

Online Registration & Entries for the 2023 Provincial Winter Fair

4-H Online Entry deadline – July 7, 2023, at 11:59 PM

Late Entries accepted until July 31, 2023, at 11:59 PM

Open Online Entry deadline – July 31, 2023, at 11:59 PM

Late Entries accepted until August 15, 2023, at 11:59 PM

4-H Horse & Open Horse Show Online Entry deadline – August 18, 2023, at 11:59 PM

Late Entries accepted until September 15, 2023, at 11:59 PM

We recommend printing these instructions for use during registration. For more information or to begin registration go to https://pwf.fairwire.com

You can also view a Sample Online Registration Video provided by Butler County at https://youtu.be/WpdqR5YBUfY

Refer to the PWF Entry Guide for Rules and Regulations for each division.

Each Exhibitor will need to sign and submit the Liability and Media Release Form. You can upload the forms via an Online Google Form to https://forms.gle/hNsiXfcSU3YfcFCj6 or you can scan and email to pwfsecretary@gmail.com. Physical copies may be mailed to the PWF Office if necessary.

All Beef Animals will need to submit a Bill of Sale or Female Lease Agreement for all entries – even if it comes from your own herd. This is for Brand Inspection Purposes. Please submit Bill of Sales/Lease Agreements via an Online Google Form to https://forms.gle/hNsiXfcSU3YfcFCj6.

Bill of Sales are due by August 31, 2023, or projects may not be permitted to be exhibited at the fair.

All Sale & Market Entries will also need to submit a sale photo for the sale catalogue via an Online Google Form https://forms.gle/weMTmPqe6ekaYVS6A. If you have questions, please reach out to pwfsecretary@gmail.com. **Photos are due by August 31, 2023.**

There are 3 different ways you can create an account in ShoWorks.

Be sure and save your password in case you need to log back into your account at a later time.

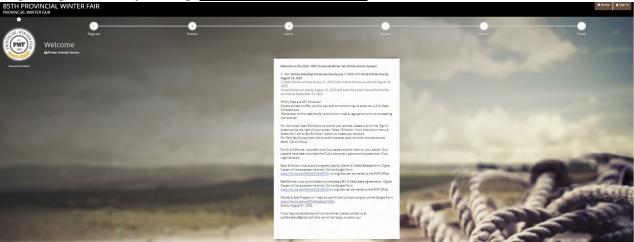
- 1. Register as an **exhibitor**, you will have your own individual account, with your own password OR
- 2. Families can enter as a "Quick Group". By doing this, you do not have to create a separate account for each family member and can use the same password for each exhibitor in a family. (To create a Quick Group, click on the "log on" button in the right-hand corner of the page and select "Quick Group"). You are able to submit entries for multiple family members and check out at the same time.
- 3. Register 4-H Entries ONLY as a Club by the leader (preferred). 4-H Horse entries will be accessible for members to complete themselves and then Club Leaders approve them

within their club portal to provide expediency.

Once an Exhibitor or Quick Group is created or registered for the year, you can log back into your account to view previous transactions, add entries, completed a previously saved cart, as often as needed.

If you have lost your password, please click the "Forgot your password?" link on the login screen. The system will send a message containing your password to the e-mail address you previously provided. If you have other technical difficulties with the online registration, please email pwfsecretary@gmail.com

Begin Registration by visiting https://pwf.fairwire.com



NOTE: There is an autofill function to autofill a member's Date of Birth/Age for multiple entries (showmanship, judging etc) – this feature is in the top left corner



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CLUB REGISTRATION:

Club Leaders will be sent your temporary password for leaders to login and submit their Club's 4-

H Entries.

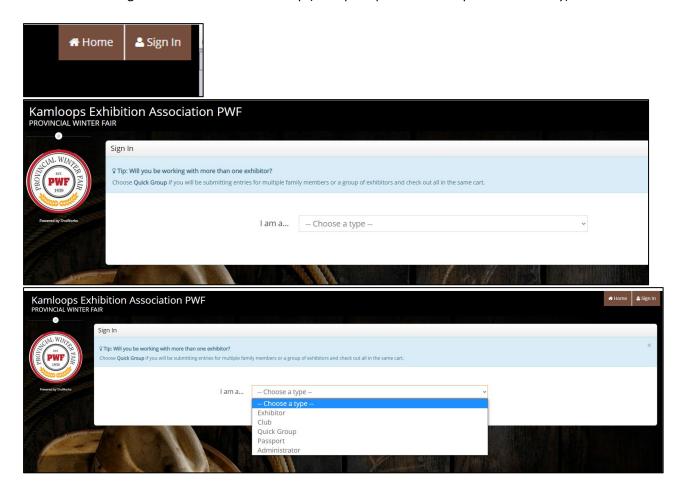
4-H Entries are only accessible to club leaders.

Club Instructions are in the 2nd Half of this document

I. For Open Exhibitors

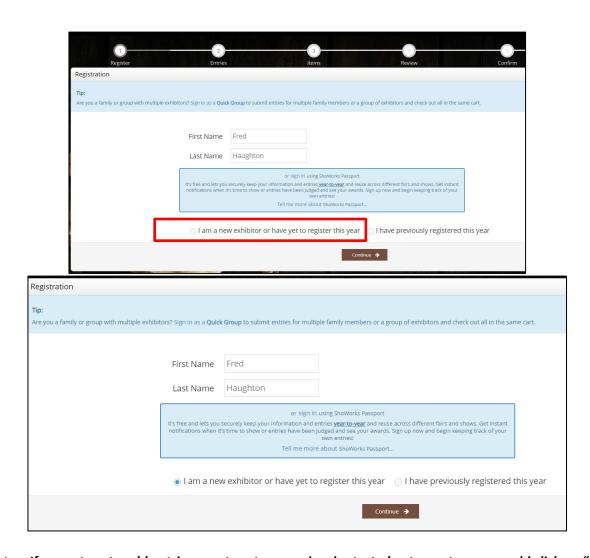
Step 1. Register

Click on **Sign In** at top right. Choose a login type and follow Online instructions: This is either a single exhibitor or a Quick Group (multiple Open & Youth Open in one family)

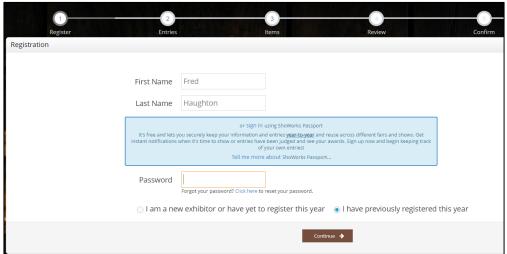


INDIVIDUAL OPEN EXHIBITORS Registration

To register only one open exhibitor in a family, choose **Exhibitor**, **set up profile**. **Go To Step 2**. **Click on** *"I am a new exhibitor or have yet to register for this year"*

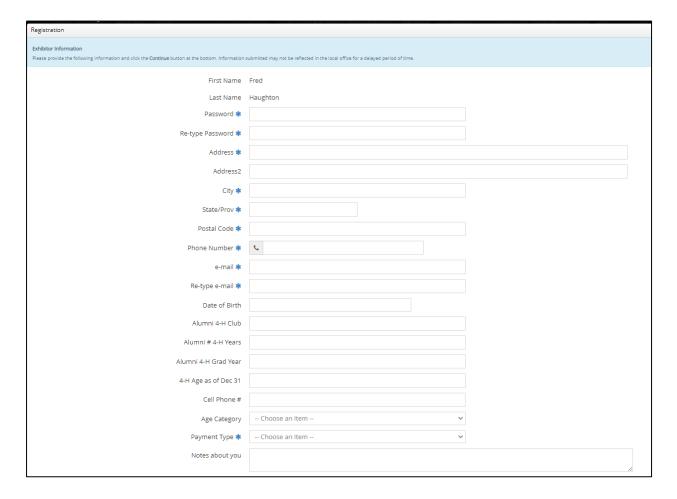


*Note – If you return to add entries or return to a previously started entry cart – you would click on "I have previously registered this year"



Set Up Profile

This is the Exhibitor Profile that will need to be Created and Confirmed for each individual Exhibitor. You will have to set a password, but you can use the same password for multiple youth if a parent is entering all the information.



- Password set up a password for your exhibitor login i.e., 123456 etc.
- Address Fill in Complete Address (as this will be your Sale Cheque address as well)
- Phone # & Contact Email enter contact information for the exhibitor
- Date of Birth MM/DD/YYYY *US Company
- Alumni 4-H Club/# 4-H Years/ 4-H Grad Year for alumni, these are optional but mandatory for those entering in the Open Beef Showmanship Classes.
- Age as of Dec 31 for 4-H Members; Youth Open Age as of September 22, 2023.
- Cell Phone # enter a secondary contact number if the Main Phone # is a home contact number
- **BC Horse Council #** -for Horse Entrants, they must have a valid BC Horse Council membership to ride at the fair
- Age Category Choose YOUTH OPEN or OPEN Entry



- Payment Type indicate if you are e-transferring or sending in a cheque for entry payment
- Hoodie Size: We are providing hoodies to all exhibitors please indicate your size Y= Youth Sizes
 & A = Adult Sizes (see specs below for sizing)
 - O ATC™ EVERYDAY FLEECE HOODED SWEATSHIRT. ATCF2500

ATCF2500 - ATC™ Everyday Fleece Hooded Sweatshirt

GARMENT MEASUREMENTS							
Size	S	M	L	XL	2XL	3XL	4XL
Chest - Half Measure	20"	22"	24"	26"	28"	30"	32"
Chest - Full Measure	40"	44"	48"	52"	56"	60"	64"
Body Length from HPS (At back)	27 1/2"	28 1/2"	29 1/2"	30 1/2"	31 1/2"	32 1/2"	33 1/2"
Sleeve Length-CB	34 1/2"	35 1/4"	36"	36 3/4"	37 1/2"	38 1/4"	39"

Finished measurements in inches. Refer to "How to Measure" guide for detailed information on measurement instructions.

ADULT General Sizing Guide							
Size	S	M	L	XL	2XL	3XL	4XL
Chest	34"-36"	38"-40"	42"-44"	46"-48"	50"-52"	54"-55"	56"-57"
Waist	29"-32"	32"-35"	35"-38"	38"-41"	41"-44"	44"-47"	47"-50"
Sleeve Length-CB	32"-33 1/2"	34"-35"	35"-36"	36"-37"	37"-38"	38"-39"	38 1/2"-39"

o ATC™ EVERYDAY FLEECE HOODED YOUTH SWEATSHIRT. ATCY2500

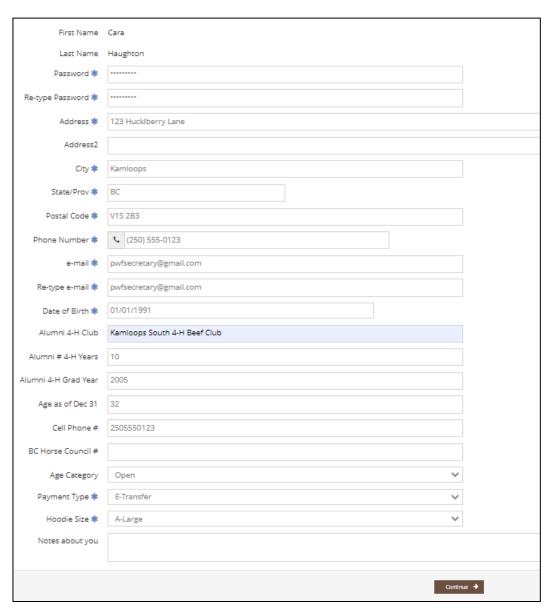
ATCY2500 - ATC™ Everyday Fleece Hooded Youth Sweatshirt

GARMENT MEASUREMENTS				
Size	S	M	L	XL
Chest - Half Measure	16"	17"	18"	20"
Chest - Full Measure	32"	34"	36"	40"
Body Length from HPS	20 1/2"	23"	25"	26 1/2"
Sleeve Length-CB	25"	28"	30 1/2"	33"

Finished measurements in inches. Refer to "How to Measure" guide for detailed information on measurement instructions.

YOUTH General Sizing Guide				
Size	S	M	L	XL
Numeric Size	6-8	10-12	14-16	18-20
Chest	26"-28"	28"-30"	30"-32"	32"-35"
Waist	23"-24 1/2"	24 1/2"-25 1/2"	25 1/2"-27"	27"-29"
Sleeve Length-CB	25"-26"	26"-27 1/2"	27 1/2"-29"	29 1/2"-31"

- A reminder every exhibitor must submit your Media Release & Waiver Online via Google Forms https://forms.gle/hNsiXfcSU3YfcFCj6 or to pwfsecretary@gmail.com
- Notes about you: If you are affiliated with a 4-H Club, please indicate here which club



- Click Continue

If some of this information is incorrect you can either click back arrow and correct it right away or update it next time you log in to this exhibitor, or under "Your Profile"



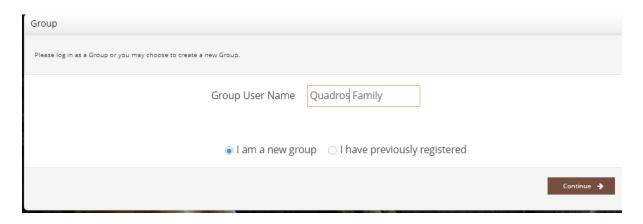


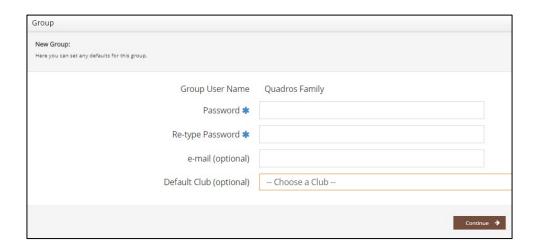
QUICK GROUP ENTRY Registration

To register multiple open exhibitors in a family, choose Quick Group.

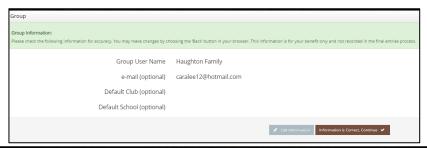
Quick Group users only: Quick Groups are useful for families with multiple open exhibitors.

To create a Quick Group, enter a username and password for your group. Write them down so that you can log in again later to add exhibitors or entries or to view your registration history.

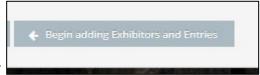




- FYI: The Group Username is a unique field, there can't be more than one of the same group name
- Enter a Password i.e., 123456
- Enter an email
- Do Not Enter a Club as 4-H Entries are only accessible to club leaders through the "Club Login"







Click on "Begin Adding Exhibitors and Entries"

Now proceed with the instructions below for each exhibitor in your Quick Group. In the future, you may enter the site again with either your Quick Group name and password or the login information for any individual exhibitor in your group.

*You will proceed entering exhibitor information for each individual exhibitor for your group (the same process for Individual exhibitors above – creating a password for each exhibitor's profile and address information, but all entries in a QUICK GROUP will be part of the same CART if you are paying for all entries together to give you a total.

You will see that you are logged in under your quick group in the right top corner

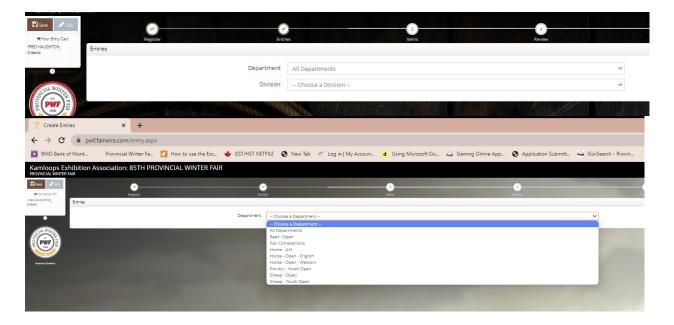


Step 2. OPEN Entries

You will now select the Department, Division, Class for each exhibitor. After you "Add entry to Cart or

Add Entries for the current Exhibitor" you will be given the option to add more exhibitors or to "Check Out"

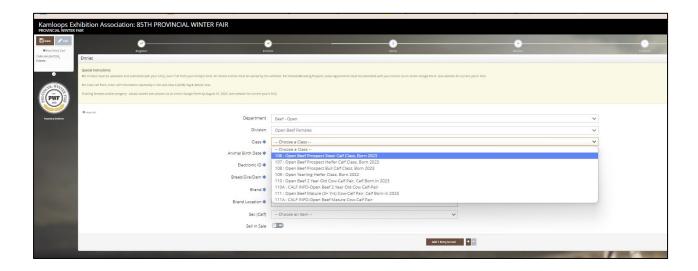
• Choose a **Department** for your first entry. Choose a Department name for each entry



Then choose a **Division** for the entry. It may be helpful to consult the fair book when choosing Divisions:

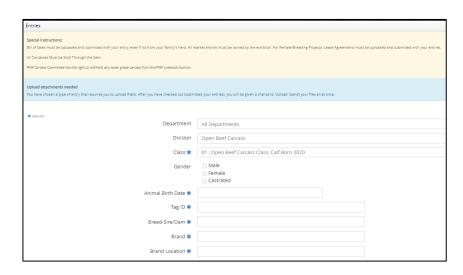
• Then choose a **Class** and complete other required boxes.

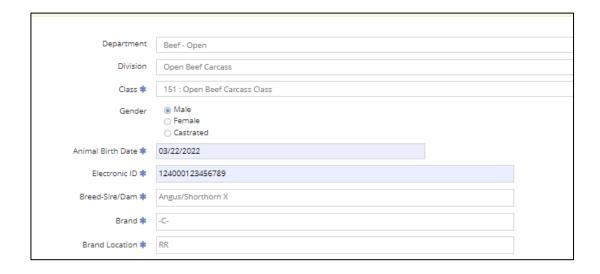
OPEN ENTRIES: BEEF



OPEN BEEF Carcass/Females/Steer Entry Fields

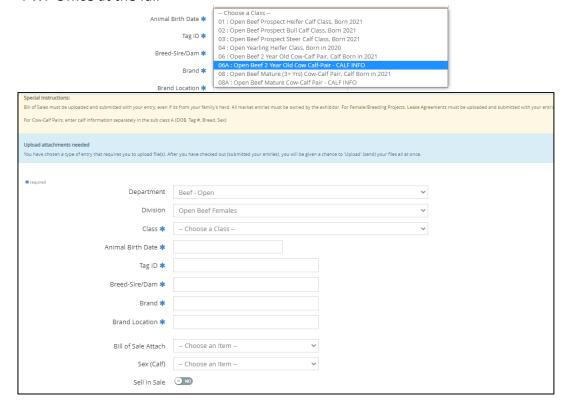
- Submit Bill of Sale or Lease Agreement for the female using an Online Google Form https://forms.gle/hNsiXfcSU3YfcFCj6
- Gender: Indicate if it's a heifer or a steer (if requested for Carcass Steers)
- Animal Birth Date: (MM/DD/YYYY) *US Format since it's a USA Company
- Electronic ID # CCIA Tag # [15 digits required per field's settings 124 000 xxx xxx xxx)
- Breed Sire/Dam i.e., Angus/Hereford X
- Brand: Use the brand or write it out in words if it's not feasible i.e.: Bar C Bar = -C- (or write None if has no brand)
- Brand Location: Location of Brand i.e.: RR or Right Rib (or None if has no brand)
- Sex of the Calf Indicate the sex of the progeny for the cow-calf project
- Optional: Sell in Sale for Females and calves, you have the option to see them in the sale – indicate if you wish to sell the project in the sale (if known or inform the fair office by Noon on Friday of the fair to add to Sale Day)

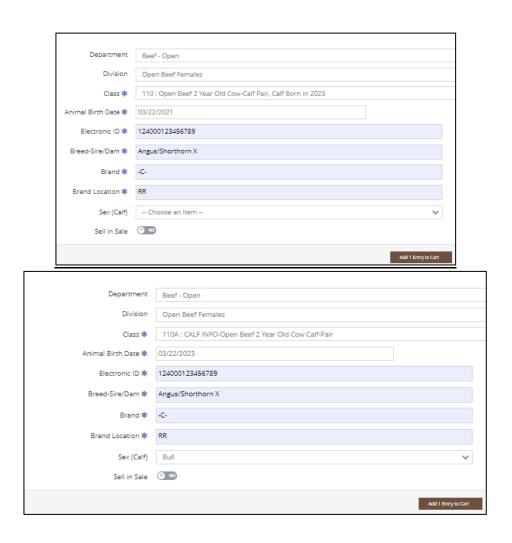




OPEN BEEF FEMALES

- Bill of Sale: Submit Bill of Sale or Lease Agreement for the female using an Online Google Form https://forms.gle/hNsiXfcSU3YfcFCj6
- Calf Entries for Cow Calf Entries will be a separate entry in order to collect all the Calf Information as well
 - Indicate the sex of the calf
- Optional: Indicate if you wish to sell the progeny in the sale with your entry or inform PWF Office at the fair



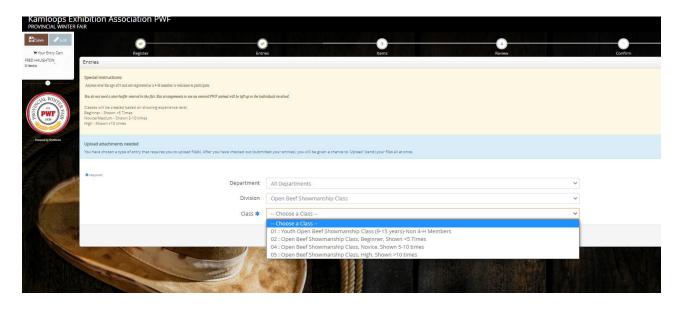


OPEN BEEF MARKET STEER



OPEN BEEF SHOWMANSHIP

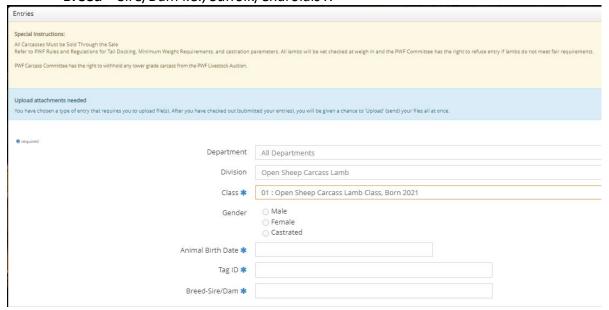
- Select Experience Level for Class, Enter your Age and Date of Birth

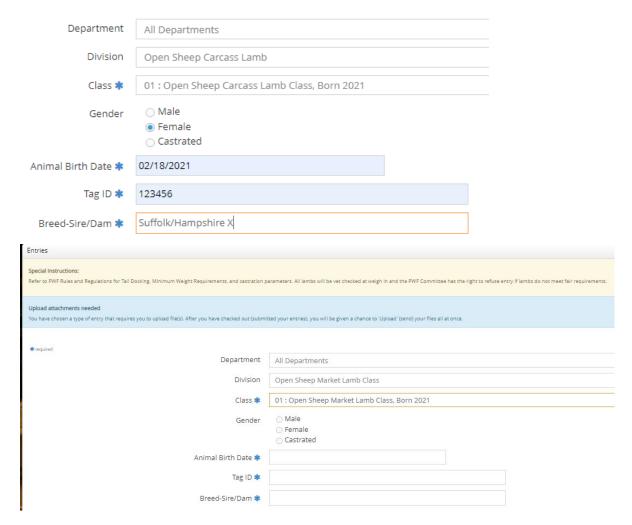


OPEN ENTRIES: SHEEP

OPEN SHEEP CARCASS LAMB/MARKET LAMB

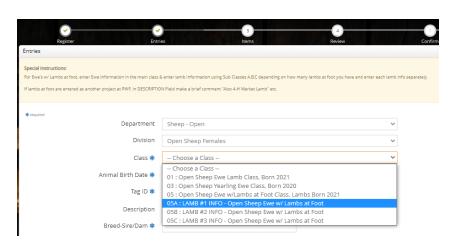
- Gender enter if the lamb is either a whether or a ewe lamb
- Animal Birth Date: (MM/DD/YYYY) *US Format since it's a USA Company
- Electronic ID # CSIP Tag # [15 digits required per the field's settings 124 000 xxx xxx xxx]
- Breed Sire/Dam i.e., Suffolk/Charolais X

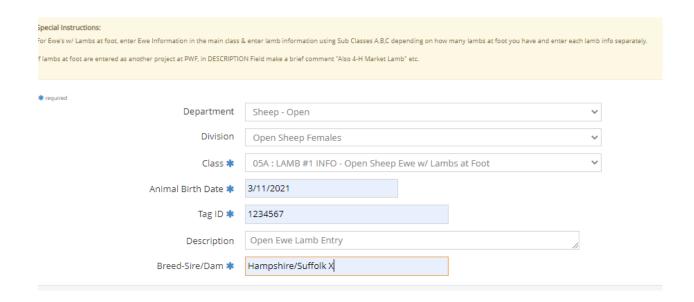




OPEN SHEEP FEMALES

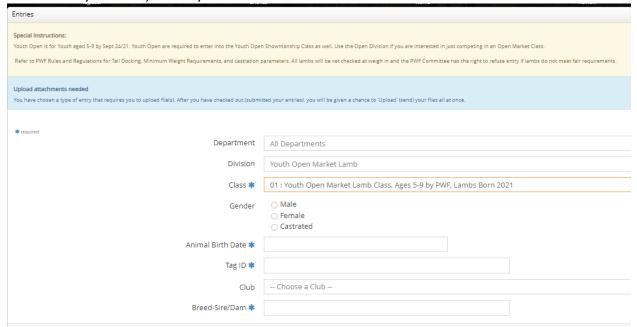
- Each Lamb at Foot Entry Lamb at Foot Entries will each be a separate entry in order to collect each lamb Information as well under the Sub Classes A, B, C
 - The Ewe's Information will go under the Main Class #
 - Description Field: If the Lamb at Foot is entered as another 4-H or Open project –
 please write that out here so the office is aware of its multiple entry
 - Electronic ID # CSIP Tag # [15 digits required 124 000 xxx xxx xxx]

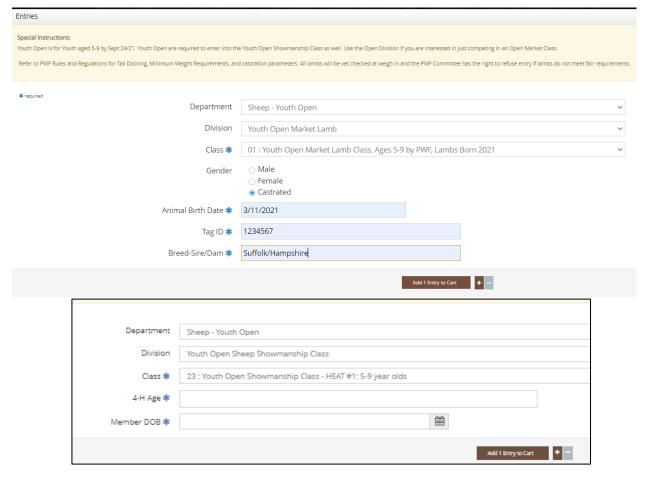




YOUTH OPEN DIVISION

- Youth Open entries include showing in both a market lamb class, as well as the Youth Open Showmanship Class
 - o Ensure you enter the youth open in both the market and showmanship classes
- 4-H Age = Age of Exhibitor as of September 22, 2023
- 4-H Member DOB = Date of Birth of Exhibitor
- Gender enter if the lamb is either a whether or a ewe lamb
- Animal Birth Date: (MM/DD/YYYY) *US Format since it's a USA Company
- Electronic ID # CSIP Tag # [15 digits required 124 000 xxx xxx xxx]
- Breed Sire/Dam i.e., Suffolk/Charolais X





OPEN HORSE SHOW

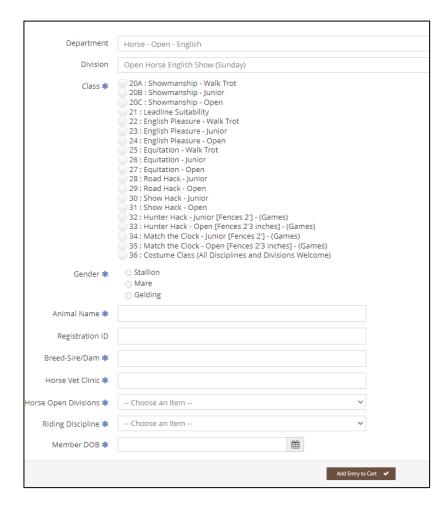
Horse Entry Fields

- **Division** entrants will choose either the English Show (Sunday) or the Western Show (Saturday)
- Class Click all the applicable classes the exhibitor wishes to enter (it will calculate the total per class fee for all entries)
- Gender NO STALLIONS are permitted; please indicate if it's a Mare or Gelding
- Animal Name the Registered Name of the Horse, and then put Stable Name in Brackets
- Breed Sire/Dam: Input the Registered Horse Breed Type here (i.e., AQHA, or Paint, or Clydesdale etc.)
- Registration ID (Optional) if the horse has a registration # through their breed association
 IE AQHA #
- Horse Open Divisions: Indicate which age division the exhibitor is entering in (Lead Line, Walk-Trot, Junior, & Open)
- Riding Discipline: Indicate if riding Western or English
- **Horse Vet Clinic** for emergency purposes, the exhibitor's horse vet clinic needs to be indicated

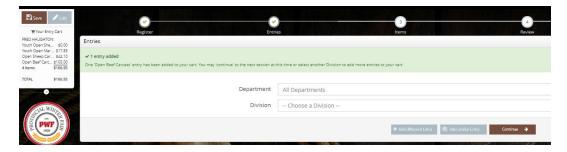
• Exhibitors' Date of Birth

Department	Horse - Open - Western
Division	Open Horse Western Show (Saturday)
Class *	01A: Showmanship - Walk Trot 01B: Showmanship - Junior 01C: Showmanship - Open 02: Leadline Suitability 03: Western Pleasure - Walk Trot 04: Western Pleasure - Junior 05: Western Pleasure - Junior 05: Western Pleasure - Open 06: Horsemanship - Walk Trot 07: Horsemanship - Junior 08: Horsemanship - Junior 10: Trail - Walk Trot 10: Trail - Junior 11: Trail - Junior 11: Trail - Open 12: Ranch Trail - Open 14: Keyhole - Junior (Games) 15: Keyhole - Open (Games) 16: Barrels - Junior (Games) 17: Barrels - Junior (Games) 18: Poles - Junior (Games)
Gender *	StallionMareGelding
Animal Name *	
Registration ID	
Breed-Sire/Dam	
Horse Vet Clinic *	
rse Open Divisions 🛊	Choose an Item
Riding Discipline *	Choose an Item
Member DOB *	曲
	Add Entry to Cart 🗸

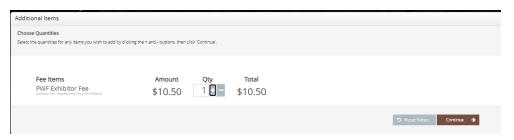
Class *	✓ 01A: Showmanship - Walk Trot 01B: Showmanship - Junior 01C: Showmanship - Open 02: Leadline Suitability ✓ 03: Western Pleasure - Walk Trot 04: Western Pleasure - Junior 05: Western Pleasure - Open ✓ 06: Horsemanship - Walk Trot 07: Horsemanship - Junior 08: Horsemanship - Open ✓ 09: Trail - Walk Trot 10: Trail - Junior 11: Trail - Open ✓ 12: Ranch Trail - Junior 13: Ranch Trail - Open ✓ 14: Keyhole - Junior (Games) 15: Keyhole - Open (Games)
	17 : Barrels - Open (Games) 18 : Poles - Junior (Games)
ĺ	19 : Poles - Open (Games)



• Click the Add Entry to Cart button.



- You will see the first exhibitor's cart is displayed on the left-hand side. If all the entries
 are completed for the first exhibitor, click CONTINUE
- It will then prompt you to add the exhibitor fee if this is the first entry for this member, then add 1, if it has already been paid by a 4-H Club and this entry is an additional Open Entry, then leave at 0 (zero) – and click Continue

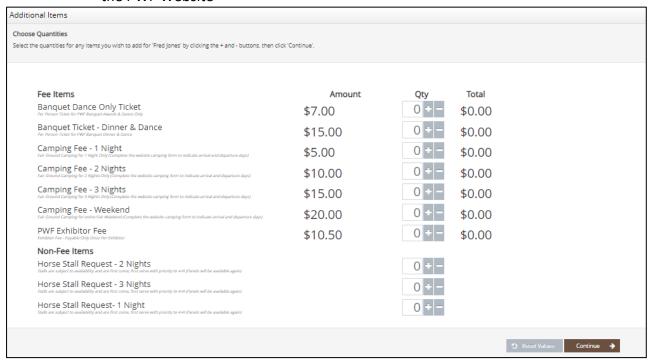


Repeat the steps above for each entry for the same exhibitor. Note that you may add many types of entries without logging off.

Once all entries for the same exhibitor have been completed, click **Continue**.

Additional Items: For Open Exhibitors – they may request/pay for Banquet Tickets, Camping and Horse Exhibitors May Request Horse Stalls

- Horse Stalls specific dates of arrival/departure will be retrieved via an online form on the PWF Horse Division Website
- Clubs can separately submit their Camping/Banquet Tickets through the forms on the PWF Website

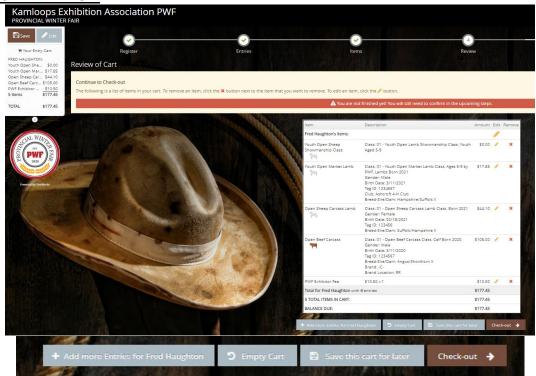


Step 3. Review

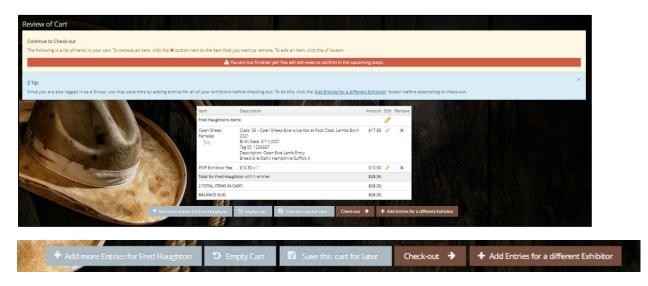
Review your entries and if there is an error you can "Edit" the entry or if you forgot to enter one you have the option to add more. If you save your cart, you can log out and come back later to finish it.

Review your entries and additional items for accuracy. Before checking out, you may add more entries or save this cart and log in to add more entries later. Note that your cart and login information are not saved until you click **Save This Cart**. Your exhibits are not registered until you click **Check-out**.

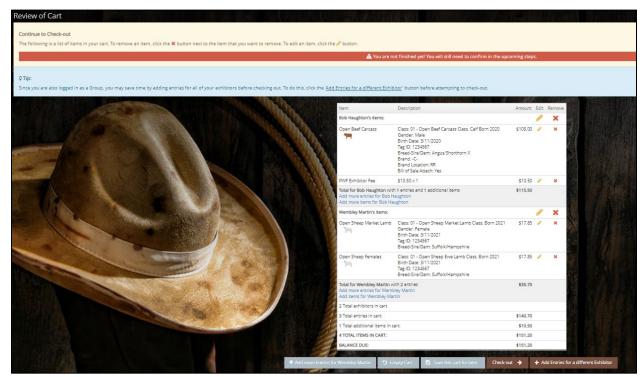
INDIVIDUAL EXHIBITOR:



Quick Group users: You may now click the button **Add Entries for a different Exhibitor**. This will take you back to Step 1 in order to create a new exhibitor within your Quick Group. Once you are done entering all group members, you can click **Check-out** to check out for all of your exhibitors at once.



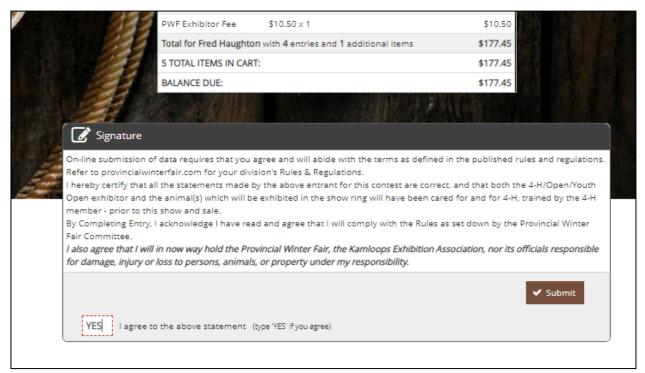
Once you have added all of the members in the QUICK GROUP you would click 'Check Out'



Step 4. Confirm

Type "Yes" in the red dashed box to indicate that you agree with 4-H & PWF rules and regulations. Click **Submit**.

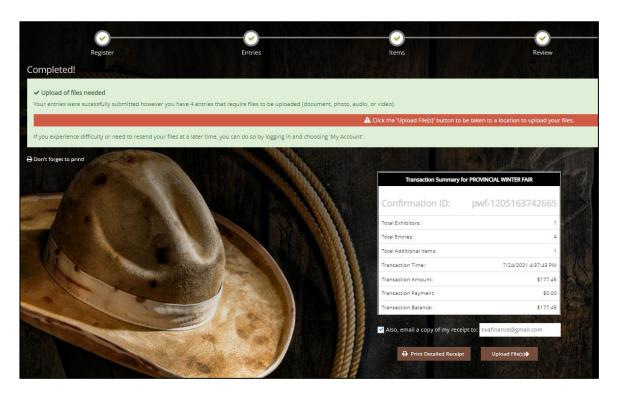




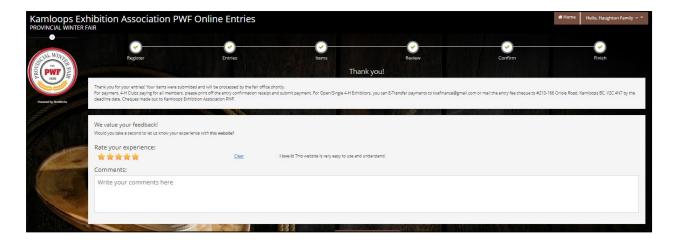
Review your summary of entries and additional items. You may print and request an e-mail of the receipt. If everything is correct, click **Finish**.

Remember that your entries are not "Entered" until you have completed the "Check Out" process. Your entries are not finalized until you have hit "Submit" and then "Finish" buttons.

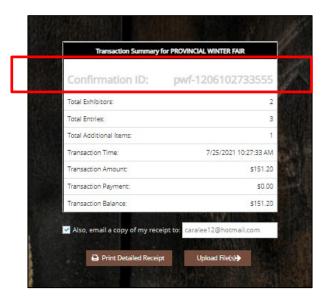
You may review your previous transactions and view your profile by clicking on your name in the top right corner of the page.



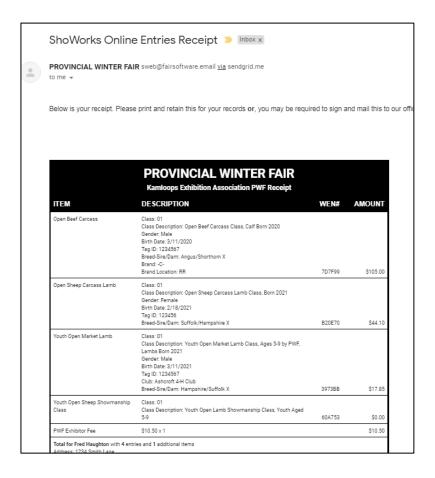
Your entries are now Entered and Submitted for Fair once you are on this screen.



PAYMENT - E-TRANSFERS: If paying by e-transfer to kxafinance@gmail.com, please use the Confirmation ID as the Message Subject so we can cross reference the payment to the entries.



RECEIPT: An emailed receipt can also be sent for your own records.



UPLOAD DOUMENTS

- i. YOU'RE NOT DONE YET Remember to Submit any required files for your entries:
- Beef, Sheep, Poultry Market & Carcass Steer Sale Photo https://forms.gle/weMTmPqe6ekaYVS6A
- Beef Female Lease Agreement or Beef Market Steer Bill of Sale https://forms.gle/hNsiXfcSU3YfcFCj6





SIGNING BACK INTO SHOWORKS ACCOUNT:

Signing Back into Provincial Winter Fair ShoWorks Online: Once an exhibitor is finalized, they can Sign In again as the Individual exhibitor "previously registered this year" and add more entries until the deadline.

Quick Groups: If you Log in as your "Quick Group" name, you will then have to sign in as the exhibitor that you want to add more entries for or you can add more exhibitors.

*Please Note - you cannot access transactions for an exhibitor that was made from a different login group (4-H Club, Individual Exhibitor or Quick Group) – you can only access the transactions made through the same method of login.

- i.e., you cannot access an exhibitor's 4-H Entries from the Individual Exhibitor Login, or an Individual Exhibitor's entry made in a Quick Group Transaction

ENTRY CORRECTIONS – you cannot access the entry information and edit it at a later date. Please contact pwfsecretary@gmail.com to inform them of any errors or omissions.

ADDITIONAL NOTES

*Even though each exhibitor has their own 'exhibitor' account set up with a password, note they will not have access to entries made under their name made through Club/Leader or Quick Group methods. But exhibitor profiles are updated between the different login methods.

*We recommend for leaders to make "Exhibitor Passwords" simple such as 123456 in the event members want to submit Open Entries for themselves under a quick group or exhibitor login

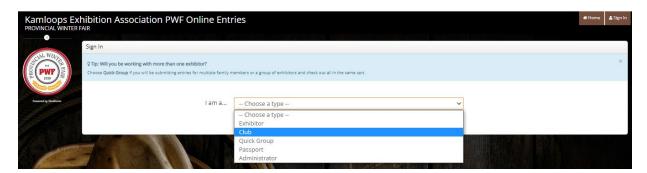
*The Exhibitor Name is a unique field, no 2 exhibitors can have the same name, therefore if members run into trouble, utilize a middle initial

<u>NOTE:</u> There is an autofill function to autofill a member's Date of Birth/Age for multiple entries (showmanship, judging etc) – this feature is in the top left corner

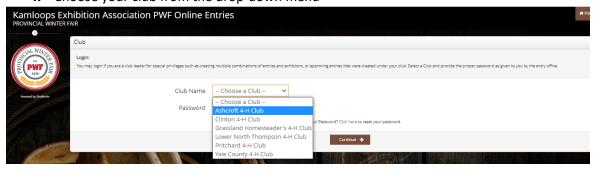


CLUB REGISTRATION:

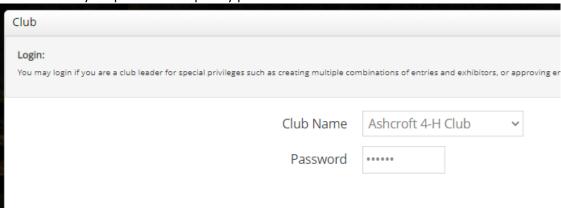
- 1. Leaders have been given a temporary password to initially login to their 4-H CLUB. The club login is basically acts as the same "Quick Group" function, but just for 4-H Entries Only.
 - a. Note: The Open Categories are still visible in the Club access, but please do not enter any Open entries under the Club Login function.
- 2. Clubs need to be pre-uploaded into the online data, so if your club is not listed, please inform pwfsecretary@gmail.com to have it added to the pre-existing list, or submit the request via the online form on the website for a 'new club'
- 3. Sign in under your club's temporary password



4. Choose your club from the drop-down menu



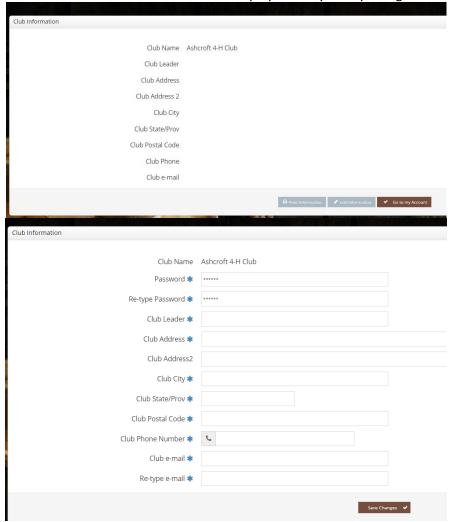
5. Enter your provided temporary password



6. Enter Club Profile Information: Your profile may be empty so fill in the "A" Leader information. Or

update the information that we have on file. Unfortunately, there is only room for one leader's information so various project leader's details cannot be included, but you can submit a leader information form accessible from the project's entry webpage.

- a. Click Edit Information to proceed entering club details and contact information.
- b. **Click Save Changes** when finished. You can edit your club password and change leader details in the future. Club Information is displayed every time you login to the Club.



Club	o Name	Ashcroft 4-H Club		
Passo	word *	•••••		
Re-type Passv	word *	•••••		
Club Le	ader 🗱	Bob Jones		
Club Add	dress 🛊	1234 Smith Road		
Club Ac	ddress2			
Club	City *	Ashcroft		
Club State/	Prov *	ВС		
Club Postal (Code *	V0K 2J0		
Club Phone Nur	mber 🗱	(250) 856-1234		
Club e-	-mail 🛊	kxafinance@gmail.com		
Re-type e-	-mail 🛊	kxafinance@gmail.com		
			Save Cha	nges 🗸
mation				
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Club Name				
Club Leader	Bob Jo	nes		
	Bob Jo	nes		
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Club Leader Club Address Club Address 2 Club City Club State/Prov Club Postal Code Club Phone	Ashcro BC V0K 2J (250) 8	nes Smith Road oft 0 856-1234 ance@gmail.com	t Information	Edit Information

CLUB 4-H EXHIBITOR REGISTRATION

1. When you complete the club information, you will be directed to the 'Account Information Page" where you can begin to enter 4-H Exhibitor entries.

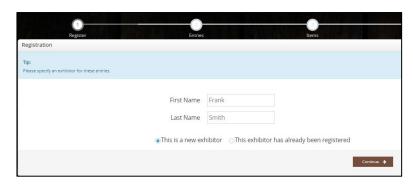


- 2. Click on Begin adding Exhibitors and Entries
 - a. As noted, before *We recommend for leaders to make "Exhibitor Passwords" simple such as 123456 in the event members want to submit Open Entries for themselves under a quick group or exhibitor login

- Also, The Exhibitor Name is a unique field, no 2 exhibitors can have the same name, therefore if members run into trouble, utilize a middle initial in the event the exhibitor has already entered an Open Entry
- c. Disregard "Approve Entries" this function is available if exhibitors had access entering their own 4-H entries, and then the leaders can simply go in and approve the entries. This is a function we can discuss next year to see how leaders would like to proceed.

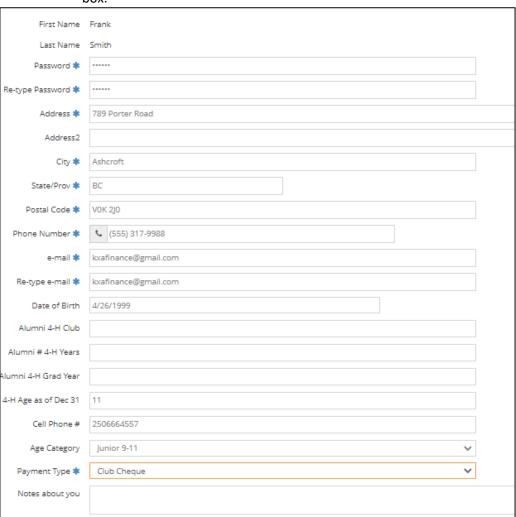


- 3. You will be prompted to "create exhibitor" profiles for each 4-H Member (refer to the INDIVIDUAL OPEN EXHIBITORS Registration instructions above)
 - a. Enter their First and Last Name



- b. Click on 'This is a new exhibitor"
- c. Click Continue
- d. Enter 4-H Member's Information
 - i. **Exhibitor password** keep it simple like 123456 is in the event the member is entering in open entries, they can re-use their existing Exhibitor profile using the password when entering in the Individual or Quick Group entry methods
 - ii. Address this will be the address for the sale cheques
 - iii. **Phone Number:** Contact phone number Main Contact number for parent/guardian
 - iv. **Email:** Contact e-mail for 4-H member (either for the member or their family contact)
 - v. Date of Birth: Enter in format (MM/DD/YYYY) *US Company
 - vi. Ignore Alumni Information, which is for Open Exhibitors Only
 - vii. **4-H Age as of Dec 31** this will determine the fair age bracket the member is entered for Judging and Showmanship
 - 1. Junior = ages 9-11; Intermediate = 12-14 & Senior = 15-19
 - Group Classes and Showing/Fitting use the standard 4-H Junior/Senior age groups [Junior = 9-12 & Senior = 13-19]

- viii. Cell Phone: Enter a cell phone number for text push notification from ShoWorks
- ix. **Age Category:** Select the age category based on their age as of the 31^{st of} December of the previous year.
- x. **Payment Type:** Indicate how you will be paying for the Club/Member's entry fees [Club Cheque to be mailed or E-Transfer. The 3rd Option Chq Mailed is only for Open Entries only.
- xi. **Hoodie Size:** We are providing exhibitors with hoodies this year, so please indicate the exhibitor's size Y = Youth Size & A = Adult Size (see the sizing in the open entry section of this guide)
- xii. A reminder that all exhibitors must submit a Media Release & Waiver Online via Google Forms https://forms.gle/hNsiXfcSU3YfcFCj6 (if known) or email the forms pwfsecretary@gmail.com
- xiii. **Notes about you** you can enter if they are multiple 4-H project members in this box.

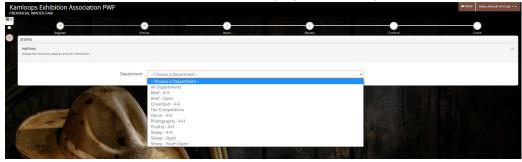


4. **Click Save Changes** and you will see the Exhibitor Registration Confirmation Window. Click **CONTINUE**

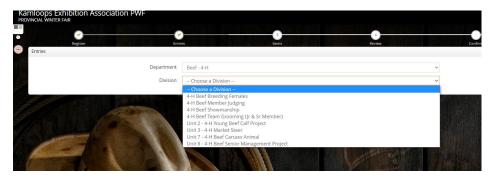


CLUB 4-H ENTRY REGISTRATION

- 1. Begin Entering the current member's 4-H Entries
- 2. Each member will need to be entered into:
 - a. Project Unit Classes, PLUS
 - b. Project Member Judging, PLUS
 - c. Project Showmanship
 - i. If a member is dual with several projects, they will need to be entered into the same 3+ classes for each project (Beef/Sheep/Photo etc.)
 - d. Click Department to filter out a certain project (4-H vs Open)

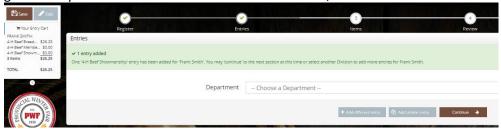


e. Click on Division for the individual project entry type

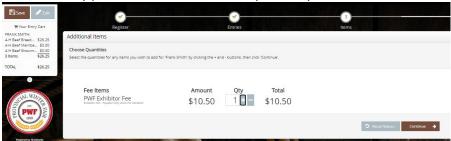


f. Click on the correct class of entry

g. When you are finished with one member's entries, click Continue



h. The Exhibitor Fee window will appear, add an exhibitor fee to the member if applicable, unless already paid with another club or Open Entry. CLICK Continue



BEEF 4-H

Beef Entry Fields

- •A Reminder for Beef, Sheep, and Poultry Market & Carcass entries must submit a Sale Photo by August 31 via an online Google Form (see website for current link)
- •A reminder that Beef Female Lease Agreement or Beef Market Steer Bill of Sale forms must be submitted by August 31 via an online Google Forms (see website for current link)
- •Gender: Indicate if it's a heifer or a steer (if requested)
- Animal Birth Date: (MM/DD/YYYY) *US Format since it's a USA Company
- Electronic # CCIA Tag # [15 digits required 124 000 xxx xxx xxx]
- •Breed Sire/Dam i.e., Angus/Hereford X
- •Brand: Use the brand or write it out in words if it's not feasible

i.e.: Bar C Bar = -C-

(or write None if has no brand)

- •Brand Location: Location of Brand i.e.: RR or Right Rib (or None if has no brand)
- Calf Entries for Cow Calf Entries will be a separate entry in order to collect all the Calf Information as well
 - Indicate the sex of the calf

• Optional: Indicate if you wish to sell the progeny in the sale with your entry or inform PWF Office at the fair

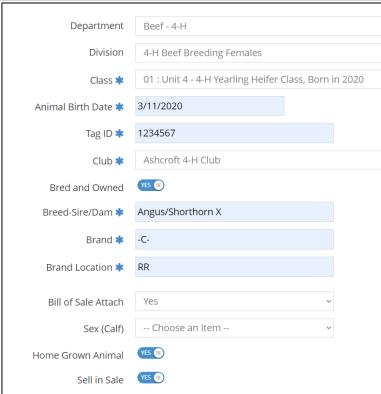
NOTE: There is an autofill function to autofill a member's Date of Birth/Age for multiple entries (showmanship, judging etc) – this feature is in the top left corner



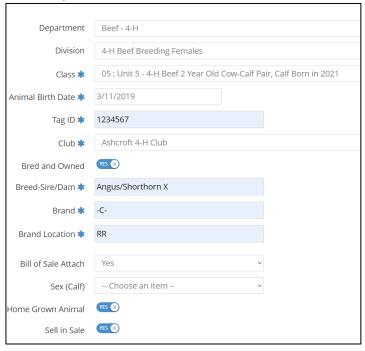
BEEF - BREEDING FEMALES:

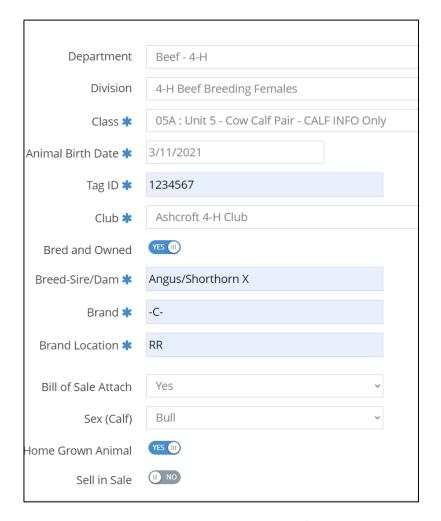
HEIFER



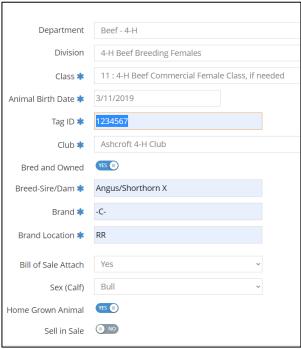


4-H COW CALF (2yr Old + Mature)

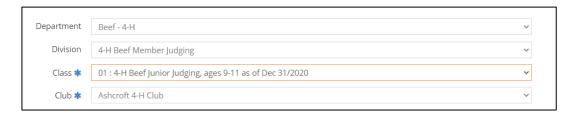




 Commercial Class, Enter the necessary non purebred females into this class in the event its needed if the Champion Females are not Commercial



 4-H BEEF MEMER JUDGING – All Beef Members must be entered in their respective PWF Age Category

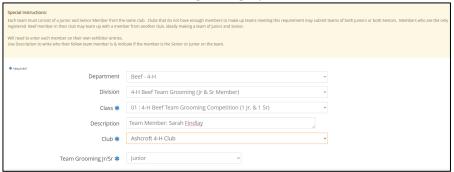


 4-H BEEF MEMER SHOWMANSHIP – All Beef Members must be entered in their respective PWF Age Category



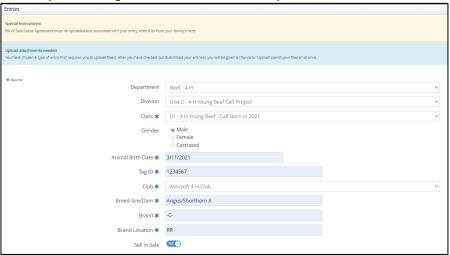
4-H BEEF TEAM GROOMING (1 JR & 1 SR)

- In Description enter the second team member here
- JUNIOR/SENIOR Indicate which age category member the member is for the team



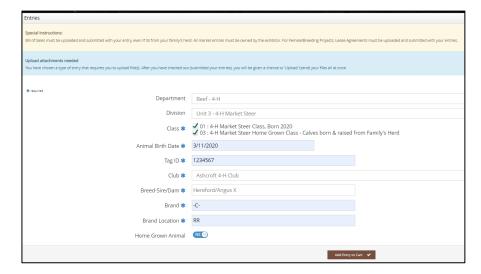
4-H YOUNG BEEF

• Same Entry Field categories as above, indicate if you wish to sell it in the sale if it your animal

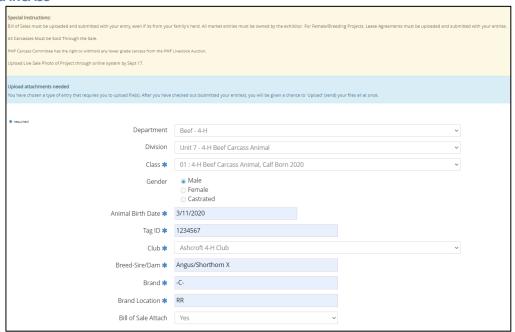


4-H MARKET STEER

 Enter the Steer in the Home-Grown Class to be eligible for the Home-Grown trophy (from your or your family's herd)



4-H BEEF CARCASS



CLICK ADD TO CART FOR EACH ENTRY



SHEEP 4-H

Each Member must enter into their unit work class, sheep member judging & sheep showmanship

NOTE: There is an autofill function to autofill a member's Date of Birth/Age for multiple entries (showmanship, judging etc) – this feature is in the top left corner



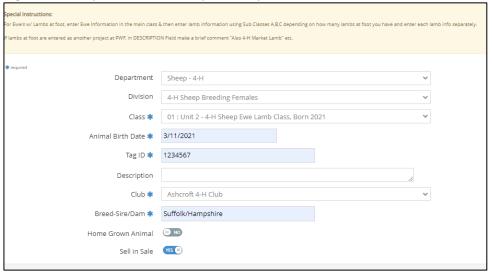
4-H Sheep Entry Fields

- **Gender:** Indicate if it's a whether or a ewe lamb
- Animal Birth Date (DOB): MM/DD/YYYY*US Format Since US Company
- Tag #: CSIP Tag # [15 digits required 124 000 xxx xxx xxx]
- Breed-Sire/Dam: Enter the breed of the sheep project i.e.: Suffolk/Hampshire X
- **Home Grown Animal:** Indicate if this animal is home grown when prompted, in addition to entering the project into the Home-Grown Class (Market Lambs only)
- **Sell in Sale:** For females, indicate if you wish to sell the project in the PWF Sale, can also inform PWF Office at the fair if sale status is unknown at time of entry
- **Description:** For lambs at foot, indicate if this project is a dual project elsewhere (i.e... 4-H Market Lamb etc.)

4-H SHEEP BREEDING FEMALES

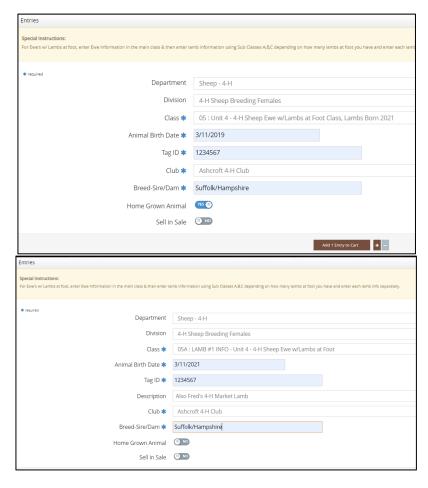
4-H Sheep Ewe Lamb/Yearling Ewe

- Ewe Lamb must be born in current year of show
- Yearling Ewe is one year old, born the previous year



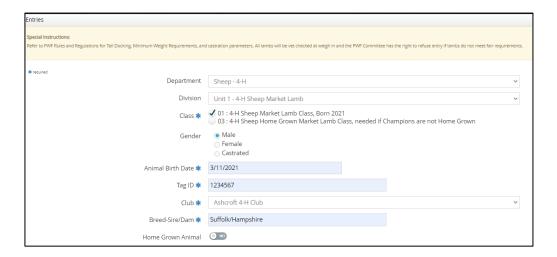
4-H Sheep Ewe w/ Lamb at Foot

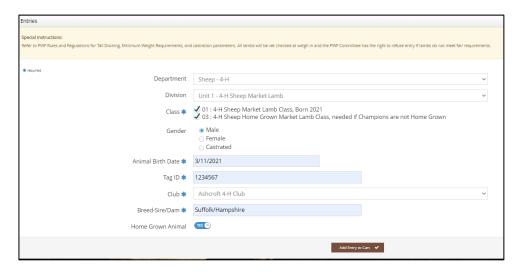
- Mature Ewe's details are to be listed under the Unit Class, with progeny listed under sub-classes A-C depending on how many lambs at foot there are
- **Description:** Indicate if this lamb is entered elsewhere in the fair



4-H Sheep Market Lamb

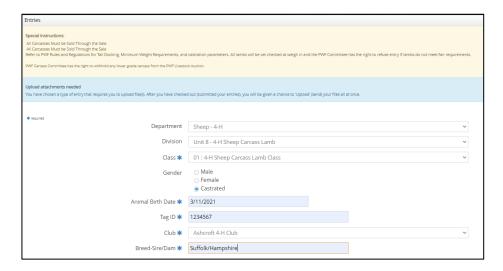
- Mark off the Home-Grown Class if the project is from the member's own herd or their family's herd, in addition to the Market Lamb Class
- Upload a Sale Photo of the market project to the Online Google Form





4-H Sheep Carcass Lamb

Upload a Sale Photo of the market project to the Online Google Form



4-H Sheep Member Judging

 Age Category based on PWF Age Category based on 4-H Age as of December 31 from the year before)



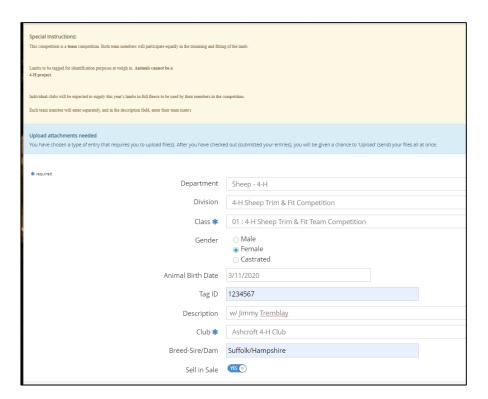
4-H Sheep Showmanship

 Age Category based on PWF Age Category based on 4-H Age as of December 31 from the year before)



4-H Sheep Trim & Fit Team Competition

- Enter the lamb's information for the lamb that you will be utilizing to shear for the competition so it can be adequately accounted for at weigh-in inspections
 - Date of Birth, Tag, Breed
- **Description:** Indicate who the member's teammate is for the competition, but each is to be entered individually under their exhibitor profile
- **Sell in Sale:** Indicate if the lamb will be sold in the sale

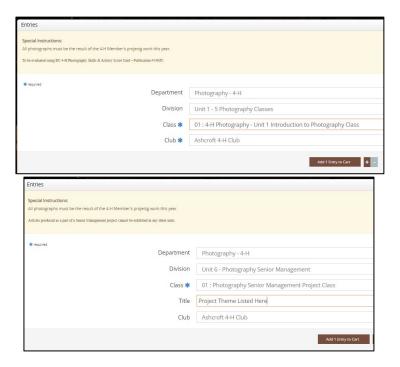


PHOTOGRAPHY – 4-H

Each Member must enter into their unit work class, photography member judging & showmanship, and then the Sale Portrait Class for those that wish to enter their project work in the PWF Sale

Photography Unit Work (Units 1-5) + Unit 6 Sr Management

Units are based on BC 4-H's Project Rules and Regulations



4-H Photography Member Judging

 Age Category based on PWF Age Category based on 4-H Age as of December 31 from the year before)



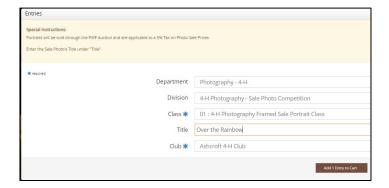
4-H Photography Showmanship

 Age Category based on PWF Age Category based on 4-H Age as of December 31 from the year before)



4-H Sale Portrait Class

- TITLE: Enter Sale Photo Title here
- UPLOAD DOCUMENT: A photo of the work will need to be submitted for the sale photo using the online Google Form



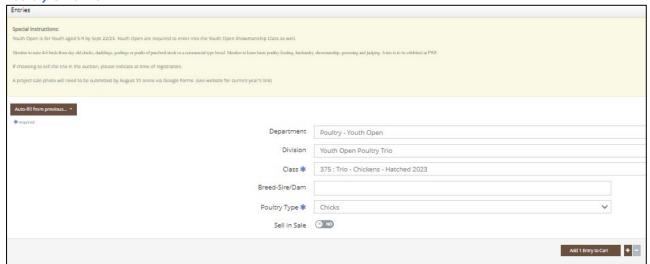
POULTRY - 4-H

Each Member must enter into their unit work class, poultry member judging & showmanship.

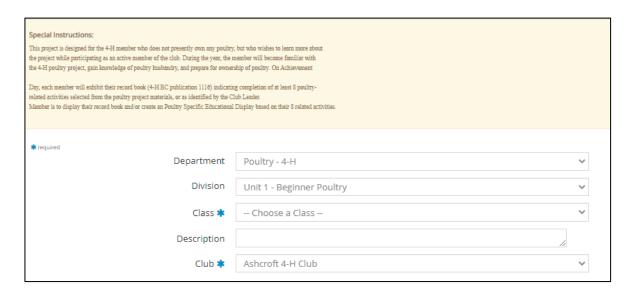
Poultry Entry Fields

- Breed Sire/Dam: Enter the Poultry Project's Breed(s); use comma for multiple breeds
- Enter Poultry Type: Chicks, Ducklings, Goslings, Poults, Specialty Birds
- Sell in Sale: Indicate if you wish to sell the project (s) in the PWF Sale

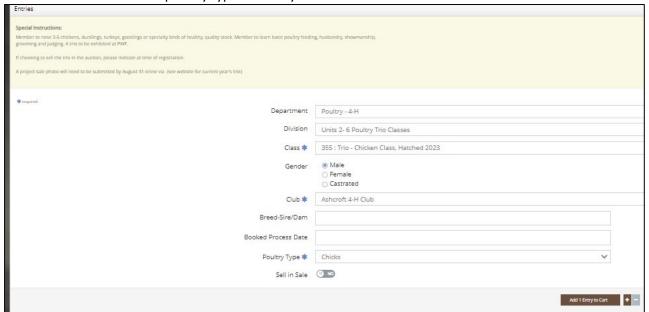
Poultry Unit Work



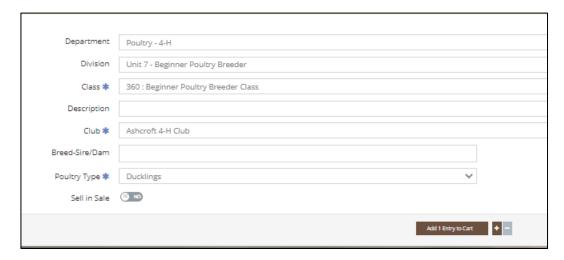
- Unit 1 Beginner Poultry
 - o Enter the title of your educational or display on your unit work



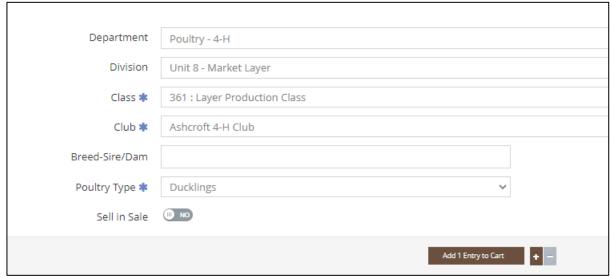
- Unit 2-6 Trios of Chickens, Turkeys, Geese, Ducks or Specialty Birds
 - Enter Breeds with commas, the gender (if known), the date of births & tag numbers/band colours for each trio bird
 - o Indicate if you wish to sell in the sale
 - Indicate which poultry type the entry is



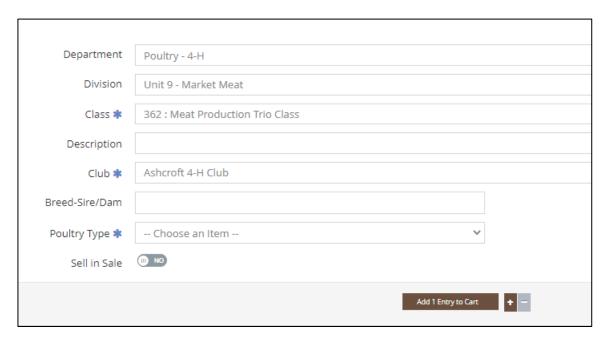
- Unit 7 Beginner Poultry Breeder
 - o Enter Breeds with commas
 - o Indicate if you wish to sell in the sale
 - Indicate which poultry type the entry is



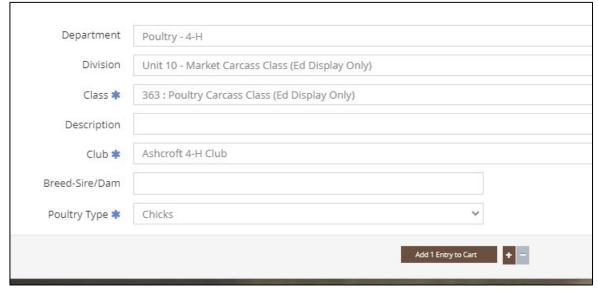
- Unit 8 Market Layer
 - Indicate the breeds of the brooders the eggs came from as well as if you wish to sell the eggs at the sale



- Unit 9– Market Meat
 - Enter Breeds with commas
 - o Indicate if you wish to sell in the sale
 - Indicate which poultry type the entry is



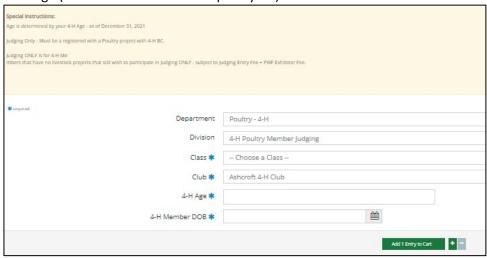
- Unit 10 Market Carcass Class (Ed Display Only)
- Due to processing dates, this project is an Educational Display project ONLY on the member's Carcass animal showcasing pictures and information on their Carcass project & grading to educate the public.



- Unit 11– Senior Management
 - Enter Breeds with commas, the gender (if known)
 - o Indicate if you wish to sell in the sale
 - Indicate which poultry type the entry is

4-H Poultry Member Judging

 Class Age Category based on PWF Age Category based on 4-H Age as of December 31 from the year before) Enter 4-H Age (as of December 31 of the prior year) and member Date of Birth



4-H Poultry Showmanship

- Class Age Category based on PWF Age Category based on 4-H Age as of December 31 from the year before)
- Enter 4-H Age (as of December 31 of the prior year) and member Date of Birth



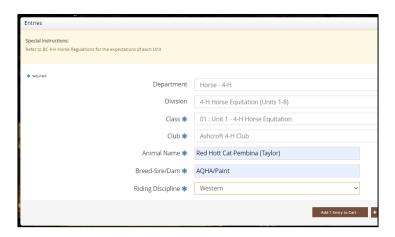
HORSE - 4-H

Horse Entry Fields

- Class Unit/Equitation Class per 4-H Unit Numbers, Showmanship, Judging, + Pleasure Classes are all required for each member unless just doing a "Judging" Only Entry
- Gender NO STALLIONS are permitted; please indicate if it's a Mare or Gelding
- Animal Name the Registered Name of the Horse, and then put Stable Name in Brackets
- Breed Sire/Dam: Input the Registered Horse Breed Type here (i.e., AQHA, or Paint, or Clydesdale etc.)
- Registration ID (Optional) if the horse has a registration # through their breed association – IE AQHA #
- Riding Discipline: Indicate if riding Western or English

- Horse Vet Clinic for emergency purposes, the exhibitor's horse vet clinic needs to be indicated
- 4-H Member's Age & Date of Birth

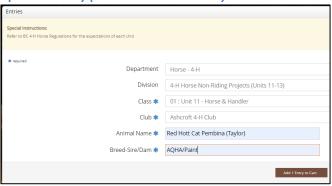
Equitation Units 1-8



4-H Young Horse (Units 9 & 10)



Non-Riding Horse Projects (Units 11-13) (not available in 2023)



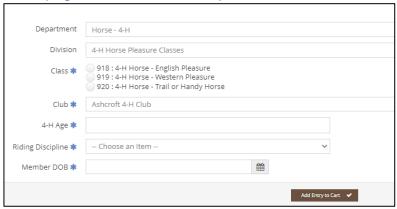
4-H Member Horse Judging (by PWF Age Group Category)



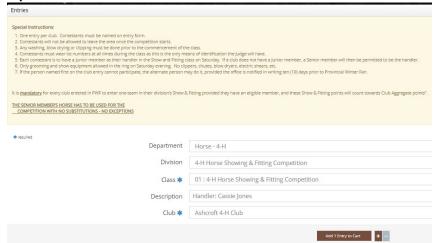
4-H Member Showmanship (by PWF Age Group Category)



4-H Horse Pleasure Classes (English or Western Pleasure)

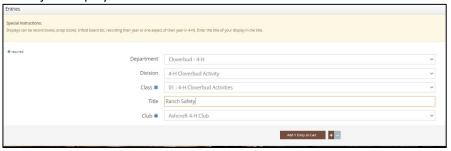


- Horse Showing & Fitting Competition is listed as well, each club is required to have one entry for Club Aggregate purposes (not available in 2023)
 - **Description:** Indicate the Handler's name



CLOVERBUD - 4-H

- This is for the 4-H Cloverbuds that will have be included in fun activities and have their own project display at the fair
- **TITLE:** Enter Project Display Title



FAIR COMPETITIONS

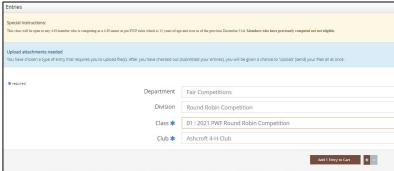
4-H Educational Display Competition

- TITLE: Enter Display's title here
- **DESCRIPTION:** Enter the individual members that created the display, or if it's a whole club effort leave it empty
- Can upload 4-H Educational Display form via online Google Form https://forms.gle/7hTW48HNk6y8s6vu8



Round Robin

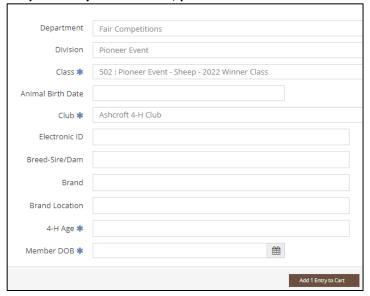
- Submit for the Round Robin Event
 - Enter member's age and date of birth
- Round Robin Form will need to be submitted via online Google Form (see website for form submission link)



Pioneer Event

^{*}Complete this as a separate entry/cart as payment is made out to the Pioneer Event, not to the KXA-PWF

- Class: Enter either the Beef, Sheep, or Poultry Class
- Form Acknowledgement: Each exhibitor has to submit the Pioneer Form via online Google Form (see website or page 1 of this manual for form submission link)
- **Age Limits:** Members must have completed a full year of project work the year before in the same project they are competing in.
- Event Fees are now complimentary as of 2022 where all members with at minimum of one prior project year at PWF to qualify.
- The Pioneer Event Waiver Form will have to be submitted online as well with entry to online Google Form (see website for current year's link)
- For previous year's winners, please enter the animal's information.



CLUB CART REVIEW

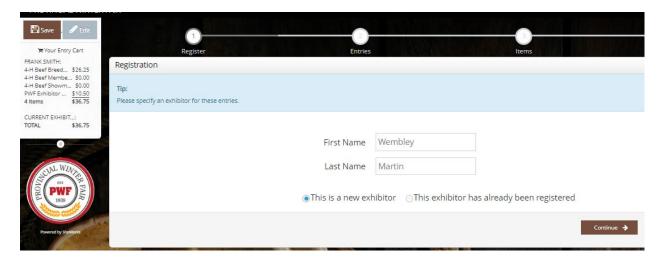
ADD ENTRIES FOR A DIFFERENT EXHBITOR

Once you have completed one member, you will be on the Cart Review Screen, click "ADD ENTRIES
TO A DIFFERENT EXHIBITOR" and

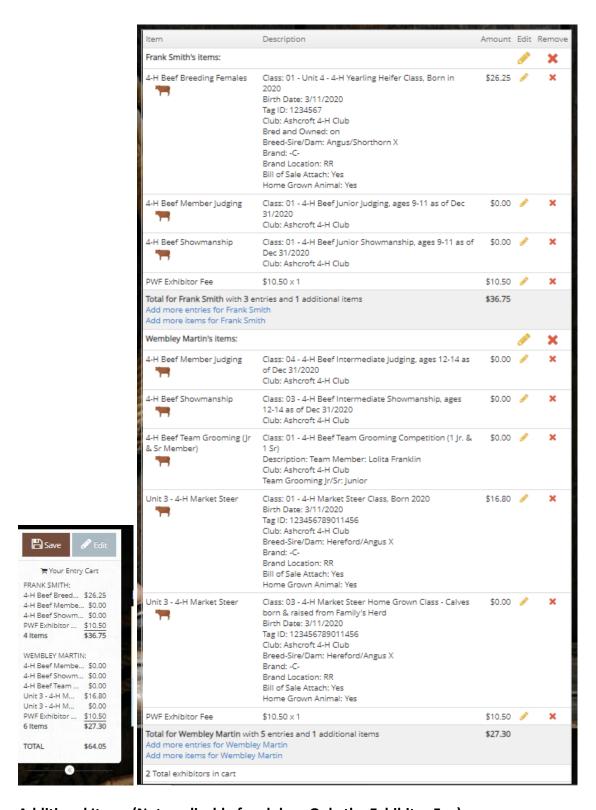




• And then repeat the individual exhibitor entry process until all members in your club are accounted for.



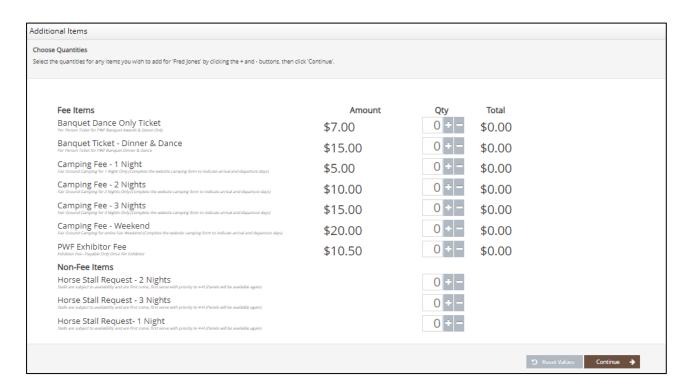
- Once you have multiple member's entries in your cart, you will see it on the left-hand side of the screen as you are adding entries to your club's Cart.
- **CONFIRM Details:** When you return to the Cart Review you will see the details of each entry (DOB, Tag # etc.) so you can review and edit any necessary changes, if required.



Additional Items (Not applicable for clubs – Only the Exhibitor Fee):

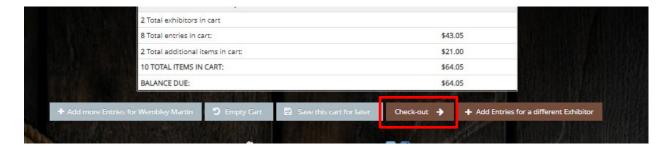
For Open Exhibitors – they may request/pay for Banquet Tickets, Camping and Horse Exhibitors May Request Horse Stalls

- Horse Stalls specific dates of arrival/departure will be retrieved via an online form on the PWF Horse Division Website
- Clubs can separately submit their Camping/Banquet Tickets through the forms on the PWF Website

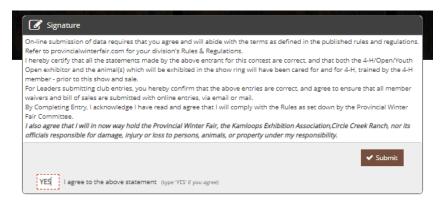


CLUB CHECK-OUT

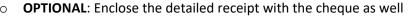
- When you are satisfied with your club entries, CLICK CHECK-OUT on Cart Review Screen
- Exhibitor sub-totals are displayed which is beneficial for reconciling if members pay the club and then then the club pays one entire cheque to Provincial Winter Fair
- You may save your cart and return to it later if you are waiting on any information from a club member. All fields with a BLUE * are required before proceeding to the next screen

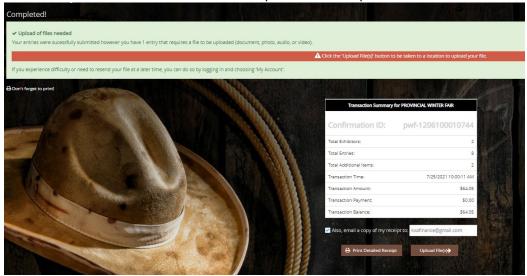


• **LEADER ACKNOWLEDGEMENT:** As a leader you are acknowledging that all information is complete and accurate. Members and their guardians will also be submitting an exhibitor liability/media release form via an online Google Form Submission (see page 1 for the 2023 link)



• **ENTRY CONFIRMATION:** When the entries have been submitted, you will receive a confirmation ID. Please put this as a reference on the Cheque/payment via e-Transfer so the payment can be reconciled to the correct entries.





• RECEIPT IS EMAILED: A copy of your entries will be sent to the Club Leader's email as confirmation of your club entries. The receipt breaks up each member into its own section.

PROVINCIAL WINTER FAIR Kamloops Exhibition Association PWF Receipt				
ITEM	DESCRIPTION	WEN#	AMOUNT	
4-H Beef Member Judging	Class: 04 Class Description: 4-H Beef Intermediate Judging, ages 12-14 as of Dec 31/2020 Club: Ashcroft 4-H Club	3E1AF2	\$0.00	
4-H Beef Showmanship	Class: 03 Class Description: 4-H Beef Intermediate Showmanship, ages 12-14 as of Dec 31/2020 Club: Ashcroft 4-H Club	082EFD	\$0.00	
4-H Beef Team Grooming (Jr & Sr Member)	Class: 01 Class Description: 4-H Beef Team Grooming Competition (1 Jr. & 1 Sr) Description: Team Member: Lolita Franklin Club: Ashcroft 4-H Club Team Grooming Jr/Sr: Junior	01D570	\$0.00	
Unit 3 - 4-H Market Steer	Class: 01 Class Description: 4-H Market Steer Class, Born 2020 Birth Date: 3/11/2020 Tag ID: 123456789011456 Club: Ashcroft 4-H Club Breed-Sire/Dam: Hereford/Angus X Brand: -C- Brand Location: RR Bill of Sale Attach: Yes Home Grown Animal: Yes	1DAF8C	\$16.80	
Unit 3 - 4-H Market Steer	Class: 03 Class Description: 4-H Market Steer Home Grown Class - Calves born & raised from Family's Herd Birth Date: 3/11/2020 Tag ID: 123456789011456 Club: Ashcroft 4-H Club Breed-Sire/Dam: Hereford/Angus X Brand: -C- Brand Location: RR Bill of Sale Attach: Yes Home Grown Animal: Yes	2A92B1	\$0.00	
PWF Exhibitor Fee	\$10.50 x 1		\$10.50	

Total for Wembley Martin with 5 entries and 1 additional items Address: 2200 DeLeeuw Road City: Knutsford

State/Prov: BC Postal Code: V0E 2A0 Phone: (250) 555-7894 e-mail: kxafinance@gmail.com DOB: 5/3/2008

Exhibitor Notes: For Youth Open/Opens - write the club they are affiliated with here

A-H Age as of Dec 31: 12
Cell Phone #: 2505551234
Age Category: Intermediate 12-14
Payment Type: Club Cheque
Waiver Submitted: Yes

TRANSACTION TIME:

TOTAL: \$27.30 PAYMENTS: \$0.00 BALANCE DUE: \$27.30 EXHIBITOR NAME: Wembley Martin pwf-1206100010744 CONFIRMATION ID:





Thank you for your 2021 Provincial Winter Fair entries! Please proceed and e-transfer payment to kxafinance@gmail.com using the Web Confirmation ID as the reference, or mail us a cheque payment with your Receipt/Entry Confirmation enclosed. Cheques are payable to Kamloops Exhibitions Association PWF. See you at the fair!

7/25/2021 10:00:10 AM

	PROVINCIAL WINT	ER FAIR				
	Kamloops Exhibition Association	PWF Receipt				
ITEM	DESCRIPTION		WEN#	AMOUNT		
4-H Beef Breeding Females	Class: 01 Class Description: Unit 4 - 4-H Yearling Born in 2020 Birth Date: 3/11/2020 Tag ID: 1234567 Bred and Owned: Yes Club: Ashcroft 4-H Club Breed-Sire/Dam: Angus/Shorthorn X Brand: -C- Brand Location: RR Bill of Sale Attach: Yes Home Grown Animal: Yes) Heifer Class,	CBDAD2	\$26.25		
4-H Beef Member Judging	Class: 01 Class Description: 4-H Beef Junior Jud as of Dec 31/2020 Club: Ashcroft 4-H Club	lging, ages 9-11	CFDB13	\$0.00		
4-H Beef Showmanship	Class: 01 Class Description: 4-H Beef Junior Sho 9-11 as of Dec 31/2020 Club: Ashcroft 4-H Club	owmanship, ages		,		
DIAG Substitute Substi			06353B	\$0.00		
PWF Exhibitor Fee	\$10.50 x 1 th 3 entries and 1 additional items			\$10.50		
kxafinance@gmail.com	\$36.75 \$0.00 \$36.75 Frank Smith	ference, or mail us a	cheque pay	ment with		
See you at the fair!			IIONS ASSOCIS	ALION PVVP.		
к	PROVINCIAL WINT		,			
2 Total exhibitors in car	t					
8 Total entries in cart:				\$43.05		
2 Total additional items				\$21.00		
10 TOTAL ITEMS IN CAI	RT:			\$64.05		
PAYMENTS:				-\$0.00		
BALANCE DUE:				\$64.05		
CONFIRMATION ID:			pwf-120	6100010744		
Transaction Time: 7/25/2021 10:00:10 AM						

UPLOAD DOCUMENTS

- o MARKET PROJECTS Upload Bill of Sale (Beef Only) and Sale Photo
 - Bill of Sales and any other applicable forms submitted via Online Google Form https://forms.gle/hNsiXfcSU3YfcFCj6
 - Sale Photos via online Google Form to https://forms.gle/weMTmPqe6ekaYVS6A
- Beef Females upload a copy of the bill of sale or lease agreement via Online Google Form https://forms.gle/hNsiXfcSU3YfcFCj6

- SALE PHOTOGRAPHY Sale Photo via online Google Form to <u>https://forms.gle/weMTmPqe6ekaYVS6A</u>
- Round Robin/Pioneer Event Form via Online Google Form https://forms.gle/hNsiXfcSU3YfcFCj6
- Other Projects wishing to sell in the sale submit a Sale Photo via online Google Form to https://forms.gle/weMTmPqe6ekaYVS6A