ShoWorks Passport
Online Entry Instructions
for Delaware State Fair Exhibitors

Important

1. Use Proper/Title Case when entering online; do not use all CAPS or all lower case.
2. If at any time you decide to exit the program before completing the on-line entry process, you must click on the number four "Review" button. Once you are brought to the review screen click the "Save this cart for later" button or ALL of your entry information will be lost.

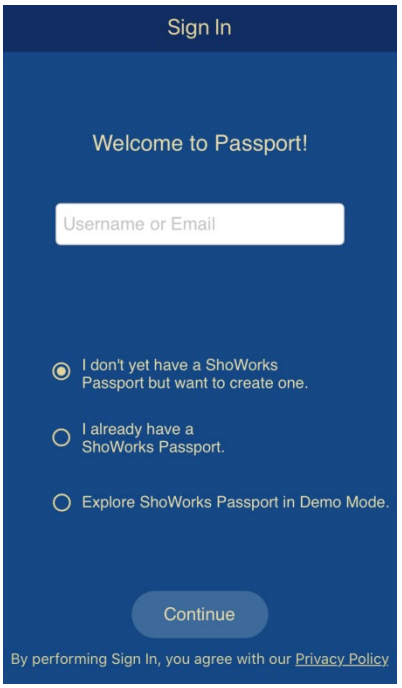
3. Please read all the information on the pages throughout the entry process. This information will supplement the on-screen instructions.
4. All fields that are required are denoted by an asterisk. *
5. **Livestock Only - Online IRS Form W-9:** When adding your first entry to your new exhibitor account, you will be prompted to complete and sign an online version of an IRS Form W-9. The completion and submission of the W-9 is mandatory for all livestock exhibitors. Unless you complete the online IRS Form W-9 you will not be able to make your first entry. We are gathering this information so that the IRS reporting requirements for premiums and auction earnings can be met. Additionally, this information will allow us to aggregate your premium and auction earnings and report this number to you in early January so you can use it when preparing your tax return.
    a. If you are creating an exhibitor account that identifies joint individual owners (i.e. Jill and John Smith), please decide in advance whose information and social security number will be included on the IRS Form W-9.
    b. If the exhibitor account is being set up in a farm, business, school or club name, you will need to submit your farm, business, school or club E.I.N. (employer identification number) which normally begins with 51-.
    c. Please make sure that the name and social security number/employer identification number (E.I.N.) supplied on the W-9 matches the exhibitor registered on the exhibitor account.

Instructions - APP

1. If you did not already download the app last year, go to your app store and search "ShoWorks Passport."

2. Download the app. The Icon should look like the one to the left.

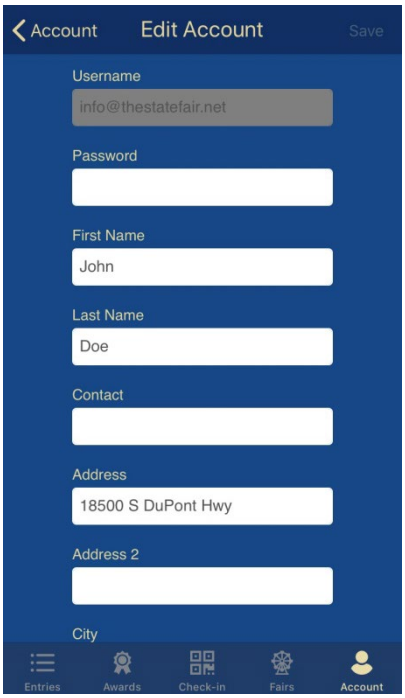
3. Once the app has downloaded, click the open button (or tap on the icon if you have exited the app store).

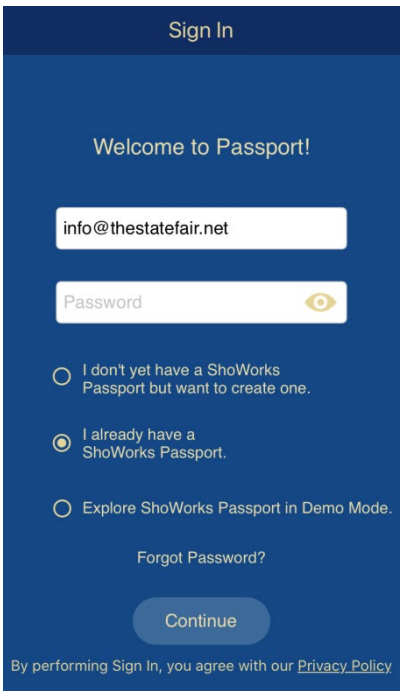


4. If this your first year using ShoWorks Passport click “I don’t yet have a ShoWorks Passport but want to create one.” If you did create one last year select “I already have a ShoWorks Passport” and log in; then skip to step 8.

5. Enter a Username or Email and select “Continue.”

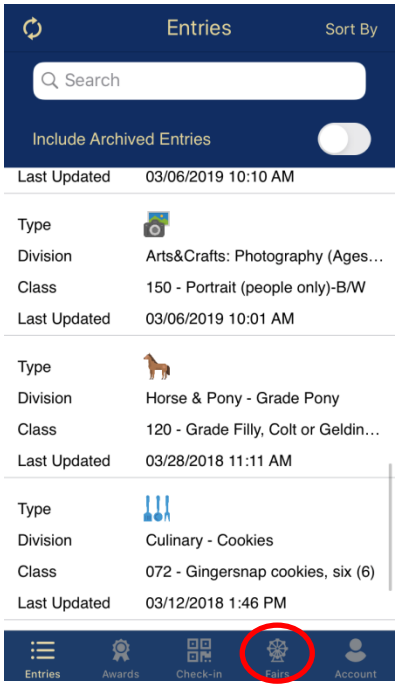
6. Enter the following information and select “Continue”
    a. Password
    b. First Name
    c. Last Name
    d. Contact - Who you want your check written out to (optional)
    e. Address
    f. Address 2 (optional)
    g. City
    h. State
    i. Zip Code
    j. County (optional)
    k. Country (optional)
    l. Phone (optional)
    m. E-mail
    n. Date of Birth
    o. Grade (optional)

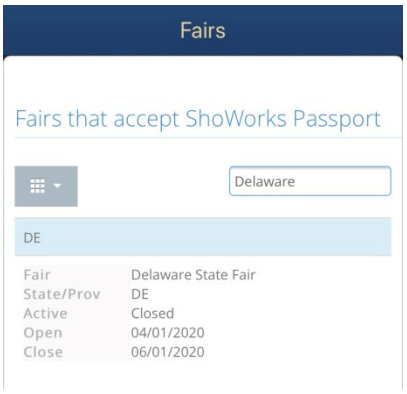




7. The app will then bring you back to the beginning screen, where it will auto fill your username and just request the password you previously created.

8. You will then be brought to the “Entries” tab. This shows you all of your previous entries made in the past two years through the online entries system. To make your entries for 2021 select the “Fairs” tab at the bottom of the screen.

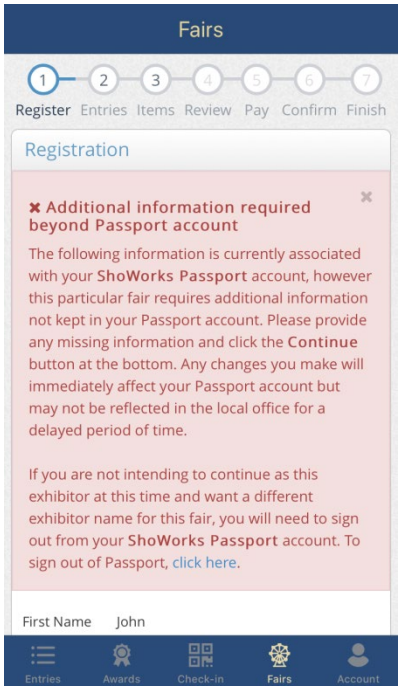




9. Scroll down to Delaware “DE” (Located on page 3 of the full fair list) or Search “Delaware” in the search bar and select The Delaware State Fair.

10. On the top of the screen, click the number one (1) “Register.” You may be prompted with an error message, as all fairs ask different information.

11. Complete the ‘Registration’ page all required fields are denoted by the asterisk.*
    a. Please use xx/xx/xxxx format for the “Date of Birth” field.



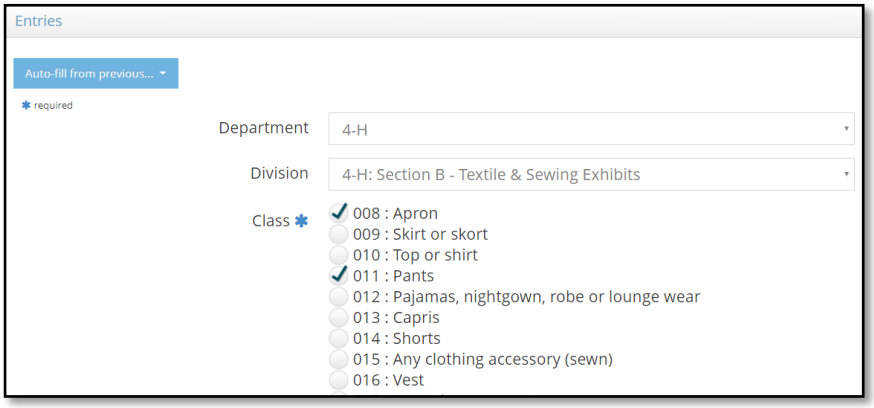
b. For Livestock exhibitors, “Livestock Location” is the address that the Delaware State Vet’s office will use when they come to check your animals prior to the Fair.
c. The “Total # of ANIMAL” fields are required. Please complete the number of each animal(s) you will be bringing to the fairgrounds.

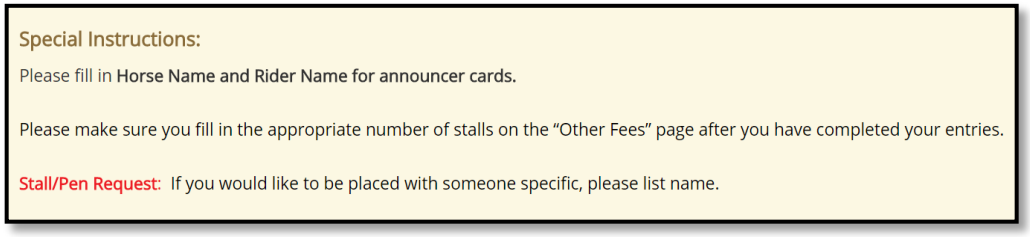
12. After you have completed all of the required information click the “Continue” button.

13. The next screen is for you to verify that all the information you typed is correct. Please verify that the address you have provided as a part of your registration process is the address where you want your premium check to be mailed to. Once you have verified your information click the “Continue” button.

14. On the next screen you will be able to create your entries. To create an entry, please complete the following steps, use the down arrow as needed throughout:

15. Choose a department (i.e. 4H)
    a. Choose your division (i.e. 4H Sec. B-Textile and Sewing Exhibits).
    b. Choose from a list of the classes within that division (i.e. 0008: Apron to 0058: Embellished flip-flops). To select classes, please check the corresponding button(s): *Please ONLY enter the classes you reasonably intend to bring to the fair.*
    c. Please pay attention to any special instructions that will be located in a yellow bar on the top of the screen, as seen in the example below.
    d. Additional text boxes requiring further information regarding your entry may be located at the bottom of the screen. 4-H exhibitors will have to select their club, and FFA exhibitors will have to select their school name.
    e. For livestock entries, when selecting multiple classes, make sure that the classes you are selecting pertain to one animal at a time as the additional information fields will apply to that specific animal. The “Stall/Pen Request” field should be completed with who you would like to be penned with or next to. This is not guaranteed, but our department personnel will do their best to honor these requests during pen/stall assignments.
    f. Once you have completed the information click the “Add Entry to Cart” button.



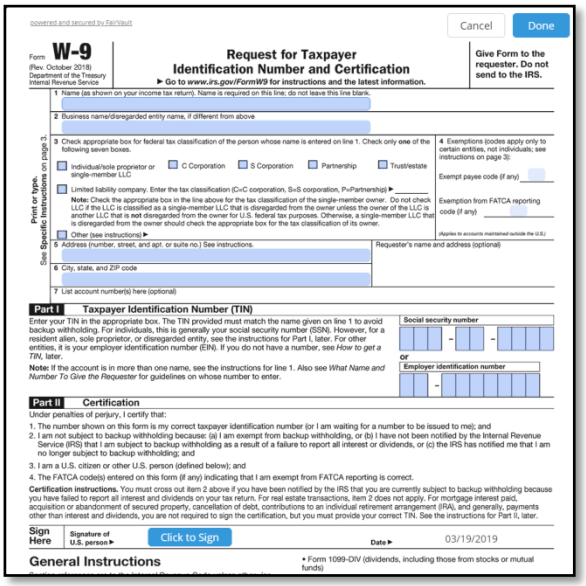


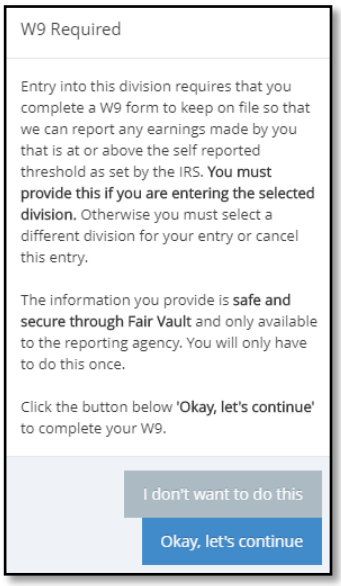
g. **For Livestock Entries Only:** Before being able to actually add the entry to your cart, you will be prompted to fill out a W-9.
    a. Please select the "Okay, let's continue" button.
    b. A fillable IRS Form W-9 will appear, please fill out the form in its entirety. Please make sure that the name and social security number/employer identification number (E.I.N.) supplied on the W-9 matches the exhibitor registered on the exhibitor account.

If you are creating an exhibitor account that identifies joint individual owners (i.e. Jill and John Smith), please decide in advance whose information and social security number will be included on the IRS Form W-9.

If the exhibitor account is being set up in a farm, business, school or club name, you will need to submit your farm, business, school or club E.I.N. (employer identification number) which normally begins with 51-.

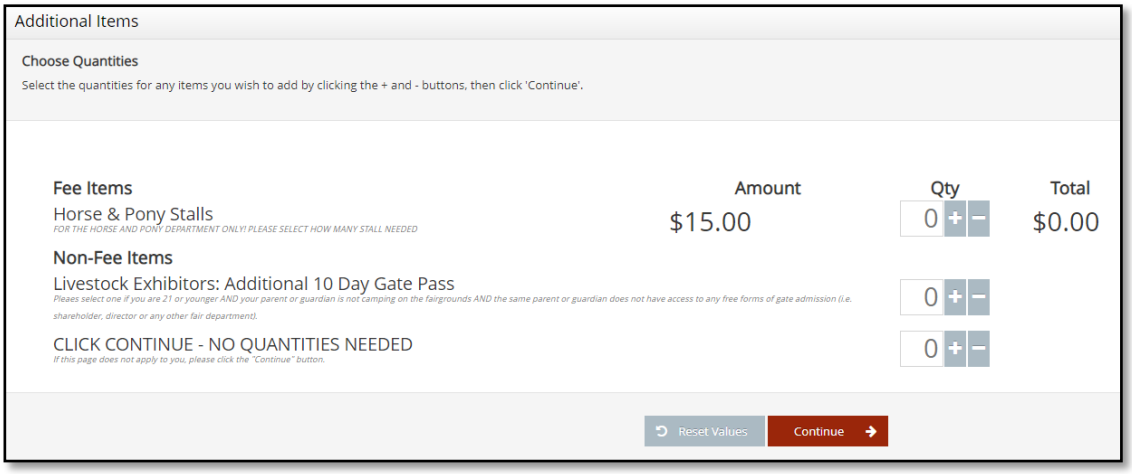
    c. Once all the proper information is complete, select the "Click to Sign" button. You will be prompted to type your signature confirming the information given is correct.
    d. To submit you IRS Form W-9 click the "Done" button in the top right corner.
    e. You will then need to once again click the "Add Entry to Cart" button so the entry will be added. You will only have to fill out an IRS Form W-9 once for each exhibitor account you create.



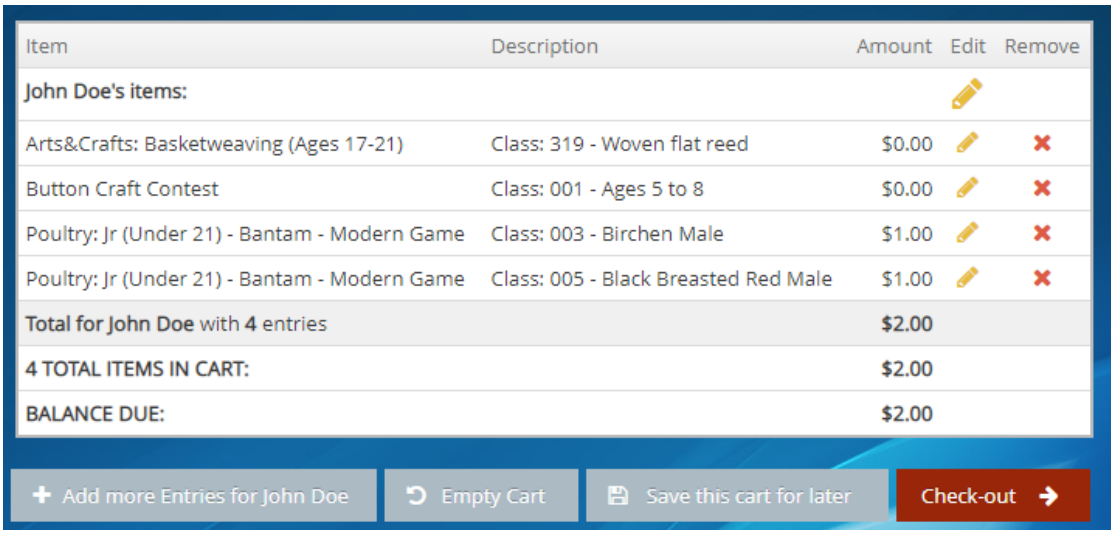


16. To create additional entries, simply select the next department or you can select one of the following:
    a. Click "Add similar Entry" to add an entry within the same division as the last. Once you click this, you can choose the small text on the left that says "Auto-fill from previous." A pop-up will appear that allows you to copy all of the data from any of your previous entries (useful if entering the same animal information for multiple classes); OR
    b. Click "+ Add different Entry" will take you back to blank department page; OR
    c. Click the "Continue" button if you are finished adding entries

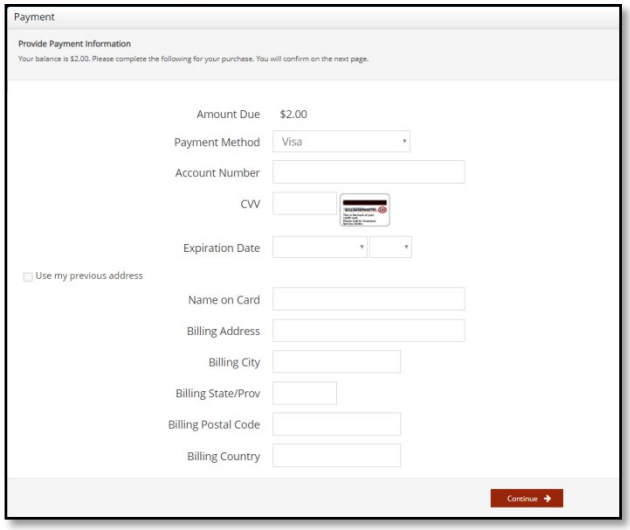
17. You will be brought to the “Additional Items” screen.
    a. FEE ITEMS: This part of the page is how we will be tracking our stall requests for the Horse and Pony department ONLY. If you do have entries in the Horse and Pony department and need a stall for your horses and ponies, please choose the number of stalls that you require. The number of stalls requested and paid for cannot exceed the number of horses and ponies entered.
    b. NON-FEE ITEMS: This part of the pages is how we will be tracking the allowance of one additional 10-day gate pass request for livestock exhibitors as expressed in the “Livestock Department Gate Pass and Exhibitor Parking/Gate 2 Hangtag Policy (Follow the link for more information: https://www.delawarestatefair.com/livestock-general-information). If you meet all 3 criteria ((1) you are 21 or younger AND (2) your parent or guardian is not camping on the fairgrounds AND (3) the same parent or guardian does not have access to any other free forms of gate admission (i.e. they are not a shareholder, director or a recipient of a free gate admission pass from any other fair department)) please select “1” as the quantity. You will **not** receive more than 1 additional pass per household if you meet all the criteria.
    c. **If this page does not apply to you or you have already made your selections, simply click the “Continue” button. YOU DO NOT NEED TO PUT ANY QUANTITIES FOR ANYTHING IF THE ABOVE CATEGORIES DOES NOT APPLY.**

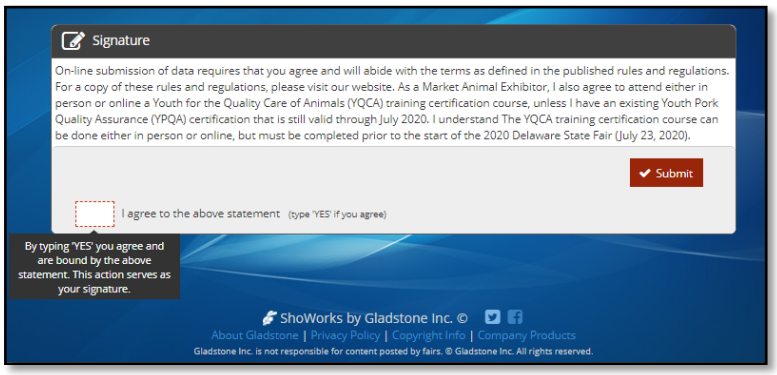


18. The next page is a review of your entries. You can either “add more entries”, “empty cart”, “save cart for later”, or “check-out”. Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry. To start the process of completing and submitting your entries, click the “Checkout” button.



19. If you have entered into a class in which there is an entry fee, the payment page will appear with your total amount due. Please select your payment method and then enter your payment information and click the "Continue" button. We only accept credit card payments. Your entry will not be submitted (nor will any stall requests be accepted) until we have received your payment.



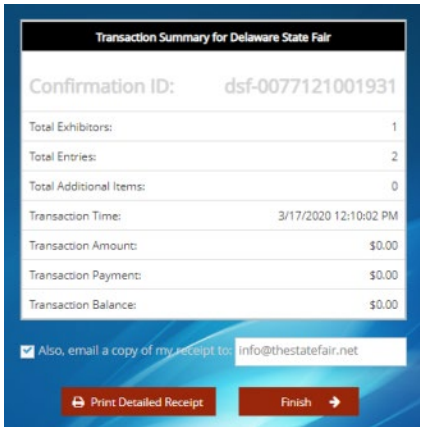


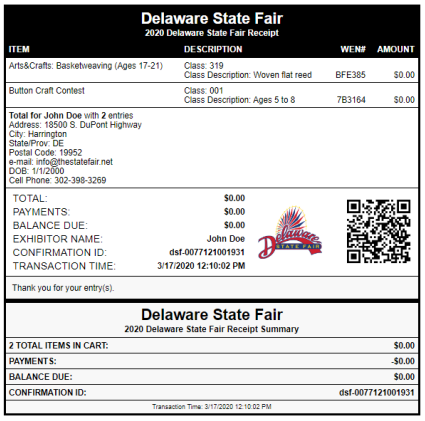
20. On the confirmation page, when you have verified that all of your entries are correct, you must then accept the language at the bottom of the page and type **"YES"** (in all caps) in the box to agree, then please click the "Submit" button. If you do not do this your entries will not be submitted.

21. You will be brought to the completed page showing your confirmation ID. You are encouraged to click on the "Print Detailed Receipt" button, to generate a detailed list of all entries. A detailed receipt will also automatically be e-mailed to your e-mail address on file for your account once you click the "Finish" button. Please select "Finish" to complete your entry submission.

22. **Please do not print entry tags**. Any personally printed and affixed entry tags will not be accepted.

23. If you are finished creating your entries, you can close the app and/or sign out of your account. If you would like to enter entries for another exhibitor, please sign out and repeat all the necessary steps.

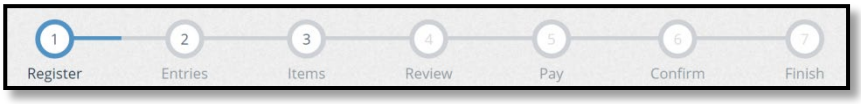




Thank you for your entries!

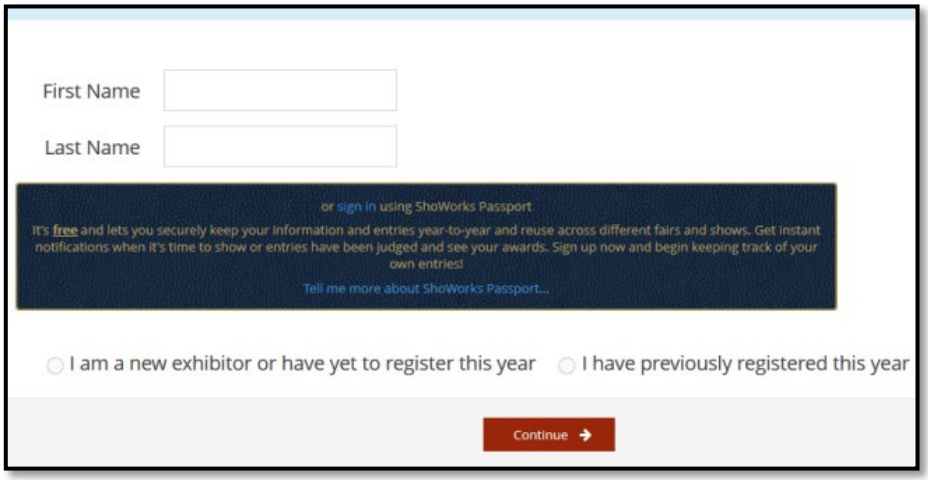
Instructions - DESKTOP

1. Go to **www.delawarestatefair.com**, click "FAIR INFO" then choose and click either "Competitive Exhibits," "Livestock" or Contests" based on the entries you wish to enter. Then click on the "ONLINE ENTRIES – CLICK HERE TO ENTER" button. Make sure to read the rules from premium books of the departments you wish to enter before entering.



2. On the top of the screen, click the number one (1) "Register."

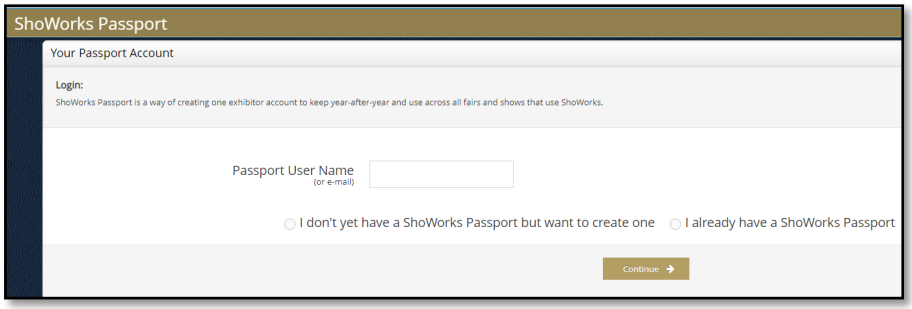
3. Click on the blue "sign in" link.

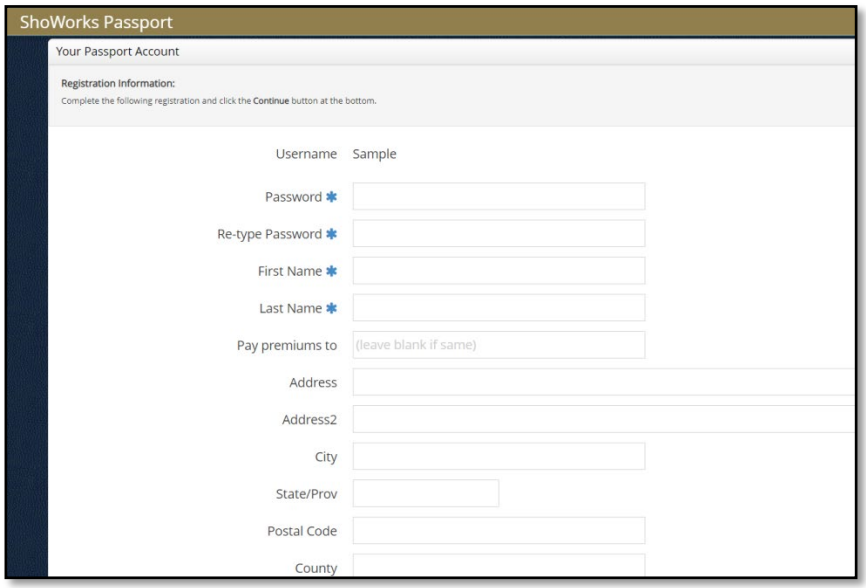


4. If this your first year using ShoWorks Passport click "I don't yet have a ShoWorks Passport but want to create one." If you did create one last year select "I already have a ShoWorks Passport" and log in; then skip to step 8.

5. Enter a Username or Email and select "Continue."

6. Enter the following information and select "Continue"
   a. Password
   b. First Name
   c. Last Name
   d. Contact - Who you want your check written out to (optional)
   e. Address
   f. Address 2 (optional)
   g. City
   h. State
   i. Zip Code
   j. County (optional)
   k. Country (optional)
   l. Phone (optional)
   m. E-mail
   n. Date of Birth
   o. Grade (optional)



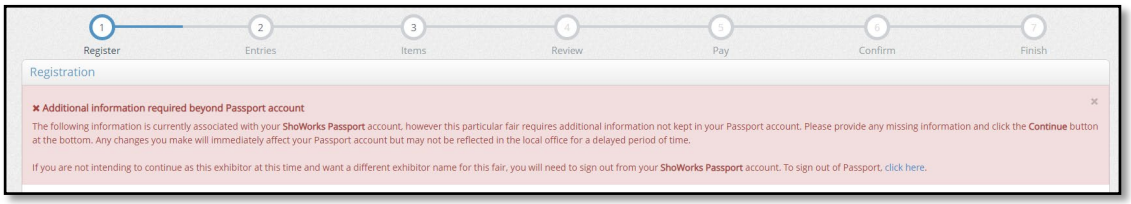


7. The next screen is for you to verify that all the information you typed is correct. Please verify that the address you have provided as a part of your registration process is the address where you want your premium check to be mailed to. Once you have verified your information click the "Continue" button.

8. You will then be brought to the home screen where it will list all of your previous entries made in the past two years through the online entries system. To make your entries for 2021 select the "List of Fairs" tab in the top right corner of the screen.

9. Scroll down to Delaware "DE" (Located on page 3 of the full fair list) or Search "Delaware" in the search bar and select The Delaware State Fair.

10. On the top of the screen, click the number one (1) "Register." You may be prompted with an error message, as all fairs ask different information.



11. Complete the 'Registration' page all required fields are denoted by the asterisk.
    a. Please use xx/xx/xxxx format for the "Date of Birth" field.
    b. For Livestock exhibitors, "Livestock Location" is the address that the Delaware State Vet's office will use when they come to check your animals prior to the Fair.
    c. The "Total # of ANIMAL" fields are required. Please complete the number of each animal(s) you will be bringing to the fairgrounds.

12. After you have completed all of the required information click the "Continue" button.

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14. On the next screen you will be able to create your entries. To create an entry, please complete the following steps, use the down arrow as needed throughout:

15. Choose a department (i.e. 4H)
    a. Choose your division (i.e. 4H Sec. B-Textile and Sewing Exhibits).
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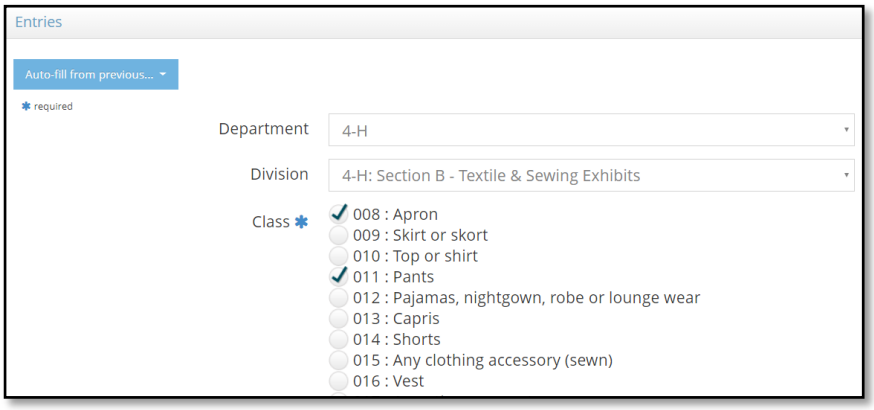
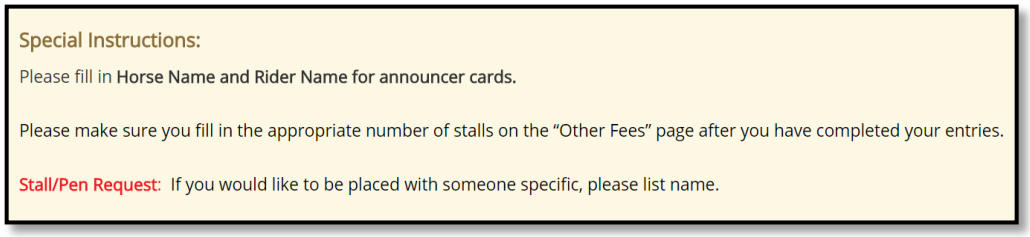
f. Once you have completed the information click the "Add Entry to Cart" button.





g. **For Livestock Entries Only:** Before being able to actually add the entry to your cart, you will be prompted to fill out a W-9.
   a. Please select the "Okay, let's continue" button.
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   c. Once all the proper information is complete, select the "Click to Sign" button. You will be prompted to type your signature confirming the information given is correct.
   d. To submit you IRS Form W-9 click the "Done" button in the top right corner.
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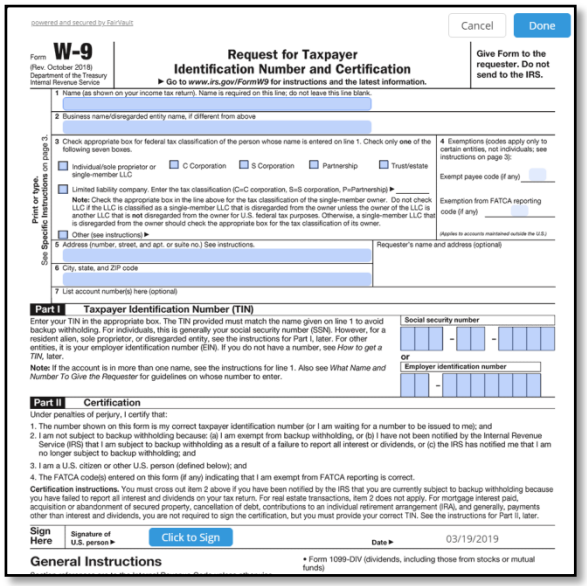

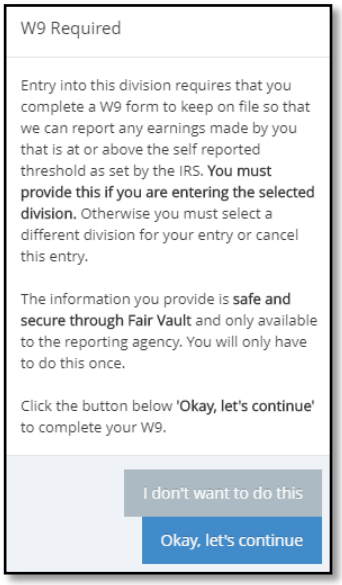

16. To create additional entries, simply select the next department or you can select one of the following:
    a. Click “Add similar Entry” to add an entry within the same division as the last. Once you click this, you can choose the small text on the left that says “Auto-fill from previous.” A pop-up will appear that allows you to copy all of the data from any of your previous entries (useful if entering the same animal information for multiple classes); OR
    b. Click “+ Add different Entry” will take you back to blank department page; OR
    c. Click the “Continue” button if you are finished adding entries

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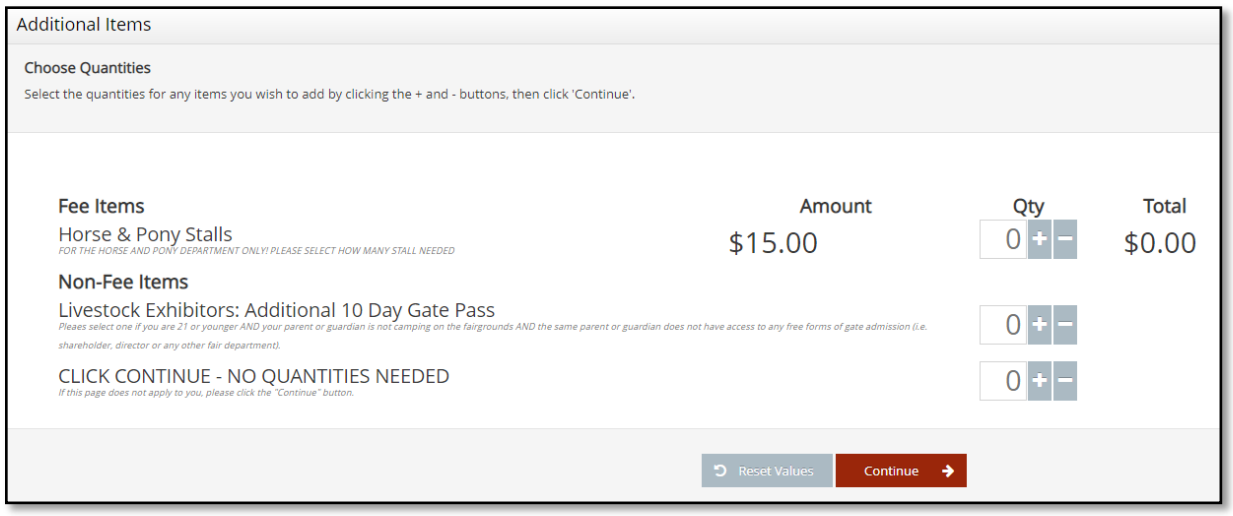
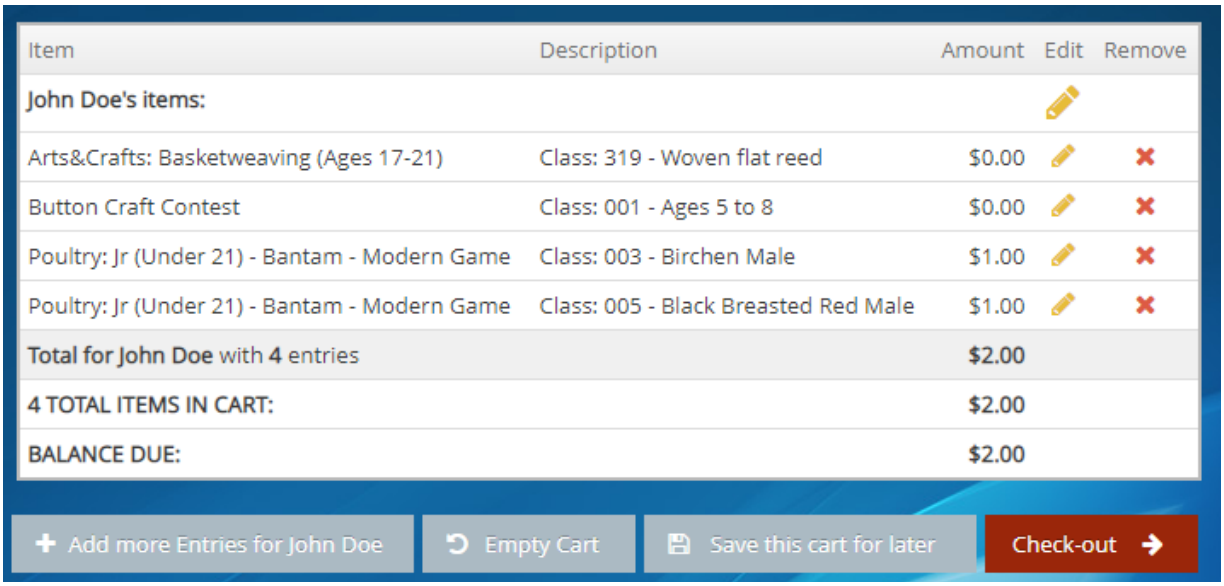
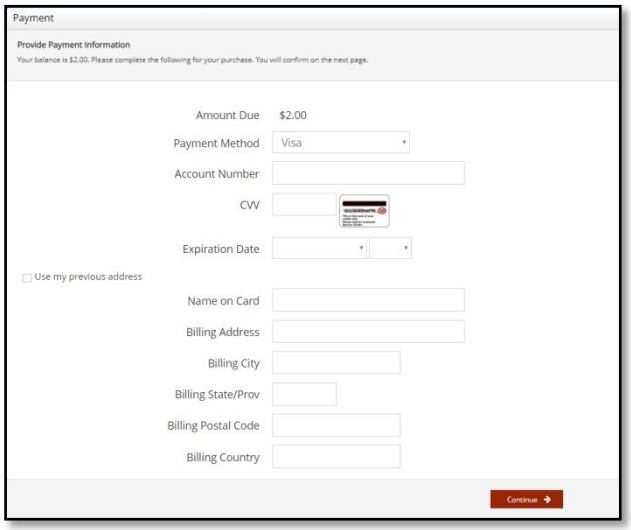
    a. FEE ITEMS: This part of the page is how we will be tracking our stall requests for the Horse and Pony department ONLY. If you do have entries in the Horse and Pony department and need a stall for your horses and ponies, please choose the number of stalls that you require. The number of stalls requested and paid for cannot exceed the number of horses and ponies entered.
    b. NON-FEE ITEMS: This part of the pages is how we will be tracking the allowance of one additional 10-day gate pass request for livestock exhibitors as expressed in the “Livestock Department Gate Pass and Exhibitor Parking/Gate 2 Hangtag Policy (Follow the link for more information: https://www.delawarestatefair.com/livestock-general-information). If you meet all 3 criteria ((1) you are 21 or younger AND (2) your parent or guardian is not camping on the fairgrounds AND (3) the same parent or guardian does not have access to any other free forms of gate admission (i.e. they are not a shareholder, director or a recipient of a free gate admission pass from any other fair department)) please select “1” as the quantity. You will **not** receive more than 1 additional pass per household if you meet all the criteria.
    c. **If this page does not apply to you or you have already made your selections, simply click the “Continue” button. YOU DO NOT NEED TO PUT ANY QUANTITIES FOR ANYTHING IF THE ABOVE CATEGORIES DOES NOT APPLY.**

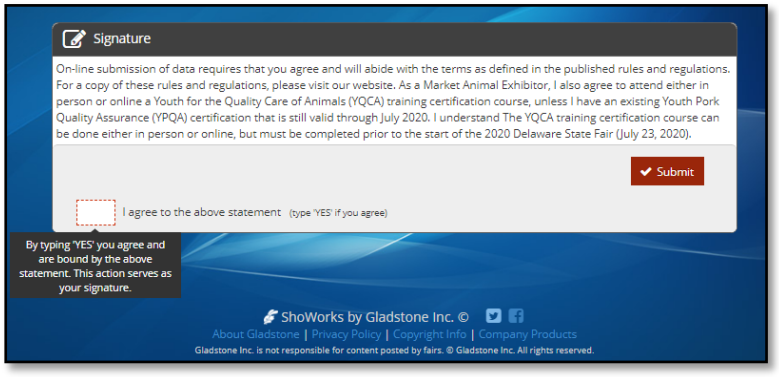


18. The next page is a review of your entries. You can either “add more entries”, “empty cart”, “save cart for later”, or “check-out”. Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry. To start the process of completing and submitting your entries, click the “Checkout” button.



19. If you have entered into a class in which there is an entry fee, the payment page will appear with your total amount due. Please select your payment method and then enter your payment information and click the “Continue” button. We only accept credit card payments. Your entry will not be submitted (nor will any stall requests be accepted) until we have received your payment.



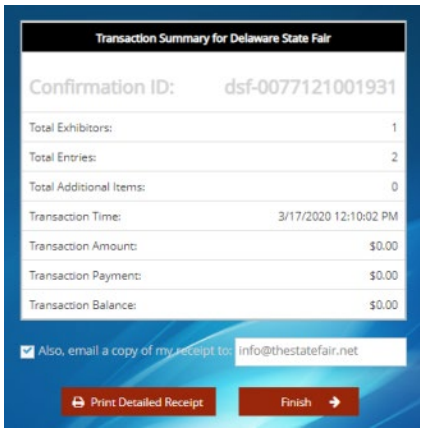


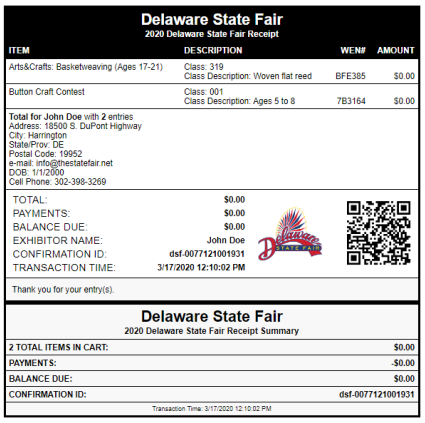
20. On the confirmation page, when you have verified that all of your entries are correct, you must then accept the language at the bottom of the page and type **"YES"** (in all caps) in the box to agree, then please click the "Submit" button. If you do not do this your entries will not be submitted.

21. You will be brought to the completed page showing your confirmation ID. You are encouraged to click on the "Print Detailed Receipt" button, to generate a detailed list of all entries. A detailed receipt will also automatically be e-mailed to your e-mail address on file for your account once you click the "Finish" button. Please select "Finish" to complete your entry submission.

22. **Please do not print entry tags**. Any personally printed and affixed entry tags will not be accepted.

23. If you are finished creating your entries, you can close the app and/or sign out of your account. If you would like to enter entries for another exhibitor, please sign out and repeat all the necessary steps.





Thank you for your entries!