

## 2023 OKLAHOMA STATE FAIR LIVESTOCK SHOW ONLINE ENTRY DIRECTIONS

**Online Entry Deadline: August 25 @ 11:59 p.m. without additional penalty**

Online entries will be accepted August 26 through September 13.

Entries submitted after August 25 will be subject to substantial late fees.

To begin the online entry process, familiarize yourself with the Rules and Regulations and the division(s) you will be exhibiting in. These can be found online at <http://www.okstatefair.com/competitions/livestock>. 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:

- You must first disable Pop-Up Blocking Software
- **Online entries for OSF Livestock Events must be paid in full with a MasterCard, Visa, American Express or Discover card prior to “check out”.**
- **Do not use** the “enter” key to navigate through the screens, use your mouse or “tab” key instead.
- Use proper/title case when entering online, **do not use all CAPS or lowercase.**
- If Open Show Exhibitor is a Farm/Ranch/Partnership ownership entity, and if the animal’s registration indicates it is 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.

WARNING: This system may be off-line from 7:45 a.m. - 8:00 a.m. CST for daily scheduled maintenance. Please save your cart and exit the system prior to 7:45 a.m. or risk losing any unsaved entries.

### 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 you will be sent 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 with the same animal. You can copy data from the previous entry and save some time typing.
    - There is an “auto-fill from previous..” button at the top left of the page. It will automatically fill in the information from the last entry completed.
  - **“Continue”** – Entries for this exhibitor have been completed
- By clicking **“Continue”** you will be taken to the Fees window. (Class 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, necessary or applicable.
- Be familiar with the policy regarding arm band allocation as outlined in the Livestock Show 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 August 25, but you are encouraged to do so with your original entry submission. Exhibitor ticket bundles **cannot** be purchased after entries are submitted, after August 25, or at the gate.
- Fees are tied to each show category/division. Find the category of fees that are applicable to the division(s) you are entering. Do NOT click or order items NOT offered within the Division(s) you are entering. **Processing Fee:** A \$15 fee is required and will be automatically applied (one time) for each exhibitor/ranch entity/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.
  - Important: Once you click “Check-Out”, you will not be able to return to your cart or saved entries. Do not proceed to check out until you have verified all information and are ready to pay. Changes cannot be made to your entries after you have checked 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 MasterCard, Visa, American Express or Discover card. 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 Livestock Show Rules and Regulations section).
- Enter your credit card information
- Click **“Continue”**
- In the **Confirm** screen, scroll to the bottom and type the word YES

**VERY IMPORTANT:** Print two (2) detailed receipts.

- Please keep one copy of your receipt for your own records.
- If you anticipate earning \$600 or more in premiums, send a copy of your receipt to the Livestock Show Office along with a W-9. The W-9 should be filled out with the information of the payee. You have the following options to return the W-9:
  1. **MAIL:**
    - Oklahoma State Fair, Inc.
    - Attn: Livestock Dept.
    - 3001 General Pershing Blvd
    - Oklahoma City, OK 73107
  2. **FAX** all papers to 405-948-4129 or 6828
  3. Complete a W-9 at the Livestock Show Office before leaving the Fairgrounds.
- After all receipts have finished printing, click the “**Finish**” button. **Entries are not officially submitted until you click this button.** You will receive a confirmation email to the email you used for the account confirming your submission. This is how you know you have officially submitted your entries.
- Click “**Go to My Account Summary**” to view each entry again or you can exit the Program.

**IMPORTANT NOTE FOR LIVESTOCK MOVE-IN:**

**Bringing a copy of your invoice/receipt with you and presenting it to the staff at gate 7 upon arrival will assist us obtaining your credentials faster.**

**CONGRATULATIONS!** You have successfully completed the online entry process for the 2023 Oklahoma State Fair. We look forward to seeing you at the OKC Fairgrounds in September. Please feel free to contact the Livestock Show Office if you have any questions.

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(or)

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