

## INSTRUCTIONS FOR ENTERING MULTIPLE ENTRIES

1. Login as an exhibitor and fill in EXHIBITOR NAME with teacher's name.
2. Select "I AM A NEW EXHIBITOR" and select continue.
3. Complete the following page with address, phone number, etc. and select continue.
4. Select the Department from the drop down box. If this isn't an option you see; select "CREATE ENTRIES" from the Navigation Pane on the upper left side of screen and then select the Department you are entering.
5. Select DIVISION from the next drop down box and you will be taken to the next screen automatically.
6. Select CLASS from the drop down box.
7. Provide TITLE and/or DESCRIPTION if applicable.
8. Fill in SCHOOL NAME.
9. Fill in EXHIBITOR NAME with the student's name that you are entering for.
10. Fill in TEACHER NAME and GRADE LEVEL.
11. Select "ADD ENTRY TO CART".
12. If you are adding multiple entries of the same type; click "ADD SIMILAR ENTRY" and repeat step 6-11 until you have entered all that you will enter of that type.
13. If you need to add entries of a different type; click "ADD DIFFERENT ENTRY" and repeat steps 6-11 until you have entered all that you will enter of that type.
14. Once done adding entries, select "CONTINUE" and this will take you to the page to REVIEW YOUR CART. If after reviewing your cart, you would like to add more entries, select "ADD MORE ENTRIES".
15. Please review all entries added for correctness as the information will be printed for display.
16. Save your cart at any time and select "SAVE CART" on the left side of the screen. When you save your cart, your entries have not been submitted. You must log back in and select "EDIT CART".
17. If you have no more entries select "CHECK-OUT".
18. Credit or debit card select "PAY NOW" and follow the prompts to complete payment.
19. MAIL OR CASH PAYMENTS select "PAY LATER" and follow the prompts to finish the entry process and prior to logging out of ShoWorks you must print out a detailed receipt. You have two options: print out your detailed receipt and MAIL IN the check payment OR print out your detailed receipt and HAND DELIVER your payment to our Entry Office at 46-350 Arabia Street, Indio, CA 92201.
20. Your entry is received once you have the option to PRINT THE ONLINE RECEIPT and you have received an email confirmation. Once your entries have been submitted online you cannot log back in and make any changes.



PLEASE DO NOT WAIT UNTIL THE LAST DAY TO ENTER AS NO ONE WILL BE IN THE OFFICE TO ASSIST YOU AFTER HOURS. WE APOLOGIZE IN ADVANCE BUT PAYMENTS MUST BE RECEIVED IN THE ENTRY OFFICE NO LATER THAN JANUARY 19, 2019. ANY ENTRY OR PAYMENT SUBMITTED PAST DEADLINE WILL NOT BE ACCEPTED! NO EXCEPTIONS!

**FOR SHOWWORKS ASSISTANCE PLEASE EMAIL LAURA AT  
LMOORE@STANCOFAIR.COM**