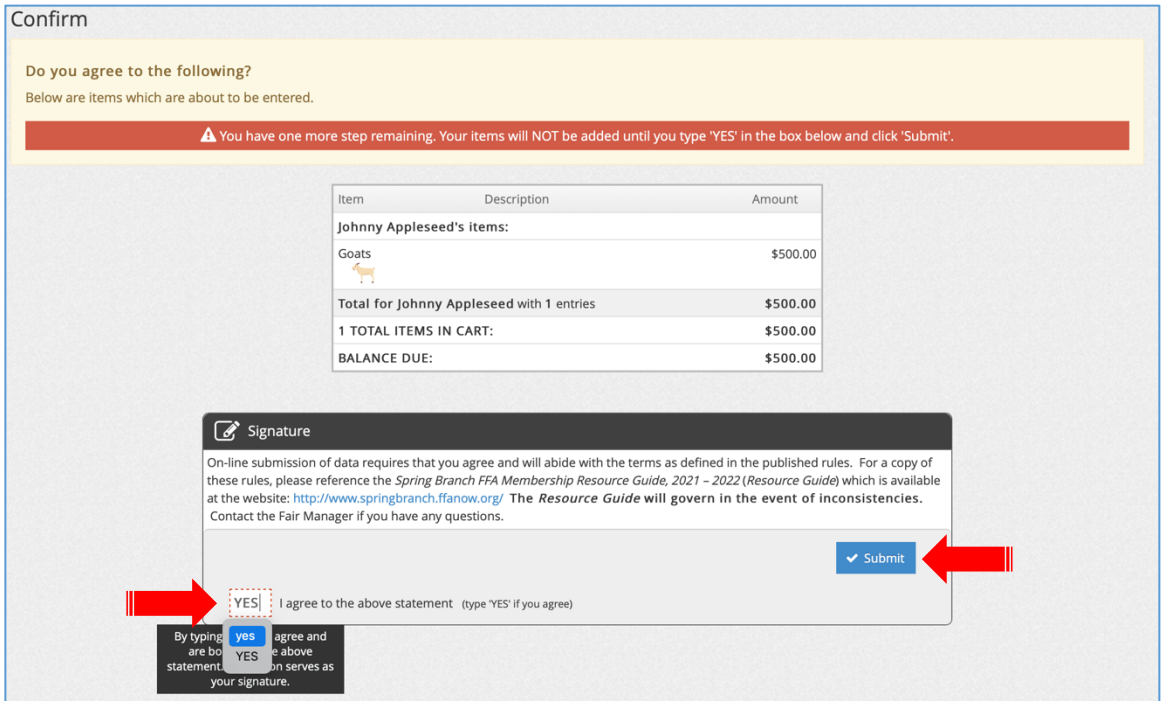
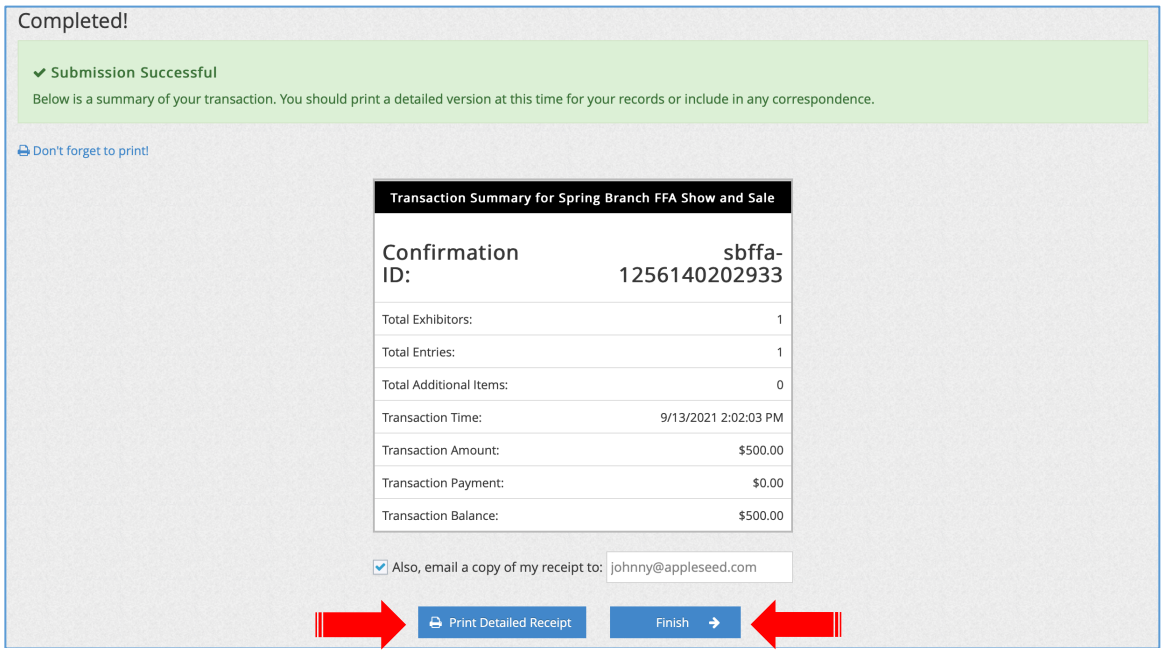
BREEDING HEIFER and BREEDING RABBIT EXHIBITORS <u>ONLY</u>:

If you plan to register a market project in addition to your breeding animal, you must register both animals as individual entries at this time. Use the "Add Different Entry" button to register the remaining animal.

8. At the *Review of Cart* page, confirm your selected entry.
   - If you made a mistake, use the "**Remove**" function and then the "**Add more Entries**" function to add the appropriate animal.
   - If everything is correct, click "**Check-out**".



9. At the *Confirm* page, review your cart one last time.
   - If you need to make changes, use your browser's back button and repeat Step 8.
   - If everything is correct, read through the agreement notice. If you agree with the statement, type "**YES**" in the acknowledgement box and click "**Submit**".



10. At the *Completed* page, you will receive a "Submission Successful" notice. **PRINT TWO COPIES OF THIS CONFIRMATION PAGE** and include with the packet of forms and payment you will submit during the livestock order and payment drop-off. Click "**Finish**" when done.