

# MOTHER LODE FAIR

## Online Entry Instructions

1. Go to [www.motherlodefair.org](http://www.motherlodefair.org). Top toolbar, go to “Pre-Fair” then “Exhibitor Info” and click the link to take you to the ShoWorks Web for Online Web Entries.
2. The top of the screen will say Mother Lode Fair and have a Welcome message. It is important that Exhibitors read this information prior to beginning.
3. Click **Sign In** in the top right-hand corner of the screen.
4. Choose **Exhibitor** on the next screen.
5. Enter your **First Name** and **Last Name** and click “**I am a new exhibitor....**” Click **Continue**.
6. All required fields have a blue asterisk next to them.
7. Fill in all required information, including Date of Birth (used for identification only). Junior exhibitors need to also fill in Grade, Age, and Parent Name (or guardian). This helps us to ensure that entries are in the correct divisions for judging. Choose a password on this screen. (If you lose your password and need to access your online account, please email [livestock@mlfair.com](mailto:livestock@mlfair.com) for assistance. DO NOT CREATE A NEW ACCOUNT.) Click **Continue**.
8. Verify all information is correct and click **Continue**.
9. To start your online entries, click on the drop-down box and choose the Department you would like to enter. Click the next drop-down box and choose the Division. Special Instructions are included for each Division and, in some cases, individual Classes. Read the instructions carefully and take note of the drop off and pick up dates at the bottom of Still Exhibits classes. Choose the Class you want to enter and enter the Description for Still entries (this is required). Click **Add Entry to Cart**. Repeat this step for every entry you have.
10. Livestock Exhibitors:
  - a. Please begin by entering the appropriate **Showmanship** Department class for each species you are exhibiting. This is mandatory.
  - b. Next, choose the **Species** Department, then Division and Class. Fill in all required information. Tag ID is required for market animals. For Beef, Swine, Sheep and Meat Goats, this is the number on the Fair-issued ear tag. If you preweighed 2 animals and aren’t sure yet which is coming to fair, please enter both numbers separated by a comma. Choose the **Club** you are exhibiting under. (4-H Exhibitors: this is the name of your **PROJECT**, not your Community Club.) If you do not belong to a club, then select Independent. **WARNING!** – The Club you choose here will carry over to any subsequent entries, so you will need to check it and change it as needed!
  - c. If you are entering a Local Bred market animal class (Beef, Sheep, Meat Goat), you are required to enter the name of the breeder.

- d. Pay attention to directions in any pop-up. You will be prompted to upload any documents required for the classes you are entering (Bill of Sale for ALL market animals, registration papers, etc.) – these can be uploaded individually or as one file if you scan them together (if you have more than what the system will allow).
- e. Once you have entered your animals, you will need to add your “Livestock Extras!” Under the Department **2019 Livestock Extras**, you will find Insurance, Wristbands and Passes.
  - i. **2019 Livestock Exhibitor Insurance** – This is required for each exhibitor and you only need 1 to cover everything for the fair.
  - ii. **Livestock Exhibitor Wristband** – Each exhibitor receives 1 wristband free of charge and you will request that here. You will receive a pop-up here that tells you there is a document required. You need to upload your YQCA Certificate here in order to receive your Exhibitor Wristband. No YQCA – no wristband.
  - iii. **Livestock Additional Admission Wristbands** – Exhibitors may purchase additional wristbands for their **parents, guardians, and siblings under age 18 ONLY**. Limit 6. You need to do 1 entry for each additional wristband purchased and it is required to enter the name and relationship of the person who will receive the wristband.
  - iv. **Livestock Parking Permit** – Parking permits are available **1 per livestock family**. The make and model of the primary vehicle is required.

Once you have finished your online entries, click **Continue** to Review your Cart. Follow all on-screen directions. You may choose to save your cart and come back to it later, but remember the entry deadline is June 10! Click **Continue** to proceed to the Pay screen. We have partnered with PayPal to allow our exhibitors to pay for their entries and livestock passes online – all information is secure and none is stored on our server! Payment can be made with credit or debit, MasterCard or Visa. Complete all required information then click **Continue**.

Livestock Exhibitors who are required to upload Bill of Sale or registration documents will need to do so in order to complete their entries.