

# California STATE ★ FAIR

## HOW TO ENTER

The California State Fair has implemented ShoWorks, an on-line entry program. ShoWorks is an industry standard used by over 50 fairs nationally. This user-friendly program can be trusted to accurately enter you into our competitions and allows for efficient communications via e-mail. We are excited to have ShoWorks to better facilitate entering California State Fair competitions.

Take a moment to look through this Competition Handbook to see which competition your entry is eligible to compete in. Then follow the easy steps listed below to enter the competition you have chosen.

1. If you use AOL, NETSCAPE, or FIRE FOX, minimize it and click to open Microsoft Internet Explorer Browser 5.0 or higher. Before proceeding with an on-line entry, please visit our website at [www.castatefair.org](http://www.castatefair.org) and download the Competition Handbook located under "Participate at the Fair". Note that sessions expire after 20 minutes of inactivity, so "save the cart" if you plan on leaving the computer for more than 20 minutes.
2. Everyone must register as a new exhibitor when logging in for the first time in 2015.
3. When logging in for the first time, please do the following:
  - 1) Click "Login/Logoff"
  - 2) Choose type "Exhibitor" (unless you are an instructor entering multiple exhibitors) If entering a Group Project, as a Cheese Company or as an instructor entering all his students please refer to that section
  - 3) Type in "First Name"
  - 4) Type in "Last Name"
  - 5) Click on "I am a new exhibitor" and click continue 6) Create a password when registering for the first time. Remember your password as this will allow you access for future sessions. Complete the New Exhibitor Fields and click "Continue". When entering information, fields in BOLD are required. If a field/ box does not apply to you, please type "NA". If pending, please type "PENDING". Please follow the directions as they should help lead you through the process.
4. Review Exhibitor Information and click Continue
5. Choose a Department (ie. Youth Art & Design, California Fine Art, Junior Livestock)
6. Choose a Division (i.e. Altered Photography, Junior Breeding Beef)
7. Select a Class from the Drop down menu.
8. Type a Title for your project
9. Enter project height, width and depth in inches. If item is 2D or the measurements are not needed (ie Cookies) then type 0.
10. Enter project weight. If weight is under a pound type 1.
11. If your item is for sale, check the box and type a sale price. Do not add \$ sign
12. Click Add Entry To Cart
13. If you only have 1 entry click Continue  
If you have another entry in the same department, click Add Similar Entry and follow above steps If you have another entry in another department click Add Different Entry (ie. photo & cookies) and follow above steps

14. Once your entry(s) are entered, an Additional Items screen will appear. For most exhibitors these fees do not apply. Click Continue
15. Review Your Cart and choose an option below: 1) Add more entries 2) Empty Cart 3) Save For Later (entries and fees must be paid and submitted by entry deadline) 4) Checkout
16. Once you click Checkout it will take you to the Payment Screen. Select Payment method: Visa or Mastercard. Entry fees MUST be paid on-line with a Visa or Mastercard. No checks accepted. Entries fees are non-refundable. Enter credit card information and click Continue.
17. Confirm: your entries are not submitted until you type YES in the box and click submit.
18. Summary: Print the Receipt Summary. You may also print the Detailed Receipt. If your entry(s) requires uploading a box will appear with notification. 1) Upload Image: Click Upload Media Button.
  - a. If you need instructions, click the Press For Instructions Button.
  - b. Confirm Division, Class, Title
  - c. Choose file, press upload
  - d. Click done
19. See section **PHOTO UPLOAD GUIDELINES** to upload images for judging.
20. If entering Junior or Open Livestock, Fur & Feathers, Ag Mechanics or County Fair Best of Show print 2 copies of the **Detailed Receipt**. Keep one copy for your personal records and one copy is to be signed and mailed to the California State Fair, Entry Department, PO Box 15649, Sacramento, CA 95852 or fax to (916)263-7914 or e-mail to [entryoffice@calexpo.com](mailto:entryoffice@calexpo.com) . **Entries entered in the above listed competitions are not considered valid until the Detailed Receipt is received.** County Fair Best of Show exhibitors will also need to acquire their qualifying fair manager's signature on the Detailed receipt.
21. For questions/concerns: [entryoffice@calexpo.com](mailto:entryoffice@calexpo.com) or (916)263-3146 or (916)263-3149.

#### **GROUP PROJECTS AND CHEESE COMPANIES**

1. When logging in for the first time, please do the following:
  - 1) Click "Login/Logoff"
  - 2) Choose type "Exhibitor"
  - 3) Click the box I am a Team or Company
  - 4) Type Team/Company Name
  - 5) Click on "I am a new exhibitor" and click continue
  - 6) Create a password when registering for the first time. Remember your password as this will allow you access for future sessions. Complete the New Exhibitor Fields and click "Continue". When entering information, fields in BOLD are required. If a field/ box does not apply to you, please type "NA". If pending, please type "PENDING". Please follow the directions as they should help lead you through the process.

#### **INSTRUCTORS ENTERING MULTIPLE STUDENTS**

1. When logging in for the first time, please do the following:
  - 1) Click "Login/Logoff"
  - 2) Choose type "Quick Group"
  - 3) Type "Group User Name"
  - 4) Click on "I am a new group" and click continue
  - 5) Create password
  - 6) Type Contact's Email
  - 7) If exhibitor is part of an organization, (ie 4-H, FFA) enter Club Name
  - 8) If exhibitor is entering as part of a school project, select school name. If school is not listed select Not listed.

- 9) Review Group Information and click Continue if correct.
- 10) Begin adding Exhibitors and their Entries.
  - 1) Exhibitor First Name
  - 2) Exhibitor Last Name
  - 3) Click This is a New Exhibitor
  - 4) You can also add Group entries by clicking I am a Team or Company
- 11) Create a password when registering for the first time. Remember your password as this will allow you access for future sessions. Complete the New Exhibitor Fields and click "Continue". When entering information, fields in BOLD are required. If a field/ box does not apply to you, please type "NA". If pending, please type "PENDING". Please follow the directions as they should help lead you through the process.
2. Review Information and click Continue
3. Choose a Department (ie. Youth Art & Design, California Fine Art, Junior Livestock)
4. Choose a Division (i.e. Altered Photography, Junior Breeding Beef)
5. Select a Class from the Drop down menu.
6. Type a Title for your project.
7. Enter project height, width and depth in inches. If item is 2D or the measurements are not needed (ie Cookies) then type 0.
8. Enter project weight. If weight is under a pound type 1.
9. If your item is for sale, check the box and type a sale price. Do not add \$ sign.
10. Click Add Entry To Cart If you only have 1 entry click Continue If you have another entry in the same department, click Add Similar Entry and follow above steps If you have another entry in another department click Add Different Entry (ie. photo & cookies) and follow above steps
11. Once the first exhibitor and entry is entered, an Additional Items screen will appear. For most exhibitors these fees do not apply. Click Continue
12. Review Your Cart and choose an option below:
  - 1) Add more entries for previous exhibitor
  - 2) Empty Cart
  - 3) Save For Later (entries and fees must be paid and submitted by entry deadline)
  - 4) Checkout
  - 5) Add Entries for a DIFFERENT EXHIBITOR
    - a. Repeat steps 3 - 12
13. Once you click Checkout it will take you to the Payment Screen. Select Payment method: Visa or Mastercard. Entry fees MUST be paid on-line with a Visa or Mastercard. No checks accepted. Entries fees are non-refundable. Enter credit card information and click Continue.
14. Confirm: your entries are not submitted until you type YES in the box and click submit.
15. Summary: Print the Receipt Summary. You may also print the Detailed Receipt. If your entry(s) requires uploading a box will appear with notification.
  - a. 1) Upload Image: Click Upload Media Button.
    - i. a. If you need instructions, click the Press For Instructions Button.
    - b. Confirm Division, Class, Title
    - c. Choose file, press upload
    - d. Click done

### **PHOTO UPLOAD GUIDELINES**

1. File name of the digital image should contain the title of the artwork depicted or a key word from the title. Renaming your image file name with at least a portion of the title of the artwork makes easier identification while uploading.
2. Place your images in a folder on your computer so you can easily browse for your upload. For example, create a folder called "Fair Entries".
3. When you are ready to upload, the entry form will ask you to go to the folder on your computer where you prepared the images for submission. Click the file name and then click the "Upload" button on the entry form.\*
4. After successfully uploading image, a photo thumbnail will appear on the right side of the screen.
5. If you make a mistake, you can log back into "My Account" and select "View/Print transactions made by this Exhibitor" and then select the "Upload Media" button.
6. If you are uploading to a "3D Art" division, you may be asked to upload up to 3 images per entry.

***For any questions please contact [entryoffice@calexpo.com](mailto:entryoffice@calexpo.com) or call 916/263-3149***