

ShoWorks Livestock Registration

Instructions for 2022-2023 School Year

Before you get started:

- The instructions outlined in this document will satisfy only the **online registration** portion of your required steps. **You must complete ALL other steps outlined on the “Livestock Ordering Forms Checklist”.**
- 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 NOT 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.

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 careply@springbranchisd.com indicating your application has been approved.
 - Either print the confirmation email and include with this packet, or forward the email to careply@springbranchisd.com
- ☐ ShoWorks Livestock Online Registration Receipt
 - Livestock must be registered online at: <https://shofx.fairmagager.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.sbfialumni.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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Your registration is not complete until ALL 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)**

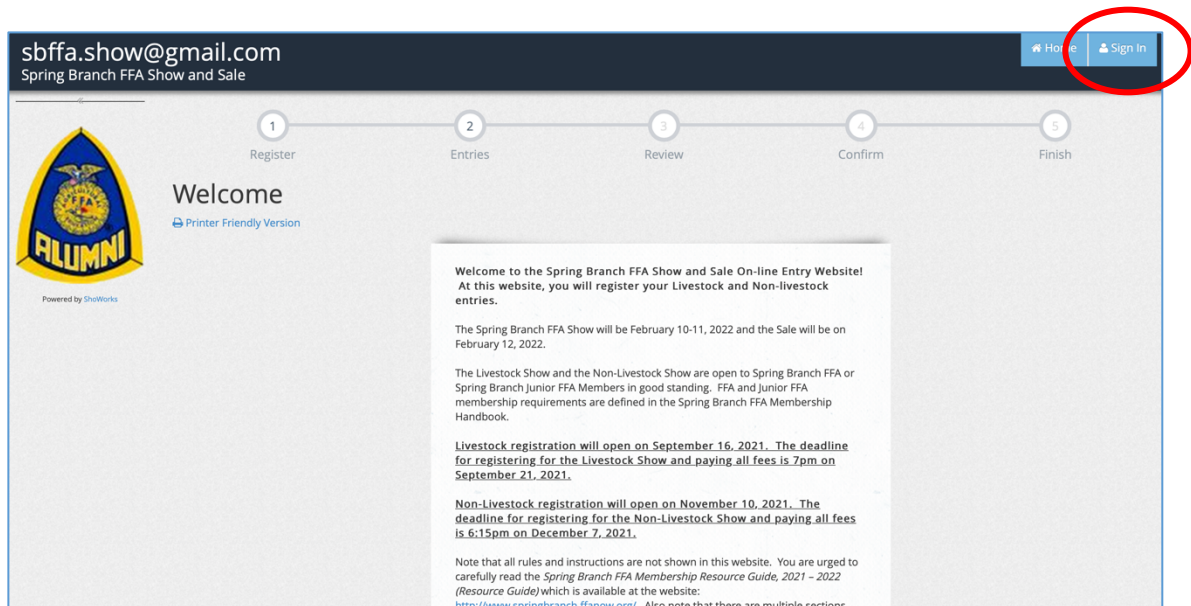
The DEADLINE for turning in all required forms and payments is Tuesday, September 20, 2022 at 7:00pm SHARP. No additional forms will be accepted after that time.

Step-by-Step Instructions

Navigate to the ShoWorks Online Registration Home page:

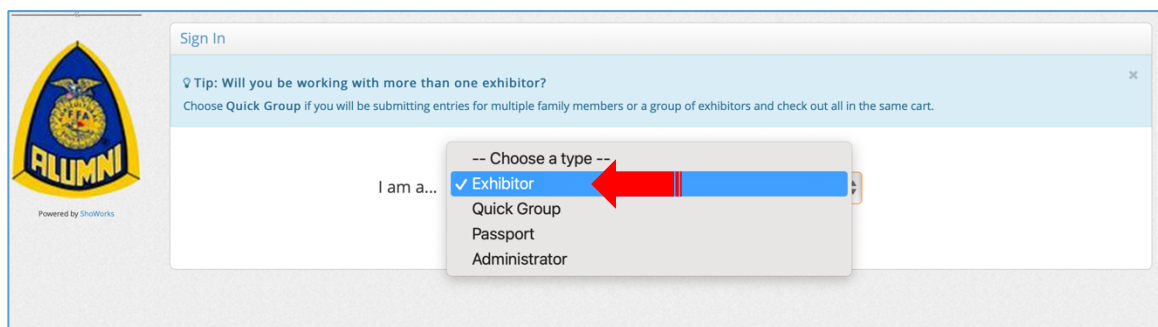
<https://sbffa.fairwire.com>

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.

The screenshot shows the 'Registration' page of the ShoWorks system. At the top, there is a tip box that says: 'Tip: Are you a family or group with multiple exhibitors? Sign in as a Quick Group to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.' Below the tip, there is a radio button labeled 'NO' with the text 'I am not a Team or Company'. To the right of this, there are two input fields: 'First Name' with the value 'Johnny' and 'Last Name' with the value 'Appleseed'. Red arrows point to these fields. Below the input fields, there is a blue box with text about 'ShoWorks Passport' and a link 'Tell me more about ShoWorks Passport...'. Below this box, there are two radio buttons. The first one is selected and has the text 'I am a new exhibitor or have yet to register this year'. A red arrow points to this radio button. The second radio button is unselected and has the text 'I have previously registered this year'. At the bottom right, there is a blue button labeled 'Continue' with a right arrow. A red arrow points to this button.

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.

Registration

Exhibitor Information

Please provide the following information and click the Continue button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time.

First Name

Johnny

Last Name

Appleseed

Password

Re-type Password

Address

123 Main Street

Address2

City

Houston

State/Prov

TX

Postal Code

77043

Phone Number

(713) 555-1234

e-mail

johnny@appleseed.com

Re-type e-mail

johnny@appleseed.com

School

Stratford High School | Sprir

Grade

9

Age

15

Membership Type

Senior Member

T-Shirt Size

L

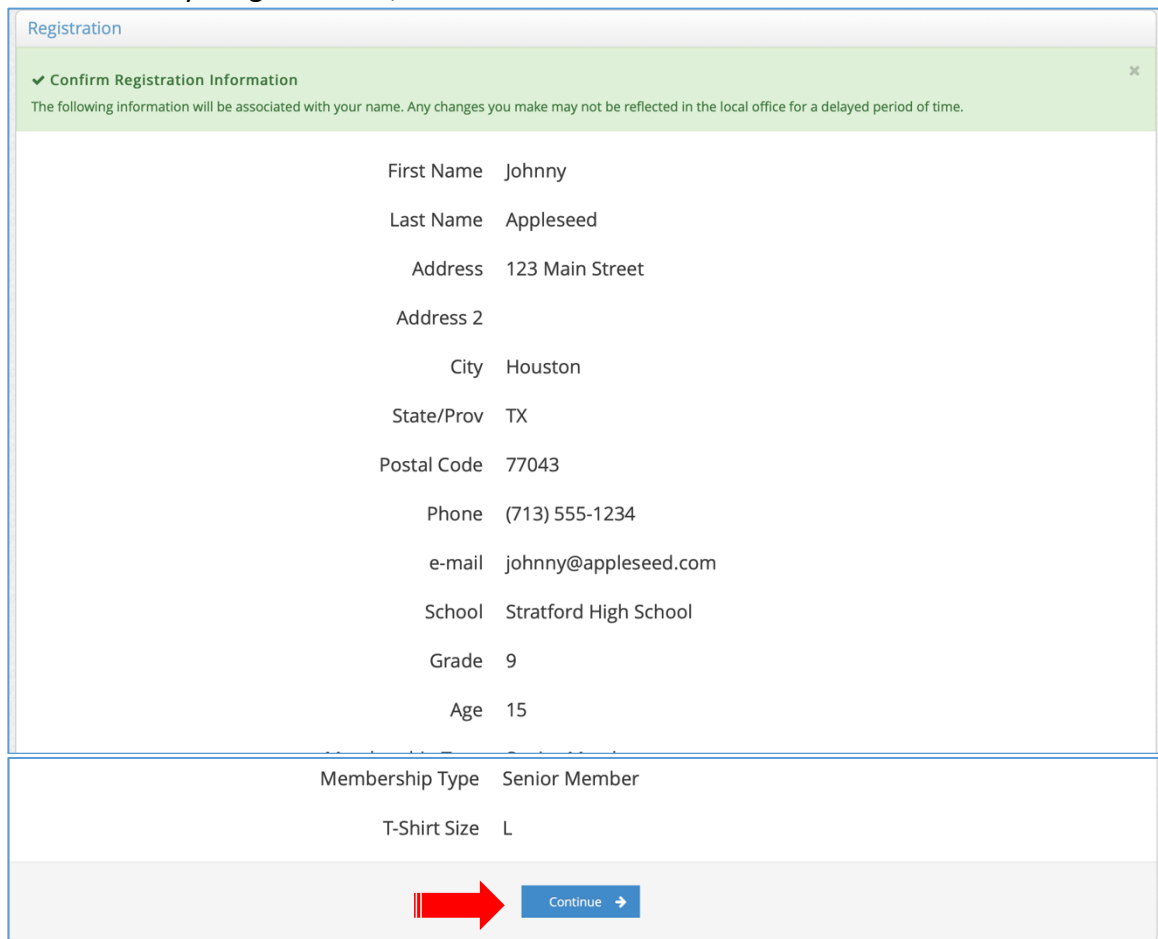
Membership Type Field:

- Select “Senior Member” if you are a high school FFA member
- Select “Junior Member” if you are a Junior FFA Member (8th grade or younger)

Continue

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.



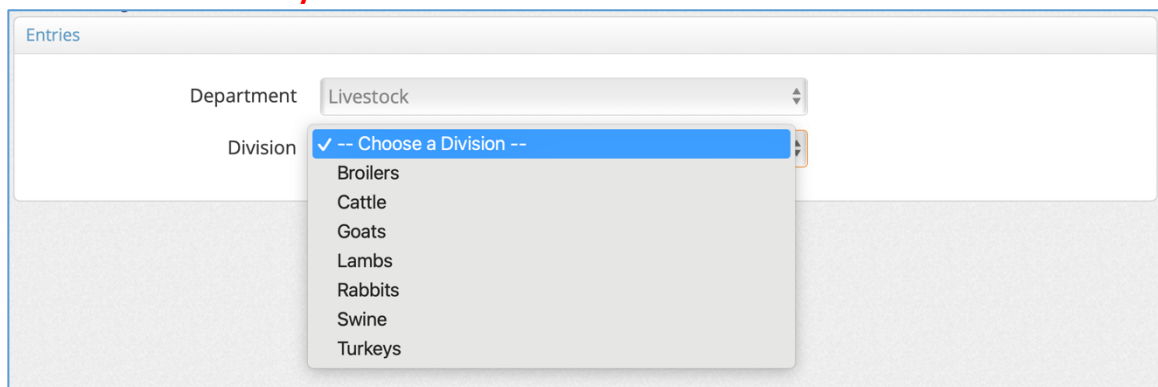
The screenshot shows a web form titled "Registration" with a green header bar containing a checkmark and the text "Confirm Registration Information". Below the header, a message states: "The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time." The form displays the following registration details:

First Name	Johnny
Last Name	Appleseed
Address	123 Main Street
Address 2	
City	Houston
State/Prov	TX
Postal Code	77043
Phone	(713) 555-1234
e-mail	johnny@appleseed.com
School	Stratford High School
Grade	9
Age	15
Membership Type	Senior Member
T-Shirt Size	L

At the bottom of the form, there is a large red arrow pointing to a blue button labeled "Continue →".

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.



The screenshot shows a web form titled "Entries". It has two dropdown menus. The "Department" dropdown is set to "Livestock". The "Division" dropdown is open, showing a list of animal species: "Broilers", "Cattle", "Goats", "Lambs", "Rabbits", "Swine", and "Turkeys". The top option in the "Division" dropdown is "✓ -- Choose a Division --".

7. You will see a green note section appear that confirms that the animal you selected has been added to your 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.

Save Edit

Register Entries Review Confirm Finish

Your Entry Cart

JOHNNY APPLESEED'S items

Goats \$500.00

1 Items \$500.00

TOTAL \$500.00

1 entry added

One 'Goats' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart.

Department All Departments

Division -- Choose a Division --

+ Add different Entry + Add similar Entry **Continue** →

BREEDING HEIFER and BREEDING RABBIT EXHIBITORS ONLY:

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”**.

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✎ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
Johnny Appleseed's items:				
Goats		\$500.00	✎	✖
Total for Johnny Appleseed with 1 entries		\$500.00		
1 TOTAL ITEMS IN CART:		\$500.00		
BALANCE DUE:		\$500.00		

+ Add more Entries for Johnny Appleseed Empty Cart Save this cart for later **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"**.

Confirm

Do you agree to the following?
Below are items which are about to be entered.

⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
Johnny Appleseed's items:		
Goats		\$500.00
Total for Johnny Appleseed with 1 entries		\$500.00
1 TOTAL ITEMS IN CART:		\$500.00
BALANCE DUE:		\$500.00

Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules. For a copy of these rules, please reference the *Spring Branch FFA Membership Resource Guide, 2021 – 2022 (Resource Guide)* which is available at the website: <http://www.springbranch.ffanow.org/> The *Resource Guide* will govern in the event of inconsistencies. Contact the Fair Manager if you have any questions.

☒ Submit

I agree to the above statement (type 'YES' if you agree)

By typing agree and are bound by the above statement. serves as your signature.

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.

Completed!

✓ Submission Successful

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

🖨 Don't forget to print!

Transaction Summary for Spring Branch FFA Show and Sale	
Confirmation ID:	sbffa-1256140202933
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	9/13/2021 2:02:03 PM
Transaction Amount:	\$500.00
Transaction Payment:	\$0.00
Transaction Balance:	\$500.00

☒ Also, email a copy of my receipt to: johnny@appleseed.com