

Online Entry Instructions for California State Fair Creative Arts Exhibitors

**Please refer to your competition's guidebook for detailed competition entry information.*

You must be using Internet Explorer 9.0 (or newer), or any modern version of Chrome, Safari, FF, Edge, or Opera.

If you need to exit the program before completing the online entry process, you must click the number four (4) "Review" button. Then click the "Save this cart for later" button or all of your entry information will be lost.

NOTE: Sessions expire after 20 minutes of inactivity.



Please read *all* of the information on each page throughout the entry process. The information will supplement these instructions. All fields that are required are denoted by a blue asterisk.

Instructions:

1. Go to <https://calexpop.fairmanager.com>

a. At the top of the screen, click the number one (1) "Register" button.

NOTE: All former exhibitors are required to register as a new exhibitor each year. Information from previous years has NOT been saved.

b. If a *single exhibitor*: Enter your full First and Last Name (case sensitive) and choose the button "I am a new exhibitor". Click the blue "Continue" button.

First Name Rachel
Last Name Finkes
 I am a new exhibitor or have yet to register this year

c. If a *Team or Company (entering one or more entries made by multiple individuals)*:

Enter your Team/Company Name (case sensitive) and choose the button for "I am a new exhibitor". Click the blue "Continue" button.

YES I am a Team or Company
Team/Company Name Finkes & Co.
 I am a new exhibitor or have yet to register this year

d. If a *Club Leader or Teacher (entering for multiple individuals with individual entries)*:

Sign in as a Quick Group, enter your Group or School Name (case sensitive) and choose the button for "I am a new group". Then click the blue "Continue" button.

Group
Login:
Please log in as a Group or you may choose to create a new Group.
Group User Name Finkes 4-H
 I am a new group I have previously registered

e. If you receive an error that says "This exhibitor name is already registered", enter a middle initial (no period) after your first name, or if your name has a suffix, place your suffix after your last name. Then reselect "I am a new exhibitor" and click the blue "Continue" button.

2. On the 'Registration' page, you will fill in all of your contact information.

a. You will also create a password (case sensitive) for your ShoWorks account.

b. After you have completed all of the required information click the blue "Continue" button.

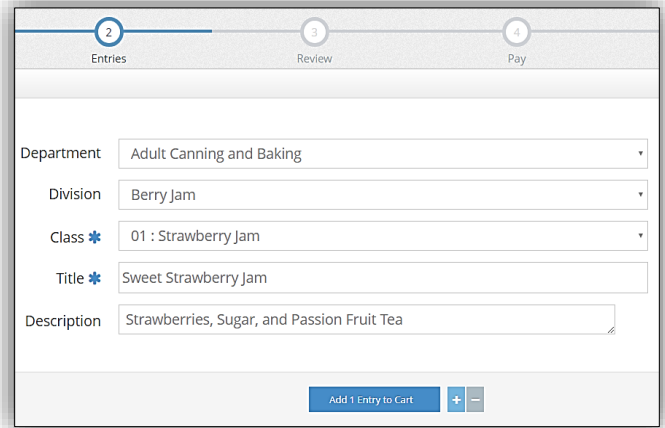
3. The next screen is for you to verify that all the information you typed is correct.

a. Please verify that your email, phone number, and mailing address are correct.

b. Once you have verified your information click the blue "Continue" button.

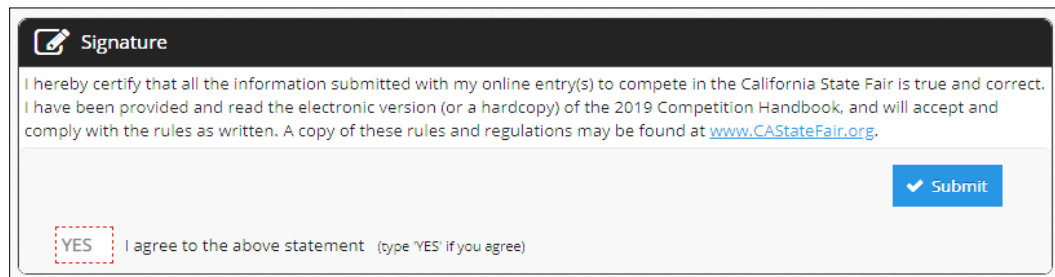
4. On the next screen you will be able to create your entries. To create an entry, please complete the following steps, using the down arrow as needed throughout:

- a. Choose a **department** (i.e. Adult Canning & Baking, Adult Handcrafts, Photography, etc.)
- b. Choose your **division**. (i.e. Berry Jam, Ceramics, Adult-Color, etc.)
- c. Choose your **class** within that division. (i.e. Strawberry, Hand-Built Ceramics, Nature, etc.)
- d. Once you have completed the information click the blue “Add Entry to Cart” button.



5. The next page is a review of your entries. You can either add more entries, empty cart, save cart for later, or checkout. Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry. To complete and submit your entries, click the blue “Checkout” button.

6. On the confirmation page, after you have verified that your entries are correct, you must then accept the language at the bottom of the page and type “YES” (in all caps) in the box to agree, then please click the blue “Submit” button. If you do not do this your entries will NOT be submitted.



7. You will be brought to the completed page showing your confirmation ID. You are encouraged to click on the “Print Detailed Receipt” button, to generate a detailed list of all entries. A detailed receipt will also automatically be e-mailed to you once you click the blue “Finish” button. Please select “Finish” to complete your entry submission.

8. If you are finished creating your entries, you can close the window and/or sign out of your account.

9. **Handcrafts, Needle & Fiber, Quilts, Crafts Special Contests, Fine Arts, Photography, and Student Showcase Exhibitors:** Don’t forget to upload your image(s)! Your entry is not complete until we have received your image.

10. If you need to go back and add additional entries, or edit an entry (i.e. Project Title, Description, Size, etc.), you can sign back into your account and make any necessary edits *before* the entry deadline.

Thank you for participating in the California State Fair!