

2021 OKLAHOMA STATE FAIR
LIVESTOCK ONLINE ENTRY DIRECTIONS

Online Entry Deadline: August 15, 2021 11:59 p.m. WITHOUT ADDITIONAL PENALTY
Online entries will be accepted August 16 through September 14. Entries submitted after
August 15, 2021 will incur substantial late fees.

To begin the online entry process, please familiarize yourself with the Rules and Regulations and the division(s) you will be exhibiting in. These can be found online at www.okstatefair.com under Competitions, Livestock, etc. It will be to your benefit to have these documents printed out and have your MasterCard, Visa, American Express or Discover card ready to complete your online entries.

IMPORTANT:

- Online entries for OSF Livestock Events must be paid in full with MasterCard, Visa, American Express or Discover card prior to “check out”. Have the indicated credit card available when processing entries. Entries submitted by August 15, 2021 without payment will be subject to additional late fees. Any payments received thereafter will subject your entries to additional late fees, determined by the date of actual receipt. **ONLY EXCEPTION: ENTRIES IN THE JUNIOR SHOWS MADE BY AG LEADERS OR TEACHERS FOR MULTIPLE FFA/4-H STUDENTS, UNABLE TO SUBMIT PAYMENT BY AUTHORIZED CREDIT CARD: Mail check for all fees indicating application of payment totals for each entry/exhibitor. Must be received at OSF office no later than 8-22-2021.**
- **DO NOT USE THE “ENTER” KEY TO NAVIGATE THROUGH THE SCREENS, USE YOUR MOUSE OR “TAB” KEY INSTEAD.**
- You must disable Pop-Up Blocking Software.
- Use Proper/Title Case when entering online, do not use all CAPS or lowercase.
- If Exhibitor is a Farm/Ranch/Partnership ownership entity, and if the animal’s registration indicates it is actually owned by a Farm/Ranch/Partnership, such as “Jones Family Farms”, provide this information in the line toward the bottom of the Registration page marked: “Rcrd Owner/Farm Name”.
- If at any time you decide to exit the system before completing the Online Entry Process, you must “Save Cart” or all information will be lost.

INSTRUCTIONS:

- Click “**Sign In**” in the upper right hand corner of the screen.
- I am a....(---Choose a Type-) select ‘Exhibitor’ (or) ‘Passport’. ShoWorks Passport is a way of creating one exhibitor account to keep year after and use across all fairs and shows that use ShoWorks. Know that previous year EXHIBITOR accounts have been cleared and all EXHIBITORS will input current data with new passwords that the Exhibitor assigns.
- Enter information in the Exhibitor Screen as required making sure you **provide an accurate Social Security Number or Federal ID for the Payee.** If the **Payee** is different from the Exhibitor, you must provide the name of the Payee where requested.
- If the Payee is the Exhibitor, it is not necessary for the “**Pay Premiums to**” field to be completed.
- Complete the Exhibitor information page and input, update and verify all requested information. Specific information indicated with a blue asterisk (*) **MUST** be provided **Current, correct and valid email addresses are mandatory.** This is how we will send you the necessary invoice/receipt verifying your entries. This document **MUST** be presented to the Gate 7 admission staff upon initial arrival.

- Click **“Continue”**.
- Review all information and make sure it is correct. If information is incorrect, use your back button to take you to the previous screen to make corrections. Make corrections/changes as necessary.
- Click **“Continue”**
- **Select the Division** in which you would like to Enter. This information is available with the specific Competition Guides on the website.
- **Select the Class** in which you would like to enter. Fully complete each field that is listed and applicable.
- Click **“Add 1 Entry to Cart”** (DO NOT USE THE + (or) – TABS. They will duplicate the exact entry you just processed with same class, same animal, etc.)
- **Choose from three different options:**
 - **“Add Different Entry”** – entries in different divisions or different animal.
 - **“Add Similar Entry”** – entries within the same division or animal. You can copy data from the previous entry and save some time typing.
 - **“Continue”** – Entries for this exhibitor have been completed
- By clicking **“Continue”** you will be taken to the Fees window. (Entry Fees are calculated when you select your Division and Class. The fees table is for additional fees.) This is where you may purchase additional Discount Tickets, Season Passes, Exhibitor Ticket Bundles, or an Equipment Permit as allowed.
- Be familiar with the policy regarding arm band allocation as outlined in the 2021 Livestock Rules and Regulations section. Be aware of your ticket allocation and what your ticket needs might be for friends, family or guests that will be arriving with you at the OKC Fairgrounds. You may purchase discounted single day admission tickets at any time prior to 9-1-2021 but we encourage you to do so with your original entry submission. That option is located at the top of the additional items list under fee item # 0001 and #0002 (or) you may purchase a Season Pass for \$25.00 via item # 0003. Exhibitor ticket bundles **cannot** be purchased after entries are submitted, after 9-1-2021 or at the gate.
- Fees are tied to the show category/divisions, so find the category and that will be the fee applicable to your division. you need to select. Do NOT click or order items not offered within the Division(s) you are entering. **Processing Fee:** A \$10.00 fee is required (one time) for each exhibitor/ranch entity. This fee will automatically be applied to each exhibitor entry account.
- Click **“Continue”**
- At this point, you will be able to review all the entries that you have submitted.
- You now have three options: you may continue to **“Add More Entries”** for the current exhibitor, (or) **“Save this cart for later”** if you need to come back later to finish (or) **“Check-Out”**.
- Click **“Check-Out”** when you are completely done and ready to check out
- Click on **“Pay Now”**: This will take you to a page where you submit credit card information to allow payment to be made via your MasterCard, Visa, American Express or Discover card. Any payments received after August 15, 2021 will subject your entries to additional late fees, determined by the date of actual receipt submitted for the Open, Junior or Youth Livestock competitions. Reminder: it is mandatory that the necessary support and verification documentation be submitted to the Oklahoma State Fair office **no later than August 22, 2021.** (See ONLY EXCEPTION on first page applicable to Junior Show entries made by AgLeaders/Teachers.) Please also keep in mind that once you have selected and entered a class online, you are obligated for payment. You cannot cancel or get refunds for classes entered online (refer to cancellation/refund policy in the Open, Junior & Youth Livestock General Rules).

- Enter your credit card information
- Click “**Continue**”
- In the **Confirm** screen, scroll to the bottom and type the word YES

VERY IMPORTANT: Print (2) Detailed Receipts.

- Please keep copies of all paper work for your own records, and we ask that you please mail a copy of each of the following to the State Fair office prior to August 15.
 1. Online receipt
 2. Oklahoma State Fair waiver/release form
 3. A copy of your breed/registration papers (if applicable)
 4. Completed W-9 form (if applicable)
- After all receipts have finished printing, click the “**Finish**” button.
- Click “**Go to My Account Summary**” to view each entry again or you can exit the Program.

IMPORTANT NOTE FOR LIVESTOCK MOVE-IN:

BRING A COPY OF YOUR RECEIPT WITH YOU AND PRESENT TO THE ADMISSION STAFF AT GATE 7 UPON ARRIVAL. This document will ensure admission of the appropriate number of individuals. Failure to present this document at Gate 7 upon arrival may result in the need to purchase additional admission tickets upon arrival.

CONGRATULATIONS! You have successfully completed the Online Entry Process for the 2021 Oklahoma State Fair. We look forward to seeing you at the OKC Fairgrounds in September. Please feel free to contact the Livestock Office if you have any questions.

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