



Delaware State Fair Market Animal Photograph Upload Instructions

1. You must be doing this on an INTERNET BROWSER only, DO NOT use the ShoWorks Passport App.
2. Log back into your account and confirm your registration information.
3. Click the grey button that says “View/Print transactions made by this Exhibitor”.
4. You will be directed to your past transactions. If you see multiple blue “Upload Files”, please note that you will need to upload for multiple entries. Please click the blue “Upload Files” button to be redirected to the Fair Media Solutions website.
5. Once the Fair Media Solutions website page opens, your name will appear in the upper right corner of the page. You will see the division and class of the market animal you need to upload a photograph for (below the green “Press For Instructions” box).
6. Please click the grey “Choose File” button and find the intended photograph for that division and class shown.
7. Notice before the upload it shows a red “Preview” text across the photo and once it has been completely uploaded the “Preview” text will no longer be there. Now with the file chosen, click the grey “Upload” button.
8. Once the upload is complete you will see a grey box below the “Choose File” button stating, “Upload Complete.”
9. **You MUST put the tag of the animal in the photos in the “Entry Description” box so we can identify the animal being pictured.** If you have more than one entry, please click the blue “Next” button to upload your image(s) for your other market animal(s). A confirmation box will appear, and if everything is correct, click the blue “NEXT” button.
10. Repeat these steps until all files have been uploaded. After your last upload, please click the blue “Done” button.

