

Online Entry Instructions for California State Fair Jr & Open Livestock, Small Animals, CFBOS & Ag Mechanics 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 three (3) "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:

- Go to <https://bigfun.fairmanager.com>, and click the "Sign In" tab (top right corner).
 - 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.

- 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.

The screenshot shows a registration form with two input fields: "First Name" containing "Rachel" and "Last Name" containing "Finkes". Below the fields is a radio button labeled "I am a new exhibitor or have yet to register this year", which is selected.

- If a *Team or Company* – *ONLY for Open Show* - (entering herd name, breeding partnerships, co-owned animals; must match owner name on registration papers): Enter your Team/Company Name (case sensitive) and choose the button for "I am a new exhibitor". Click the blue "Continue" button.

The screenshot shows a registration form with a radio button labeled "I am a Team or Company" which is selected. Below it is an input field for "Team/Company Name" containing "Finkes Cattle Co.". At the bottom is another radio button labeled "I am a new exhibitor or have yet to register this year", which is not selected.

- If a *Club Leader or Parent* (entering for multiple individuals with individual entries): Sign in as a Quick Group, enter your Club or Family Name (case sensitive) and choose the button for "I am a new group". Then click the blue "Continue" button.

The screenshot shows a registration form with a "Group" header and a "Login:" section. Below the login section is an input field for "Group User Name" containing "Finkes Family". At the bottom are two radio buttons: "I am a new group" (selected) and "I have previously registered" (not selected).

- 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.
- On the 'Registration' page you will fill in all of your contact information.
 - You will also create a password (case sensitive) for your ShoWorks account.
 - After you have completed all of the required information click the blue "Continue" button.
 - The next screen is for you to verify that all the information you typed is correct.
 - Please verify that your email, phone number, and mailing address are correct.
 - 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, use the down arrow as needed throughout:

Department	Junior Beef	▼
Division	6010 Jr. Angus	▼
Class *	01 : Junior Heifer Calf, born after January 2018	▼

- Choose a **Department** (i.e. Junior Beef Show, Junior Small Animal Showmanship, etc.)
 - Choose your **Division** (i.e. 6010: Junior Angus, 5515: FFA Showmanship, etc.)
 - Choose your **Class** within that division. (i.e. Junior Heifer Calf, Cavy Showmanship, etc.)
 - Provide all necessary information. **All required fields are denoted by a blue asterisk.** For more information on entry requirements please refer to your competition's 2019 guidebook.
 - 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 check-out. 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.

The screenshot shows a confirmation page titled "Signature". It contains the following text: "I hereby certify that all the information submitted with my online entry(s) to compete in the California State Fair is true and correct. I have been provided and read the electronic version (or a hardcopy) of the 2019 Competition Handbook, and will accept and comply with the rules as written. A copy of these rules and regulations may be found at www.CAStateFair.org." Below this text is a blue "Submit" button with a checkmark icon. At the bottom, there is a dashed red box containing the word "YES" and the text "I agree to the above statement (type 'YES' if you agree)".

7. You will be brought to the completed page showing your confirmation ID. Click on the "Print Detailed Receipt" button, to generate a detailed list of all entries. A detailed receipt will also be automatically emailed 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. **Don't forget to print your receipt, sign, and return to the California State Fair within 3 days of submitting your entries. You must print, sign, and return every receipt you receive. YOUR ENTRIES ARE NOT COMPLETE UNTIL WE HAVE RECEIVED YOUR SIGNED RECEIPT FOR EACH ENTRY.**
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!