



Youth Livestock Show Online Entry Instructions

Welcome to the State Fair of Texas online entry system. This system will allow you to enter exhibitors anytime after July 6, 2010 until midnight on August 25, 2009.

Please follow the instructions below for entering.

- Step 1 To access the 2010 State Fair of Texas online entry registration, go to www.bigtex.com. Once there, select the competition link under the livestock tab. That will direct you to the livestock website, select Online Entries under the Livestock Show tab. Once you are ready to enter online, click on <https://www.bigtex.fairmanager.com> Now you should be at the ShoWorks Web. (State Fair of Texas should be at the top of this page.) Click the Login/Logoff link on the navigation bar on the left hand side of the page.
- Step 2 Choose the method in which you want to log in. ALL YOUTH ENTRIES MUST BE ENTERED BY THE CEA/AST. CEA's/AST's select "Club".
- Step 3 Select your club name. Your password is your five digit zip code. If you do not see your school/county listed or the password isn't working, please contact us at livestock@bigtex.com.
- Step 4 Begin adding exhibitors. Your youth exhibitors will need their password if they decide to enter the open show on their own. If you assign passwords for your exhibitors, let them know what they are. Please double check the information.
- Step 5 To add entries for an exhibitor please select a division. Bold fields MUST be completed. If you do not have the information for a field, enter pending. Add entry to Cart.

Step 6 Once you have finished all the entries for an individual, click continue. Please enter any other fees necessary for that exhibitor, i.e. tie outs, additional passes, etc. DO NOT INCLUDE COMPLIMENTARY PASSES! Don't forget to include the Mandatory Processing Fee. You can include this with ONE of your exhibitor's entries. Click continue.

Remember these dates when ordering passes or tie outs:

Section 1 - September 24 - 26

Section 2 - September 27- October 3

Section 3 - October 4-10

Section 4 - October 11-17

Step 7 Please double-check the entries you've made. You may remove an entry by clicking on the trash can icon (🗑️) to the right of the item. If you have more exhibitors, click "add entries for more exhibitors". Done? Click check out.

Step 8 Check Out - If you would like to pay for your entries online, click pay now. If you are mailing in your check with a copy of your forms, click pay later.

Step 9 Submit your entries and print a detailed receipt. You may need your confirmation ID at a later date. Click Finish and you're almost done!

Step 10 Please mail a copy of your online receipt, payment, and entry forms with signatures to the State Fair of Texas, Livestock Dept., PO Box 150009, Dallas, TX 75315. Forms and payment must be postmarked by September 1, 2010 or the entries will be null and void.

YOU CANNOT GO BACK IN THE ONLINE ENTRY SYSTEM AND MAKE CHANGES ONCE YOU HAVE CHECKED OUT! IF YOU THINK YOU MADE A MISTAKE, CALL THE LIVESTOCK OFFICE. (214) 421-8723, ask for Karla Sikes.

Forms can be downloaded and printed from www.bigtex.com. (under printable forms)