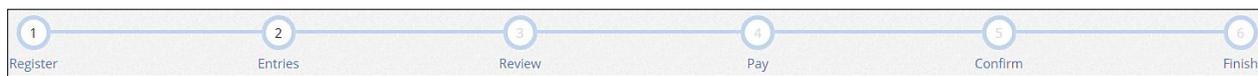


Online Entry Instructions for California State Fair “Home Wine, Cheese, & Olive Oil” Exhibitors

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

1. If you need to exit the program before completing the entry process, you must click the number three (3) “Review” button. On the review screen, click the “Save this cart for later” button or all of your entry information will be lost.



2. You must be using Internet Explorer 9.0 or newer, or any modern version of Chrome, Safari, FF, Edge, or Opera to access the on-line entry system.
3. Please read *all* of the information on each page throughout the entry process. The information will supplement these on-screen instructions.
4. All fields that are required are denoted by a blue asterisk.

5. Instructions:

- a. Go to <https://hmwine.fairmanager.com>, and click the “Sign In” tab (top right corner).
- b. 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.

- c. *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” and click the blue “Continue” button.

- d. *If a Team or Company:* Enter your Team/Company Name (case sensitive) and choose the button for “I am a new exhibitor or have yet to register this year” and click the blue “Continue” button.

- e. 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.
- f. On the ‘Registration’ page you will fill in all of your contact information.
 - i. You will also create a password (case sensitive) for your ShoWorks account.

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.

- iv. After you have completed all of the required information click the blue “Continue” button.

- g. 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.
- h. 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:
 - i. Choose a **department** (i.e. Extra Virgin Olive Oil, California Cheese, Home Wine)
 - ii. Choose your **division**. (i.e. EVOO Single Variety Delicate, Soft Cheese, Dry Reds, etc.)
 - iii. Choose your **class** within that division. (i.e. Arbequina, Ricotta, Merlot, etc.)

- iv. Once you have completed the information click the blue “Add Entry to Cart” button.
- i. 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.
- j. On the confirmation page, you must read and 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.

- k. After submitting, 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 of your 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.
- l. If you are finished creating your entries, you can close the window and/or sign out of your account.
- m. 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!