

Directions for Baker County Fair - Halfway Entries Livestock/Small Animals Only

Entries should be made using the on-line entry system. If you need help or do not have access to a computer with internet service, please call or email bcfprlivestock@gmail.com for assistance. The updated premium book can be viewed or downloaded from our website <http://www.halfwayfairandrodeo.com/services.html>

Online Entries:

1. All entries must be made online using the exhibitor login in ShoWorks
2. For on-line entries go to the Halfway Fair and Rodeo website:
<http://www.halfwayfairandrodeo.com/index.html>
3. Click on the **yellow** Livestock Entries **button** at the top of the screen. Then click on the link Fair Entries 2020
4. Log in as an exhibitor (choose “I am a new exhibitor”).
 - a. Make your own password
 - b. Add your mailing address (where you want your market check mailed to) and personal information. You must complete all required fields.
5. Then click “Entries” and add all your class entries.
 - a. Market Classes will be required to upload photo (photo showing tag number and photo of exhibitor/animal), upload documentation for market animals.
* see website for forms for each species.
 - b. Then click “Continue”
 - c. Review your Cart (if you are interrupted make sure and save your cart)
 1. At this point you can add to or delete your entries
 - d. Then “Check-out”, type “YES” then submit your entries
6. (Market Classes: uploading photos/docs.) Toward the bottom of your screen under your email address will be an “Upload Files” button click this
7. On this screen you will upload your forms and photos. If you have multiple entries check the upper right corner under your name so you know which entry you are in to upload the right files.
8. Once your uploads are 100% complete click “Done” and “Done” again
9. If you forgot or had trouble uploading your files click the button at the bottom of the finish screen “Go to my Account Summary” and you can re-upload your files.
10. When entries are completed, print a receipt for your records.