



Open & Youth Livestock Show Entry Process Guidelines

Welcome to the San Angelo Stock Show & Rodeo Association Livestock Department entry system. This system will allow you the exhibitor to enter exhibitors anytime after October 15, 2009 until midnight the date of your entry deadline. All entries are due January 15, 2010 except Pygmy Goat entries, which are due January 22.

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 section as well as be submitted and postmarked to our office no later than your entry deadline 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. If throughout this process you have any questions or problems, please do not hesitate to contact the livestock office. The third section is a list of everything that should be submitted to our office postmarked by the entry deadline. 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 and under the Fall Spectacular information and the 2010 Premium Book will be the Entry Forms. Each exhibitor entering an individual project will be required to have an entry form applicable to their entry. For example, either an Open Show Entry Form, Open Pygmy Show Entry Form or a Longhorn Show Entry Form.

Step 2: Get all exhibitors to fill out entry forms in their entirety. Full names, social security numbers and date of birth must be included on all entry forms. Original signatures of the exhibitor are required.

Step 3: 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 2010 San Angelo Livestock Show online entry registration, go to www.sanangelorodeo.com. Once there select the Livestock Button. Underneath the Fall Spectacular Information will be the 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, which is as an exhibitor.
- Step 3 Entering Exhibitors. All exhibitors must be entered as NEW exhibitors. It is very important to put the first and middle name in the First Name blank and the last name in its blank for each exhibitor. If the exhibitor enters with another group (with a 4-H or FFA club as a Junior exhibitor) you may be prompted that the exhibitor already exists. If this is the case, please contact the livestock office for the exhibitor's password. DO NOT give the exhibitor another name.
- Entering ranches as exhibitors. Check the "I am a Team or Company" button on the top right hand side of the box. Enter the Ranch name, then "This is a new exhibitor." Continue and fill in the information. On date of birth enter 01-01-1901 and on SSN please use the Tax ID Number for the Ranch.
- Step 4 To add entries you may first select a department to ease the search for a division.
- Step 5 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 6 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 MAILING ADDRESS.
- Step 7 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 4, 5 & 6.

“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 you have been entered and are ready to be submitted for processing. Proceed to Step 8.

“Add entries for a different exhibitor” - Selecting this will take you back to the exhibitor page, where you may repeat above starting at Step 3.

- Step 8 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 9 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 10 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 11 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
- Printed receipt from online submission of entries
- Check

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 the entry deadline 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 Brittni McMillan.

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

CONTACT US:

San Angelo Stock Show & Rodeo
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Brittni McMillan, Livestock Director
Darci Owens, Assistant Livestock Director

Office Hours:
Monday, Wednesday, Friday: 8 a.m. - 12 p.m., 1 p.m. - 5 p.m.
Tuesday, Thursday: 1 p.m. - 5 p.m.