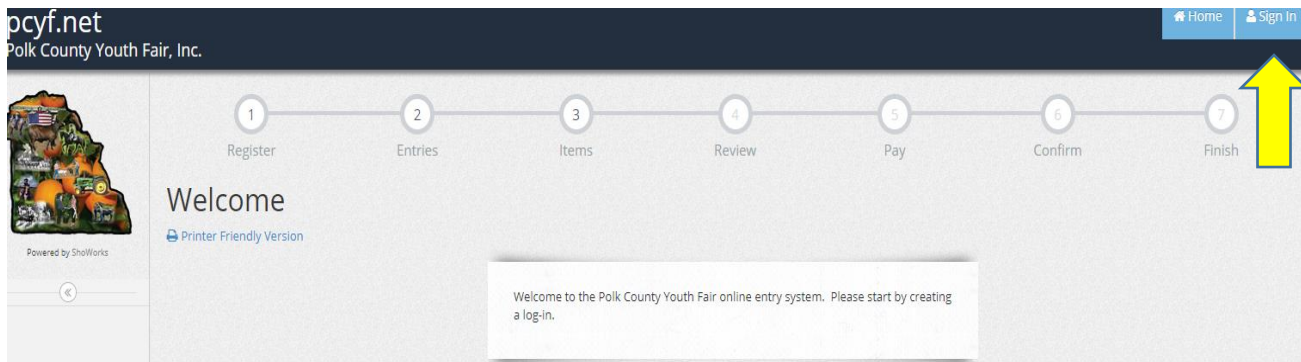


Showworks Online Entry Directions

You can register by going to our website: www.pcyf.net or by visiting <https://polk.fairmanager.com/> directly.

Welcome to the Polk County Youth Fair Online entry system. Please start by creating a log-in. If you are a club or family with multiple entries, please select “Quick group.”

For assistance you may call Tasha Fones at (863) 519-1046 or email your questions to tashafones@ufl.edu, subject line “help”, and we will respond as quickly as possible.



- Select “Sign In” in the top right hand corner

Tip: Will you be working with more than one exhibitor?
Choose **Quick Group** if you will be submitting entries for multiple family members or a group of exhibitors and check out all in the same cart.

I am a...

- Once you have selected “Sign in”, select “Choose a Type” from the drop down menu. This allows you to select the type of exhibitor entering the fair.
- Select “Exhibitor” if you are registering one person at a time.
- Select “Quick Group” button is you are a club registering multiple club members or a family that is registering multiple exhibitors buy paying with one debit or credit card.

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Registration

Tip:
Are you a family or group with multiple exhibitors? Sign in as a **Quick Group** to submit entries for multiple family members or a group of exhibitors and check out all in the same cart.

First Name

Last Name

I am a new exhibitor or have yet to register this year
 I have previously registered this year

[Continue →](#)

- Proceed to fill out your “First and Last Name” or “Group Name”
- If this is your first time registering online, select “I am a new exhibitor.”
- If you have already registered online, select the “I have previously registered” button. When prompted please enter your password.
- Even if you have participated in the fair in previous years you are still considered a new Exhibitor if you have not used the online entry system.

Registration

Registration Information:

Complete the following registration and click the **Continue** button at the bottom.

First Name tasha

Last Name fones

Password *

Re-type Password *

Address *

City *

State/Prov *

Postal Code *

Phone Number *

e-mail *

Re-type e-mail *

Grade *

Date of Birth *

First Time Exhibitor NO

[Continue →](#)

- Enter the exhibiter’s personal information on this page. Please keep in mind this is the address that their sell check will be sent to. If you need to change your address please contact Tasha Fones.
- All information with an asterisk must be entered.
- Please notate whether or not this is your first time participating in the PCYF, select “yes” or “no.”
- Select “Continue” once all the fields are filled out correctly.
- Confirm the registration information and if all is correct select “Continue.”

Entries

* required

Department

- Enter your entry, choose the Department in which to exhibit.
- Choose the Division you are entering from the drop-down list.

Register Entries Items Review Pay Confirm Finish

Entries

Special Instructions:
Market Hog fees are:
\$20.00 (includes entry and tagging fee per animal. Late Entry Fee \$50.00 + Entry fee per animal)

* required

Department: 13-Market Hog
Division: 13A-Market Hog
Class: 01 : Market Hog
Breed: Duroc
Club: Bulls Eye 4-H

Add Entry to Cart

- Note the top left-hand corner has a “special instructions” icon. This will notify you of special requirements for each department and any additional fees.
- After selecting the department, division and class, select “Add Entry to Cart.”
- If you wish to add more entries for the current exhibitor, select “Add different entry” or choose the department in which to exhibit.
- There will be a tally running in the left-hand corner with all the entries added to your cart.
- Select “Continue” button to proceed to submit the exhibitor’s entries.

Register Entries Items Review Pay Confirm Finish

Additional Items

Choose Quantities:
Type in the quantities for any items you wish to add, then click 'Continue'.

Fee Items	Amount	Qty	Total
Family & Consumer Sciences Entry Fee <small>One time fee for all entries in this department</small>	\$5.00	0	\$0.00

Reset Values Continue

- If you are participating in the Family & Consumer Science department, please add \$5.00 (1 QTY) to your cart. Please note that this is a ONE TIME FEE for all entries in this department.
- Select “Continue” button to proceed.

Save Edit

Your Entry Cart

TASHA FONES:
 13A-Market Hog \$20.00
 13A-Market Hog \$20.00
 2 Items \$40.00
 TOTAL \$40.00

Powered by ShoWorks

Register Entries Items **Review** Pay Confirm Finish

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✏ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
tasha fones's items:				
13A-Market Hog	Class: 01 - Market Hog Breed: Duroc Club: Bulls Eye 4-H	\$20.00	✏	✖
13A-Market Hog	Class: 01 - Market Hog Breed: Duroc Club: Bulls Eye 4-H	\$20.00	✏	✖
Total for tasha fones with 2 entries		\$40.00		
2 TOTAL ITEMS IN CART:		\$40.00		
PAYMENTS:		-\$0.00		
BALANCE DUE:		\$40.00		

+ Add more Entries for tasha fones Empty Cart Save this cart for later **Check-out** →

- Select “Add more entries for...” if you would like to add more entries for this exhibitor.
- Select “Save this cart for later” if you would like to come back and add more entries or pay later. Your entries will not be registered with the Fair Office until you have paid.
- Select “Check-out” to proceed to pay with debit/credit card and submit your entries.
- Review your cart. Balance due will be charged to your debit/credit card upon completion of this process.
- Select “Credit or Debit Card” and select your payment in the drop down menu.
- Enter your Debit/credit card and billing information.
- Select “Continue” button.
- This is your final order before your credit card is charged. Please review it carefully before submitting your entry. Please note if you don’t click the “Submit” button your entries will be saved but not submitted to the fair office. You must click the “Submit” button in order for your entry to be sent to the Fair’s database.
- Your entry is completed and will be automatically sent to the Fair Office. You will receive a confirmation email. Please save this email for your records.
- If at any time you need assistance, you may call Tasha Fones at (863) 519-1046, or email your questions tashafones@ufl.edu, subject line “Help”, and we will respond as quickly as possible.