

ONLINE ENTRY INSTRUCTIONS FOR CALIFORNIA STATE FAIR "HOME WINE, CHEESE, & OLIVE OIL" 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://hmwine.fairmanager.com>, and click the "Sign In" tab (top right corner).

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 or have yet to register this year". Click the blue "Continue" button.

First Name
Last Name
 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 or have yet to register this year". Click the blue "Continue" button.

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

d. If you receive an error after you click "Continue" 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.

e. On the 'Registration' page you will fill in all of your contact information & create a password (case sensitive) for your ShoWorks account.

i. All required fields are marked with an asterisk (*).

ii. Home Wine Exhibitors: If applicable, fill out the "Wine Club" &/or "Local Wineshop" fields.

iii. Olive Oil / Cheese Exhibitors: Please fill out the "Business Name" &/or "Business Website" fields.

Wine Club
Your Local Wineshop
Bus. Name(OO/Cheese)
Business Website
County Rep/Builder

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

- f. The next screen is for you to verify that all the information you typed is correct.
 - i. **Please verify that your email, phone number, and mailing address are correct.**
 - ii. Once you have verified your information click the blue “Continue” button.
2. 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:
- a. Choose a **department** (i.e. Extra Virgin Olive Oil, California Cheese, Home Wine)
 - b. Choose your **division**. (i.e. EVOO Single Variety Delicate, Soft Cheese, Dry Reds, etc.)
 - c. Choose your **class** within that division. (i.e. Arbequina, Ricotta, Merlot, etc.)

Department: Extra Virgin Olive Oil

Division: 1100 - EVOO Single Variety Delicate

Class *: 05 : Arbequina

- d. Once you have completed the information click the blue “Add Entry to Cart” button.
3. The next page is a review of your entries. You can either:
- a. Add more entries,
 - b. Edit your entries (click the pencil icon to the right of the entry),
 - c. Delete your entries (click the red x to the right of the entry),
 - d. Save your cart for later, or
 - e. Check-out to complete and submit your entries (click the blue “Checkout” button).
4. On the confirmation page, you must read and accept the language by typing “YES” (in all caps) in the box. Then click the blue “Submit” button. If you do not do this your entries will NOT be submitted.

Signature

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.

Submit

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

- 5. Next, you will be brought to the page showing your confirmation ID. You are encouraged to click on the “Print Detailed Receipt” button, to generate a detailed list of all of your entries. A detailed receipt will also be e-mailed to you once you click the blue “Finish” button. Please select “Finish” to complete your entry submission.
- 6. If you are finished creating your entries, you can close the window and/or sign out of your account.
- 7. If you need to go back and edit an entry (i.e. Product Name, Varietal, Milk Type, 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!