

STANISLAUS COUNTY FAIR

Online Entry Instructions

1. Go to the Stanislaus County Fair's website, www.stancofair.com
2. Top tool bar on the main page, Click on "Fair" and "Competitive Exhibits". This will take you to the main exhibits page.
3. Click on "Enter your Exhibits Online Here"
4. This will take you to the Online Web Entries Screen. On this screen will be a Welcome Message that includes important information that all exhibitors must read before starting with their online entries.
5. At the top of the screen, click on "Login/Logoff"
6. From the Login screen, click on the drop-down box and select "exhibitor"
7. From the Exhibitor Registration screen, type your first and last name, and then click on "I am a new exhibitor", and continue
8. From the New Exhibitor screen, type in all required information, including birthdate of exhibitor for identification purposes, and continue. You will also have to create a password on this screen. Please keep your password, you will need it to log on in the future. NOTE: If you forget, or lose your password, please call the fair office (209) 668-1333, or email exhibits@stancofair.com to obtain your password information. Your password information will be emailed to the email address provided during online registration. DO NOT create another new exhibitor account for the same person.
9. From the Exhibitor Information Review screen, verify that all information is correct and continue (click on "Back" if corrections are needed).
10. From the Entries screen, click on the drop down box and choose the department that you will be entering your exhibits.
11. Then click on the next drop down box and choose a division within that Department.
12. If a "pop-up" window appears, please read the instructions that apply to the division that you have selected.
13. Then click on the next drop down box and choose a class.
14. Required fields will be **bolded**. Complete all required fields and click on "add entry to cart" – this will take you back to the Entries screen
15. From the Entries screen, you will have the choice to add a different entry, add a similar entry or click on continue.
16. Repeat steps #12 through #16 to add additional entries.
17. When you have finished entering your exhibits, "SAVE YOUR CART" by clicking on the icon at the top left of your screen that states "SAVE". NOTE: saving your cart allows you to log out and log back in to your account to add more entries and complete your checkout process.
18. To complete your entries, you must complete the checkout process and click on "continue" for the next screen.

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18. The next screen will be Additional Items. This screen includes other required fees (not entry fees). Complete all required fees (if applicable) and click on continue.
19. The Review of Cart screen will show everything you have entered, including any required entry fees and/or additional fees. From this screen you again have the choice to save your cart/entries (and come back later to confirm), edit or add more entries, or to checkout.
20. When you are finished, click on “checkout”. This will bring you to the payment Screen (if you have fees due) or to the Confirm screen.
21. Payment can be made with a MasterCard, Visa, American Express or Discover card. Complete all required information and click on continue.
22. The next screen will require you to confirm your entries and payment. This screen will include the Stanislaus County Fair’s Liability/Accountability Statement and Photo Release. Online submission of entries will require typing “yes”, I agree with all the terms included in these statements. Type “yes” and click on “submit”.
23. From the Summary screen, you will be able to print a detailed receipt of everything you have entered online. ShoWorks Online Entry will automatically send a receipt to the **email address entered** on the Exhibitor Registration screen.
24. Print a receipt for your records, and then click on “finish”.
25. Your entries were submitted. All entries must be approved before final acceptance into the fair.
26. To exit Online Web Entries, click on “log off”.

IF YOU HAVE ANY QUESTIONS
CONTACT THE FAIR OFFICE
(209) 668-1333
[**exhibits@stancofair.com**](mailto:exhibits@stancofair.com)