



Junior Livestock Show Entry Process Guidelines

Welcome to the San Angelo Stock Show & Rodeo Association Livestock Department entry system. This system will allow you the CEA/AST to enter exhibitors anytime after November 2, 2011 until midnight on December 1, 2011.

This year we broke the entry instructions into three different sections. The first section is in reference to materials that will assist you with the online entry process and must be sent to our office and postmarked no later than December 1, 2011 for no additional fee. The second section includes the instructions to the online entry system. We have attempted to make this as easy as possible, so if you will follow these instructions, we hope you will have a very easy and pleasant entry process. The third and final section is the “for submission” section which includes details about what items should be mailed to us. If throughout this process you have any questions or problems, please do not hesitate to contact the livestock office. Contact information is available at the conclusion of the instructions.

MATERIALS:

Step 1: Visit www.sanangelorodeo.com to obtain all entry forms. Once at the website, click the Livestock button, then to the left the 2011 Premium Book and Online Entry Process, which contains individual and contest entry forms. Each exhibitor entering an individual project will be required to have an entry form applicable to their entry. For example, either a Junior Show Entry Form or a Junior Heifer Show Entry Form.

Step 2: Get all exhibitors to fill out entry forms in their entirety. Full names and social security numbers must be included on all entry forms. Original signatures from the student and the student’s parent and/or guardian are required.

Step 3: Collect all completed and signed entry forms from exhibitors. The supervising CEA or AST must sign all entry forms as well.

Step 4: The supervising AST or CEA will need to print and complete entry forms for Ag Mechanics Teams and Judging Contest Teams. These forms are available at the same place as above.

Step 5: Once all information has been gathered and all forms are completed, proceed to the online entry process.

ONLINE ENTRY PROCESS:

- Step 1 To access the 2012 San Angelo Livestock Show online entry registration, go to www.sanangelorodeo.com. Once there select the Livestock Button. Then Select Online Entry Instructions and once you become familiar with the instructions, please click the link which is <https://angelo.fairmanager.com/>. This will direct you to the ShoWorks Website, but San Angelo Stock Show should be at the top of this page. Click the Login/Logoff link on the navigation bar on the left hand side of the page.
- Step 2 Choose the method in which you wish to log in. **All junior show entries must be entered by the CEA/AST(s).** CEA's/AST's select "Club."
- Step 3 Select your club name. Your club password is your zip code. If your school/county does not appear or your password is not working please contact us at Brittini@sanangelorodeo.com.
- Step 4 Select "Begin Adding Exhibitors and their entries".
- Step 5 **Entering Exhibitors.** Exhibitors entered in the 2011 Stock Show are already entered into the program. You should have received a list of exhibitors and their passwords in the mail in October, if you did not PLEASE contact the livestock office before proceeding. Enter the FULL NAME of the exhibitor as listed on your sheet, select "This is an existing exhibitor," and then put in the password for that exhibitor. Review their information to which you can make revisions or continue if all information is correct.
- To enter **new exhibitors** that were not in the 2011 show, put the student's first and middle name in the First Name blank and the last name in its blank. If the student enters with another group you may be prompted that the student already exists. If this is the case, please contact the livestock office or the student for the student's password. DO NOT give the student another name.
- Entering Clubs/Chapters as exhibitors.** Check the "I am a Team or Company" button on the top right hand side of the box. Enter the Club or Chapter's Name, ex. Tom Green County 4-H or Grape Creek FFA, then "This is a new exhibitor." Continue and fill in the information. On date of birth enter 01-01-1901 and on SSN enter 111-11-1111.
- Step 6 To add entries you may first select a department to ease the search for a division.
- Step 7 Then select a division. Bold fields **MUST** be completed. If you do not have the information for a field enter pending. Please look for special instructions to the top left of the page. Select "Add Entry to Cart".

- Step 8 You will then be allowed to continue adding entries for this exhibitor by repeating steps 6 & 7. Once all entries have been made for an exhibitor click “continue”. You may then add a parking pass, gate pass or handling fee to the exhibitor’s fee total. Click Continue when all additional items have been added. **ONE HANDLING FEE IS REQUIRED PER CLUB OR CHAPTER- THIS MAY BE ADDED TO ANY ONE EXHIBITORS FEES.**
- Step 9 You will be taken to the “Review Cart” page to view all exhibitors and entries that have been submitted to this point. There are several options from this point:
- “**Add more entries for ____**” - the last exhibitor you were working on, which you will repeat steps 6, 7 & 8.
 - “**Save this cart for later**” which leaves the cart exactly as you have it so you may return for later use. It is good to save your cart periodically while entering exhibitors and entries to save all the work you have done.
 - “**Empty Cart**” – Deletes all information and entries in the cart.
 - “**Check-Out**” – Please do this ONLY when all entries for your club or chapter have been entered and are ready to be submitted for processing. Proceed to Step 10.
 - “**Add entries for a different exhibitor**” – Selecting this will take you back to the exhibitor page, where you may repeat above starting at Step 5.
- Step 10 Please double check all entries you have submitted. You may remove an entry by clicking on the trash can icon to the right of the item. If you notice you entered an entry in an incorrect class you may select the paper & pencil “Edit” icon, which will take you back to that particular entry page.
- Step 11 Once you select the “Submit” button you will be taken to the Confirmation page. There is a statement which you must read and agree to stating you have read and understand the rules set forth in the Premium Book of the San Angelo Livestock Show and must type YES into the box. Then click “Submit”.
- Step 12 The Summary page will be the next page that opens. Be sure to print the receipt by selecting the printer icon to the top right of the receipt or the yellow “Print detailed receipt button” on the lower left hand side of the page. You may also have the receipt e-mailed to you by clicking the box and adding an e-mail address. Click Continue.

Step 13 Finally- the last portion of the online is a survey from the makers of ShoWorks. This survey assists them in developing future programs.

FOR SUBMISSION:

INCLUDE: - All original entry forms for exhibitors (Junior & Heifer Entry Forms)
- Judging Contest Entry Form (if applicable)
- Ag Mechanics Entry Form (if applicable)
- Calf Scramble Forms (if applicable; May be submitted earlier)
- Printed receipt from online submission of entries
- Check from Club or Chapter. Checks are not accepted from individuals. **Be sure the \$10 processing fee was included on one student's entries.**

MAIL TO: San Angelo Stock Show & Rodeo
Attn: Livestock Dept.
200 W. 43rd St.
San Angelo, TX 76903

Please remember all forms and payment must be postmarked by December 1, 2011 to avoid late fees. You may wish to make a copy of the entries for your records, which is highly recommended. Please be sure to mail in the ORIGINALS to our office.

VERY IMPORTANT: You cannot go back into the online entry system and make changes once you have checked out. If you think you made a mistake, please call the Livestock Office and ask for Brittnei Kaczyk.

Forms can be downloaded and printed from www.sanangelorodeo.com from the Livestock Button.

CONTACT US:

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Brittnei Kaczyk, Livestock Director
Sarah Lange, Livestock Coordinator

Office Hours:
Monday- Friday
8:00 a.m.-12:00 p.m.
1:00 p.m.-5:00 p.m.