2024 OKLAHOMA STATE FAIR
HORSE DIVISION 2126: Heavy Horse Show (featuring Gypsy, Draft, Drum and Friesian Horses)
EXHIBITOR ONLINE ENTRY INSTRUCTIONS
==**Online entries must be processed by August 15, 2024 11:59 p.m. to avoid late fees**==
Entries processed after August 15, 2024 will be assessed substantial late fees.

PREPARATION HINTS:
- **READ THE INFORMATION IN THE SECTION ENTITLED RULES AND REGULATIONS UNDER THE EQUINE COMPETITIONS SECTION OF THE WEBSITE AND BE AWARE OF ALL RULES PERTINENT TO THE 2024 OSF HORSE SHOWS WITH SPECIAL REGARD TO EXHIBITOR ADMISSION OPTIONS,**
- Have the **class list(s) printed** for the Division(s)/event(s) you intend to enter, for all pertinent and applicable class and fee information. Please pay special attention to areas regarding entry deadlines, cancellation policy and the class addition policy.

- **Know the Division number** for the desired competition/breed/show**; 2126 = Oklahoma State Fair Heavy Horse Show (featuring Gypsy, Draft, Drum and Friesian Horses.)** No other Horse Shows/Competitions can be entered via **this** online entry program.
- Disable any existing pop-up blockers on your screen before starting online entry process.
- Make sure to **navigate through the use of the tab key or the specific navigation buttons shown** on the screen. Clicking on the X in the upper right hand corner (exiting the program) will NOT save any data you have input and will cause new exhibitors to have to start over. Hitting your ENTER key will **not** save the information you have input.
- Please use traditional upper and lower case type when providing information.
- Online entries for OSF Horse Shows/Events **must be paid** in full with MasterCard, Visa, American Express or Discover prior to "check out." Have the indicated credit card available when processing entries. ==Reminder: absolutely NO entries, changes or revisions will be accepted after **4 p.m**. the afternoon before the first scheduled class for each show/division/event.==
- All Exhibitors will be "new exhibitors" when establishing an online account in 2024. (I.e. previous year accounts are no longer in this system.) However, if you have used the ShoWorks entry system at other shows during the past year and have an established ShoWorks account, you can select the option Passport and proceed as instructed.

TO GET STARTED:
Click Sign In in the upper right hand corner of the screen.
1. I am a…… (--Choose a Type--) select 'Exhibitor' (or) 'Passport'. ShoWorks Passport is a way of creating one exhibitor account to keep year after year and use across all fairs and shows that use ShoWorks
2. **Login**: Fill in the fields as requested. Establish and remember your password.
3. Hit Continue and complete the fields requested in **Registration Information**.
   a. The information provided in the **First Name** and **Last Name** is the Owner/Exhibitor and should be the exact ownership entity as it is printed and recorded on your horse's registration papers, if applicable.
   b. Both lines allow for a maximum of fifty (50) characters (letters and spaces). If the RECORDED ownership is other than one single individual/name, it is necessary that the ownership entity (i.e. all names or names of farm/stable/partnership/corporation/syndicate) be given on both lines   Example: A horse owned (on registration papers) by John and Susan Smith should be entered showing: **First Name**: John and Susan **Last Name**: Smith.   If there is a farm/stable name, it should additionally be provided toward the bottom of the Registration Page under "Rcrd Owner/Farm Name". The announced ownership of the horse(s) or hitch will be whatever is indicated on the line: "Rcrd Owner/Farm Name" OR the name(s) listed under First Name/Last Name at the top of the Registration page. The most important factor is that you remember EXACTLY how the horse is entered (how this data is input) and that when retrieving or referencing this information (account) in the future, it must be retrieved using the same ownership entity. The information as supplied on these two lines is how it will show up on all related reports/class lists/results.
4. Complete the Exhibitor (Owner) information page and input, update and verify all requested information. Specific information indicated with a blue asterisk (*) MUST be provided.
5. Correct, valid and current email addresses are mandatory. This is how we will send you the necessary verification of your entries and your receipt/invoice, which must be presented at Gate 7 upon arrival.
6. The Association fields are for your organization affiliation and membership numbers, if applicable.
7. STABLE WITH: IF you desire to be stalled in proximity to another exhibitor, or in a specific location, it is MANDATORY that you complete this field with the owner's last name or farm/stable name or location, and that the other exhibitor do the same on their entries. Barn options MAY BE SuperBarn 2 or Barn 6. No guarantees – these

are possible and tentative options at this time ONLY. It is a limited field. We will make all possible effort to stable you accordingly, but we cannot guarantee placement. Additional email with these or more specific instructions/requests should be sent to mpankow@okstatefair.com.

8. If you are entering, so qualify and wish to be considered for the GVHS High Point awards, you MUST indicate GVHS and provide the valid GVHS registration and membership numbers in the drop down menu in the field marked Breed Group AND provide a current legible copy of the GVHS registration papers verifying current ownership.

9. If you are entering ANY Friesian classes – either for Purebreds or Part breds, you MUST provide your IFSHA membership number and your horse's IFSHA registration number.

10. When the Registration Information (Exhibitor/Owner) fields are completed in entirety, hit Continue and proceed. The next page will be "Registration Information Updated:" Confirm Registration Information (for the owner/exhibitor) and hit 'Continue' again to **CREATE ENTRIES**:

11. To **CREATE ENTRIES/enter classes**/competition: You should be on the segment: **Equine Entries.**
    a. Select **Horse** in the Department field.
    b. Choose and click the desired DIVISION NUMBER **2126.1 =** Heavy Horse Show (featuring Gypsy, Draft, Drum and Friesian Horses). (Refer to helpful information in Preparation Hints). A brief summary of "**Special Instructions**" will appear.
    c. Select the desired class(es) offered within this Division by checking the circle to the left of the desired class for each unique/individual/different horse with the same rider/exhibitor/showman/handler and fill in all applicable fields. Mark all classes for each individual/same horse and the same exhibitor/rider/driver/showman/handler and complete the information pertinent to that individual horse/rider combination as requested. You will be duly entered in every class you check and the entry fee for each class automatically is applied to your exhibitor account. Once you enter classes and check them on this page, you are obligated to enter and pay the entry fee for each class checked.
    Continue to fill in all information as requested or applicable for each unique horse/hitch/exhibitor/rider and select "Add Entry to Cart" at the bottom.
    d. For single/unique horse entries: the **Birth Date** for this horse (for a single animal class entry) must be provided in a numeric format (mm/dd/yy). Example: (01/01/10).
    e. **Animal Name**:
    When entering a single/unique/individual horse in a class, provide the exact and entire registered name, according to the registration papers. *REMINDER:* It is necessary that a single horse's name be typed EXACTLY the same and with no punctuation each time you enter a class. Inadvertently putting an extra space in a horse's name or misspelling the horse's name or putting in an abbreviated form of the registered name, in multiple classes will cause the computer system to recognize this as a different/unique horse. This may jeopardize your entries, placing and results. The area for Association under the Horse's name is to indicate the initials for the breed/registry/and registration number(s) pertinent to this specific single horse.

12. Scroll down and input:
    The **Rider Information** field is where you provide the information pertinent to the Handler, Driver or Rider in this class with this horse/these horse(s). **IMPORTANT**: If the Rider (Driver/Handler) is a **Youth** and entering ANY Youth (age restricted) classes, it is **MANDATORY** that the correct **Date of Birth** be provided. This option is available at the bottom of the list of the association abbreviations field. Click on Youth DOB and type in the correct date of birth for this single Rider (Driver/Handler). Also necessary is the RELATIONSHIP information which refers to the relationship of this Rider (Driver/Handler) to the Exhibitor/Owner. If there is NO relationship, please indicate "NONE."

13. The **Trainer Information** area is where you provide the requested information for the responsible TRAINER or Authorized Agent of this horse/these entries, if applicable.

14. When finished entering all the information for this specific horse/class and making sure it is correct, hit **ADD 1 ENTRY TO CART** at the bottom of that page. (DO NOT USE THE + (or) – TABS. They will duplicate the exact entry you just processed with same class, same driver, etc.)

15. If you wish to **add/enter additional classes** in the same Division/Show with a different unique horse and/or same horse and different rider/exhibitor/handler/showman, click 'Add similar Entry' and follow the same instructions as above. Then you select the next class you wish to enter. Make sure to make any changes that may apply, such as "new" horse's registration name and number, date of birth, breed, rider or handler change, etc.

16. If you wish to enter classes in a different Division/Show, click 'Add different entry' and follow the same instructions as above.

17. When **FINISHED entering** all desired classes/all horses, hit **CONTINUE** which takes you to the **Additional Items** page.   The specific individual CLASS entry fees have already been calculated when you selected the classes you want to enter. Now it is necessary that you indicate any necessary additional fees that are applicable to this show/event. **Scroll down to the applicable Division number** and select the additional fees associated with your show. **PROCESSING FEE:** A processing fee of $15.00 is mandatory one time for each Exhibitor/Ownership

entity. The processing fee should be added (one time) to each unique Exhibitor/Ownership entity. Please make sure it is indicated and selected.

18. Be aware of options and deadlines for Fair admission, parking and armbands. This information is defined in the class list and show information for the breed show/event you are entering. Exhibitor armbands and parking passes as noted herein can only be purchased with entries and are not available after August 31, 2024.

19. Additional Parking Permit: $20.00: restricted to ONE additional per ownership entity for the period of time surrounding your competition. (e.g. Heavy Horse Show = Week 2. While supply lasts. Cannot be purchased at gate or office upon arrival or with entries submitted after August 31, 2024.

20. Additional Exhibitor Armbands: Limit to two (2) additional per ownership entity (entering exhibitor) at a cost of $35.00 each. Allows bearer admission through Gate 7 for the duration of this show. Cannot be transferred, purchased at gate or in office and only with submission of entries received by August 31, 2024. While supply lasts.

21. IMPORTANT NOTE and change in 2024: additional admission needs must be purchased through the OK State Fair website https://okstatefair.com/information/hours-and-admissions or box office in advance or at the gate upon arrival

22. When you have selected all applicable fees and are ready to complete the entry process, select CONTINUE. This will take you to a summary of your account page. Please review this page very carefully to make sure you have entered all classes that you wish to and added in all necessary and applicable fees. After verifying the accuracy of your entries, you can add additional classes or complete the entry process by selecting **CONTINUE** at the bottom of the **Additional Items** page.

23. This will take you to the **Review of Cart** page. Please review your "cart" (account) carefully and edit or detract classes/items if necessary. Review to make sure we have the name of each handler/rider/exhibitor/showman in each class and the correct horse or hitch information for each specific class. If you wish to add additional classes, go back to "Entries" and add accordingly. After careful and final review of all classes entered, all additional tickets and/or parking passes desired and all applicable fees, please click **"Check-out"** at the bottom of this page.

24. This will take you to the **Payment** page. This is where you must submit credit card information to allow payment to be made via your Mastercard, Visa, American Express or Discover. Online entries MUST be paid in full with Mastercard, Visa, American Express or Discover payments upon completion and no later than 9-13-2023 at midnight. **REMINDER; ONLINE ENTRIES SUBMITTED AFTER 8-15-2024 WILL INCURR SUBSTANTIAL LATE FEES WHICH WILL AUTOMATICALLY BE APPLIED TO YOUR EXHIBITOR ACCOUNT AND MUST BE PAID IN FULL BEFORE YOUR ENTRIES CAN BE COMPLETED**. Exhibitor armbands and/or additional parking passes, cannot be purchased after 8-31-2024. Horse Show Entries and ticket or parking permit requests will not be processed without total payment. Please also keep in mind that once you have selected and entered classes online, you are obligated for payment. You cannot cancel or get refunds for classes entered online (refer to cancellation/refund policy on show specifications.)

25. Continue with the directions as noted on each successive screen and make sure to print at least two copies of your receipt when you are finished. You will need to keep one for your records and send one in with any required documents for the breed/show/event you have entered. One copy of the receipt **must be presented** at Gate 7 upon arrival.

26. Retain your confirmation number which will start with "osf….." Without this number, we will be unable to assist you with any inquiries or confirm your entry process.

27. Even though you're done with the online entry process, don't forget that you **MUST** mail, fax (405-948-6828) or bring to the Oklahoma State Fair office, for receipt no later than 8-31-2024, the completed and pertinent OSF Liability waiver and any additional and necessary support documentation, such as copies of registration papers, that may be required by the specific breed/association for the show(s) you have entered. Failure to provide legible copies of registration papers prior to August 31, 2024 may result in the assessment of additional late fees and penalties and may jeopardize your entries. Include a copy of your online entry receipt with required documents to allow us to match your documents with the online entry.

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

29. **PLEASE REFER TO ADDITIONAL INFORMATION REGARDING THE ARRIVAL PROTOCOL AND PROCESS AVAILABLE ON THE WEBSITE PRIOR TO YOUR DEPARTURE AND ARRIVAL AT THE OKC FAIRGROUNDS.**

We hope that you have found the online entry process to be convenient. Please contact the Oklahoma State Fair Horse Show office with any questions or comments. Entry confirmation and any information pertinent to your arrival at the Fair will be e-mailed to you prior to the Fair. Watch for information regarding any changes on the website. If you do not receive any communication prior to your departure for the OKC Fairgrounds, please contact us to make sure your entries have been processed. We wish you safe travels and look forward to seeing you in

September at the OKC Fairgrounds in Oklahoma City. – "Marc" Pankow, Oklahoma State Fair Equine Events
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