Online Registration & Entry for the 2021 Provincial Winter Fair

Online Entry deadline – August 31, 2021 at 11:59 PM

Late Entries accepted until September 7, 2011 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 scan and email to pwfsecretary@gmail.com.
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. The online entry system will prompt you to attach it. If you do not have a digital Bill of Sale copy at the time of your entry, you can submit it by later by logging back into your Club/Exhibitor login and attach at a later time. Bill of Sales are due by September 17, 2021.

All Sale Market Entries will also prompt for you to upload a sale picture, again you can attach &upload it later after you submit your actual entry – Sale Photos If you have questions, please reach out to pwfsecretary@gmail.com . Photos are due by September 17, 2021

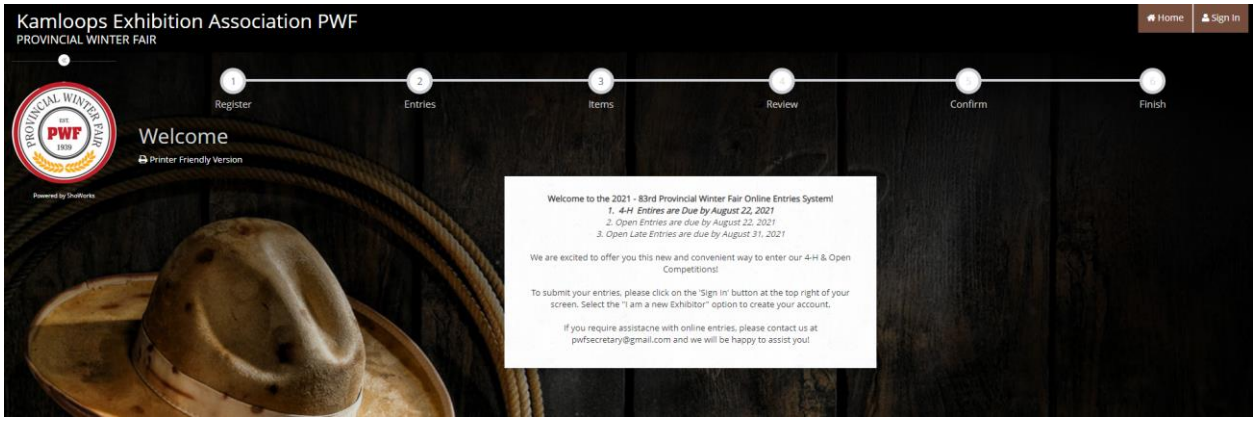
There are 3 different ways you can create an account in ShoWorks.
Be sure and save your password in case you need to log back in to your account at a later time.

1. Register as a **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). For 2021, 4-H entries will be accessible for members to complete 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, attach necessary documents (Bill of Sale/Sale Photos), etc. as often as needed.

If you have lost your password, please click the "Forgot your password?" linkon 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


Kamloops Exhibition Association PWF
PROVINCIAL WINTER FAIR
Home
Sign In
1 Register
2 Entries
3 Items
4 Review
5 Confirm
6 Finish
PROVINCIAL WINTER FAIR
PWF
1939
Powered by ShowWorks
Welcome
Printer Friendly Version
Welcome to the 2021 - 83rd Provincial Winter Fair Online Entries System!
1. 4-H Entires are Due by August 22, 2021
2. Open Entries are due by August 22, 2021
3. Open Late Entries are due by August 31, 2021
We are excited to offer you this new and convenient way to enter our 4-H & Open Competitions!
To submit your entries, please click on the 'Sign In' button at the top right of your screen. Select the "I am a new Exhibitor" option to create your account.
If you require assistacne with online entries, please contact us at pwfsecretary@gmail.com and we will be happy to assist you!

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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. 24

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<u>CLUB REGISTRATION:</u>

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.

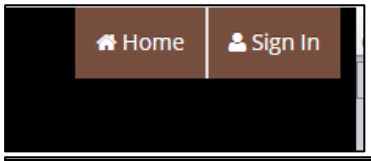
Club Instructions are in the 2nd Half of this document

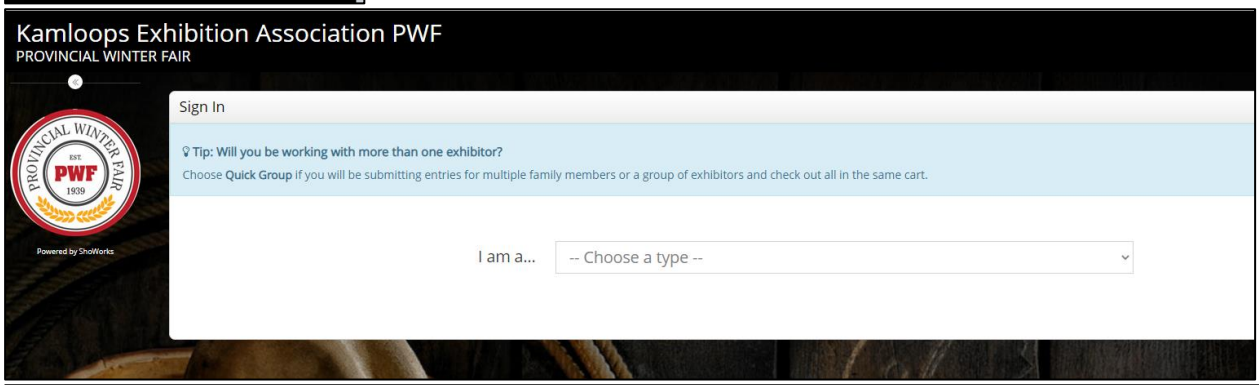
I. For Open Exhibitors

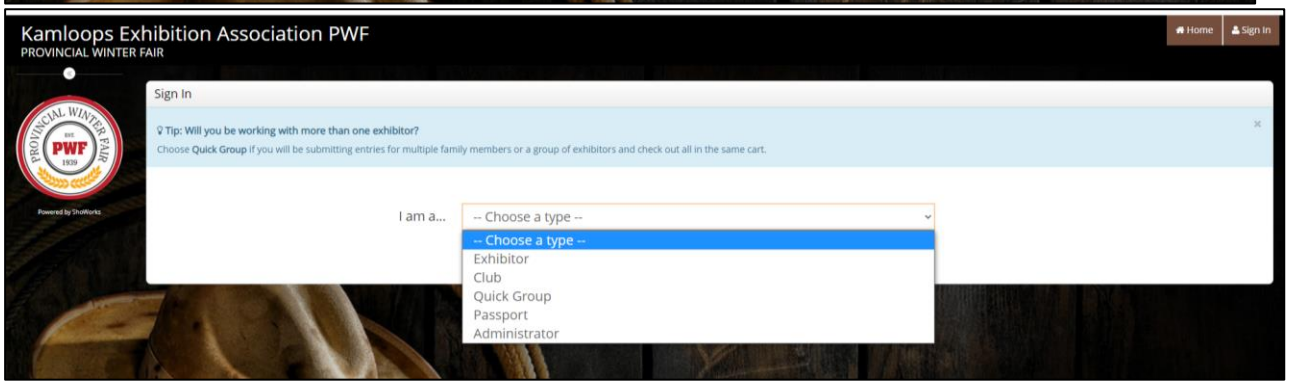
Step 1. Register

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 family)

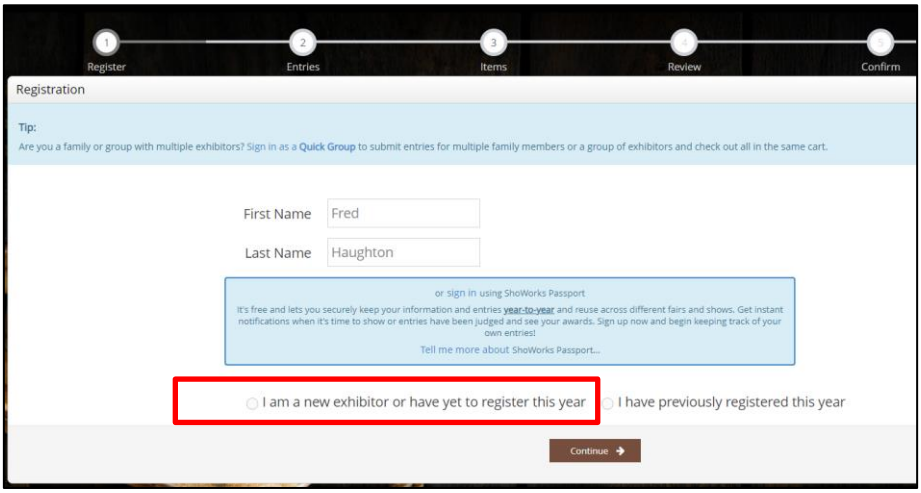


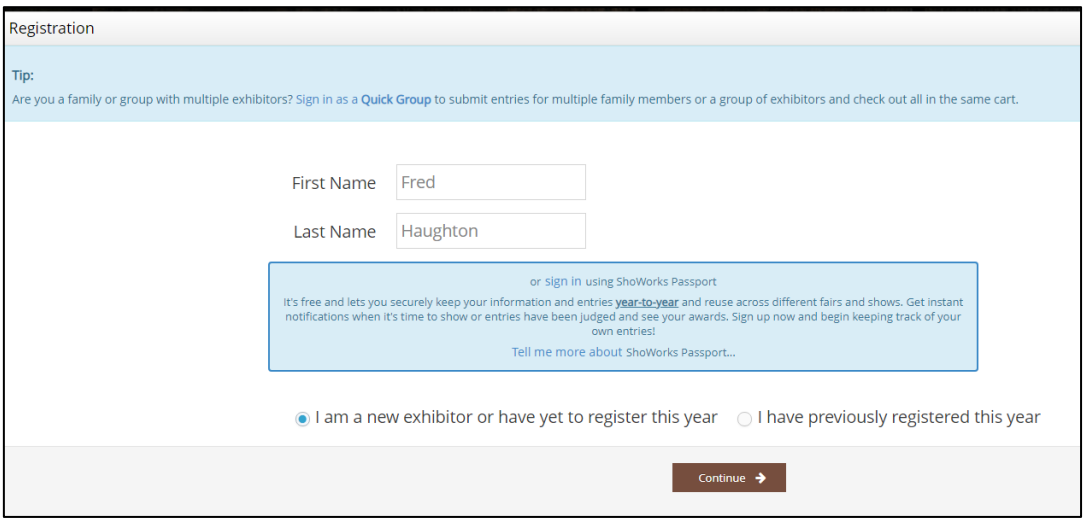




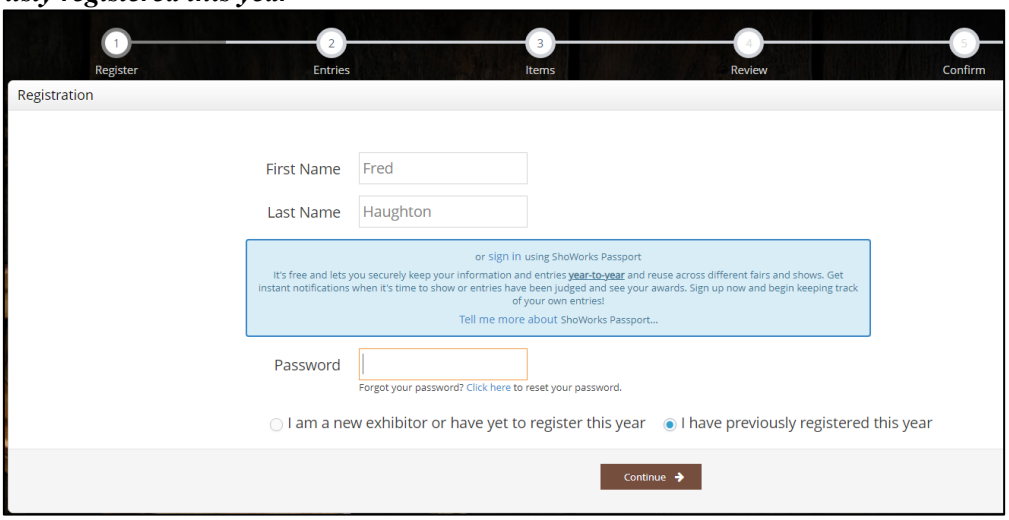
INDIVIDUAL OPEN EXHIBITORS Registration

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"***



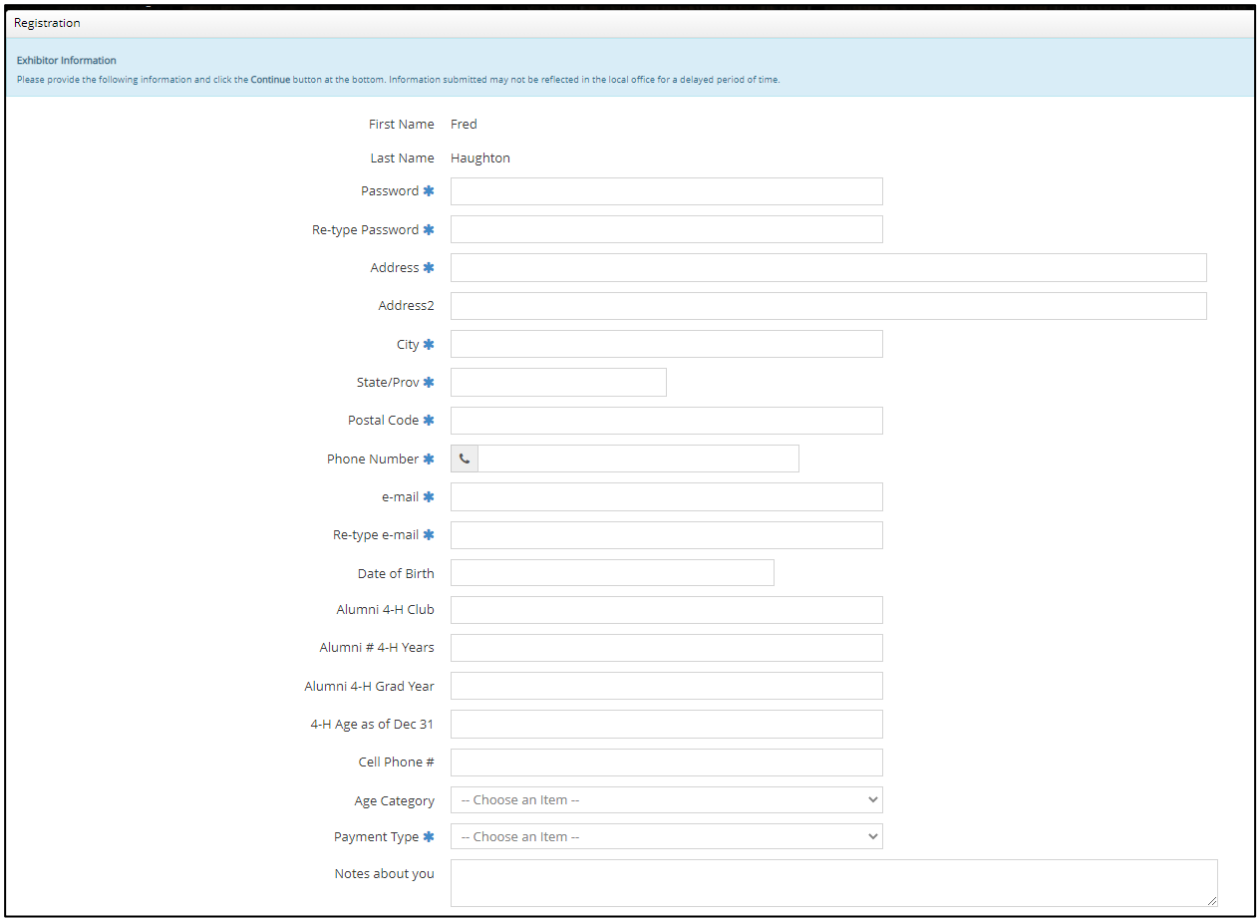


Note – If you return to add entries or return to a previously started entry cart – you would click on "I have previously registered this year"

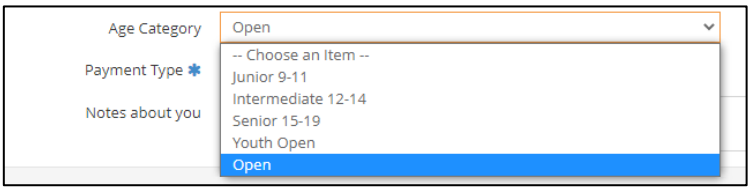


Set Up Profile

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.



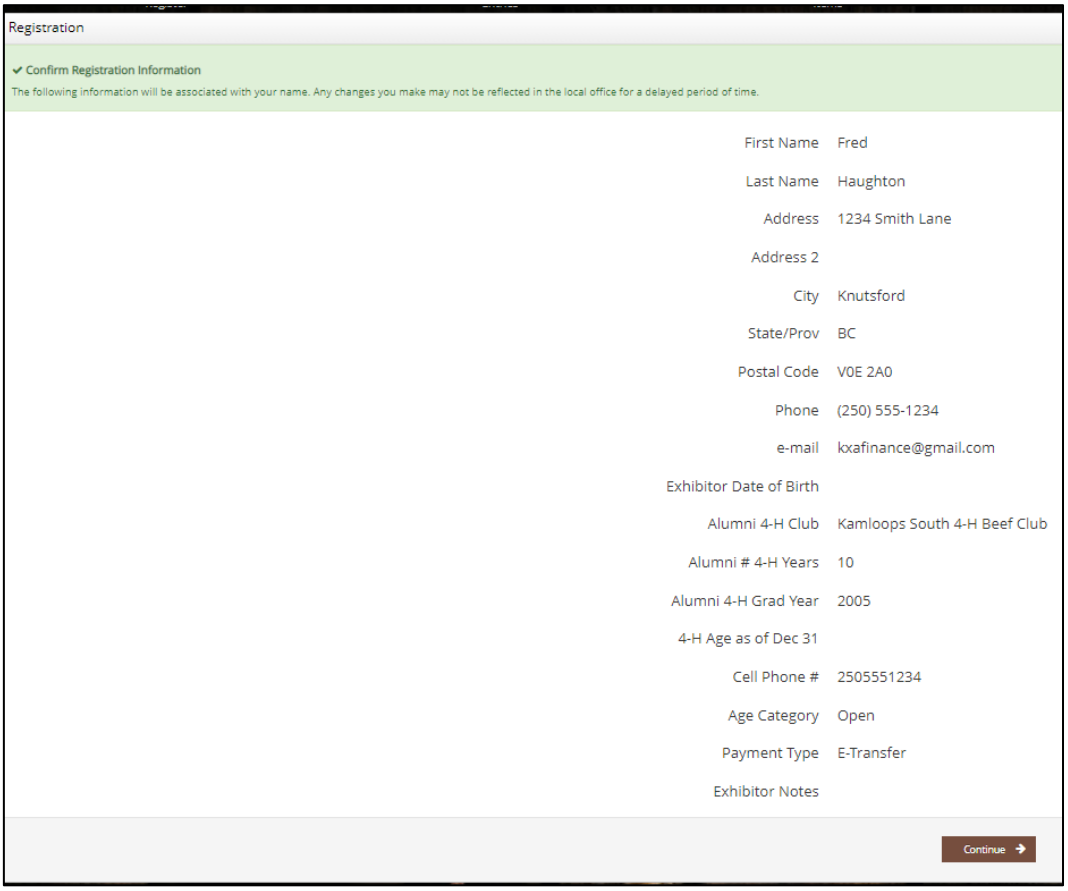
- ***Password*** *– set up a password for your exhibitor login ie 123456 etc*
- ***Address*** *– Fill in Complete Address (as this will be your Sale Cheque address as well)*
- ***Phone # & Contact Email*** *– enter contact information for the exhibitor*
- ***Date of Birth – MM/DD/YYYY*** **US Company Only applicable for YOUTH OPEN*
- ***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.*
- ***Cell Phone #*** *- enter a secondary contact number if the Main Phone # is a home contact number*
- ***Age Category*** *– Choose YOUTH OPEN or OPEN Entry*



- ***Payment Type*** *– indicate if you are e-transferring or sending in a cheque for entry payment*
- ***Notes about you****: If you are affiliated with a 4-H Club, please indicate here which club*

First Name	Fred
Last Name	Haughton
Password *	••••••
Re-type Password *	••••••
Address *	1234 Smith Lane
Address2	
City *	Knutsford
State/Prov *	BC
Postal Code *	V0E 2A0
Phone Number *	(250) 555-1234
e-mail *	kxafinance@gmail.com
Re-type e-mail *	kxafinance@gmail.com
Date of Birth	04/13/1986
Alumni 4-H Club	Kamloops South 4-H Beef Club
Alumni # 4-H Years	10
Alumni 4-H Grad Year	2005
4-H Age as of Dec 31	
Cell Phone #	2505551234
Age Category	Open
Payment Type *	E-Transfer
Notes about you	

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.

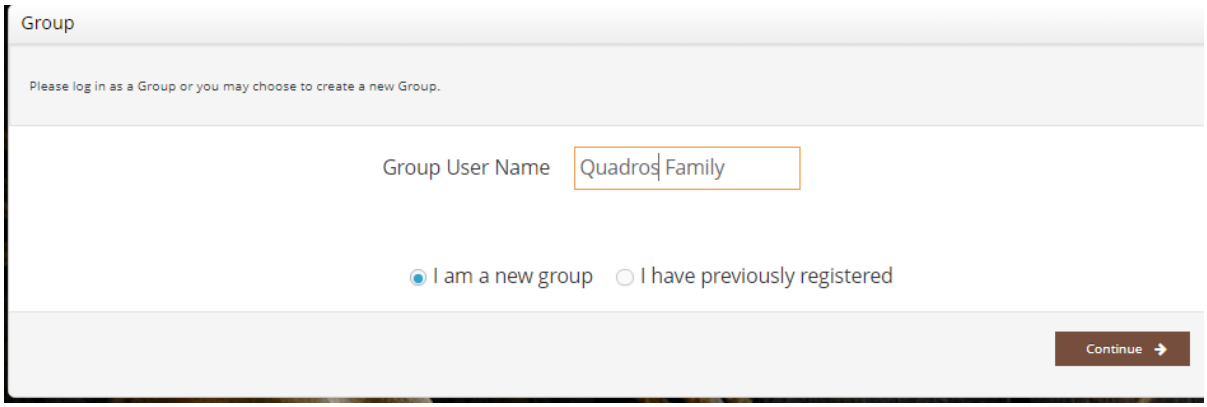


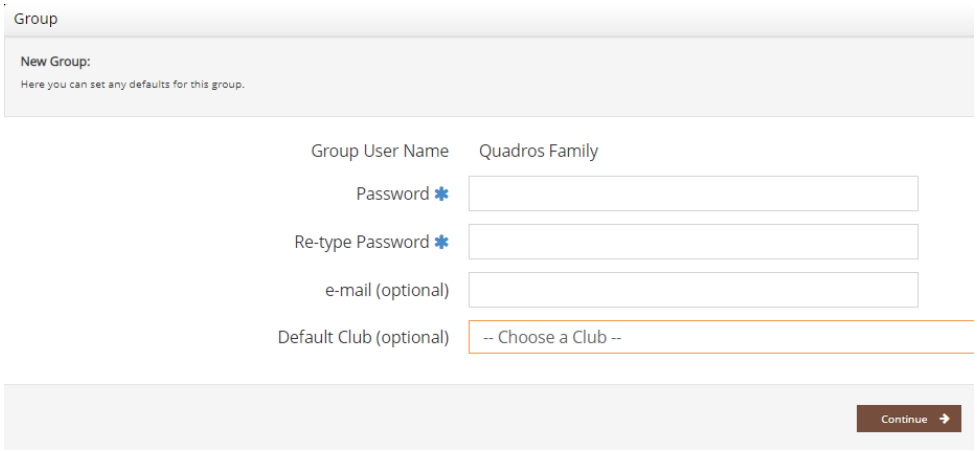
QUICK GROUP ENTRY Registration

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

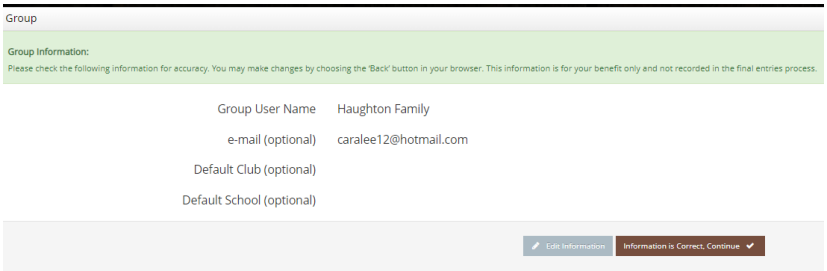
Quick Group users only: Quick Groups are useful for families with multiple open exhibitors.

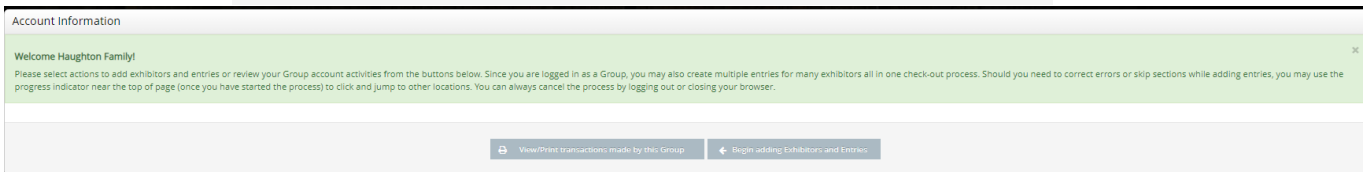
To create a Quick Group, enter a username and password for your group. Write them down so that you can log in again later to add exhibitors or entries or to view your registration history.

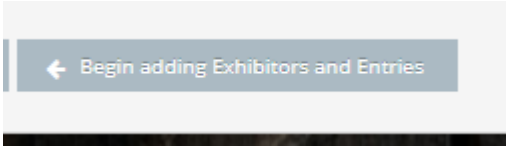




- FYI: The Group User Name is a unique field, there can't be more than one of the same group name
- Enter a Password ie 123456
- Enter an email
- Do Not Enter a Club as 4-H Entries are only accessible to club leaders through the "Club Login"



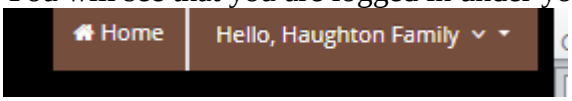


Click on "Begin Adding Exhibitors and Entries" 

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.

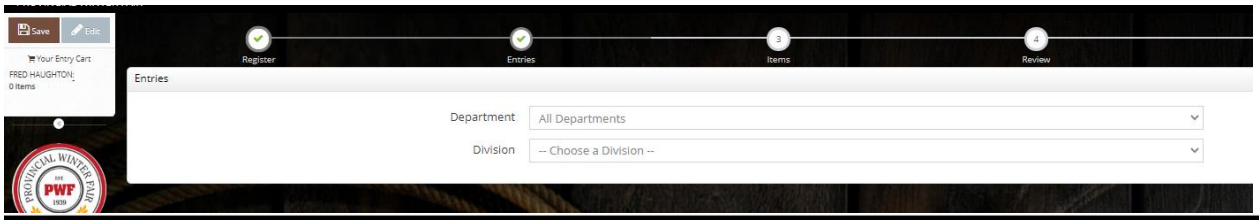
You will see that you are logged in under your quick group in the right top corner

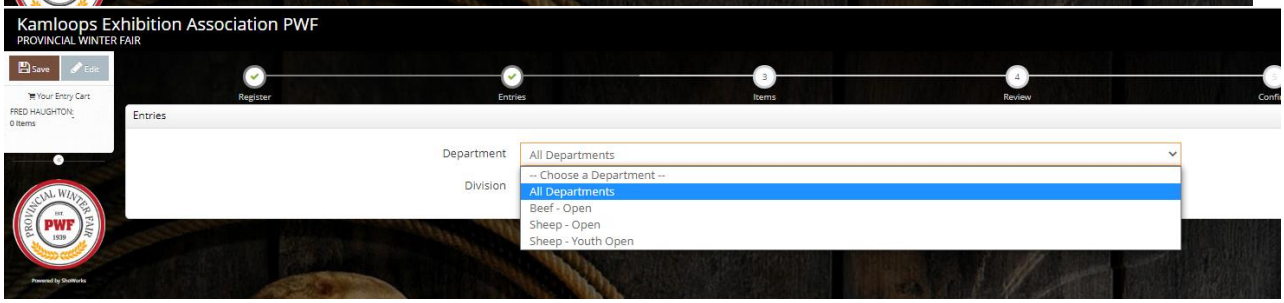


Step 2. OPEN Entries

You will now select the Department, Division, Class for each exhibit. After you “Add entry to Cart” you will be given the option to add more exhibits or to “Check Out”

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

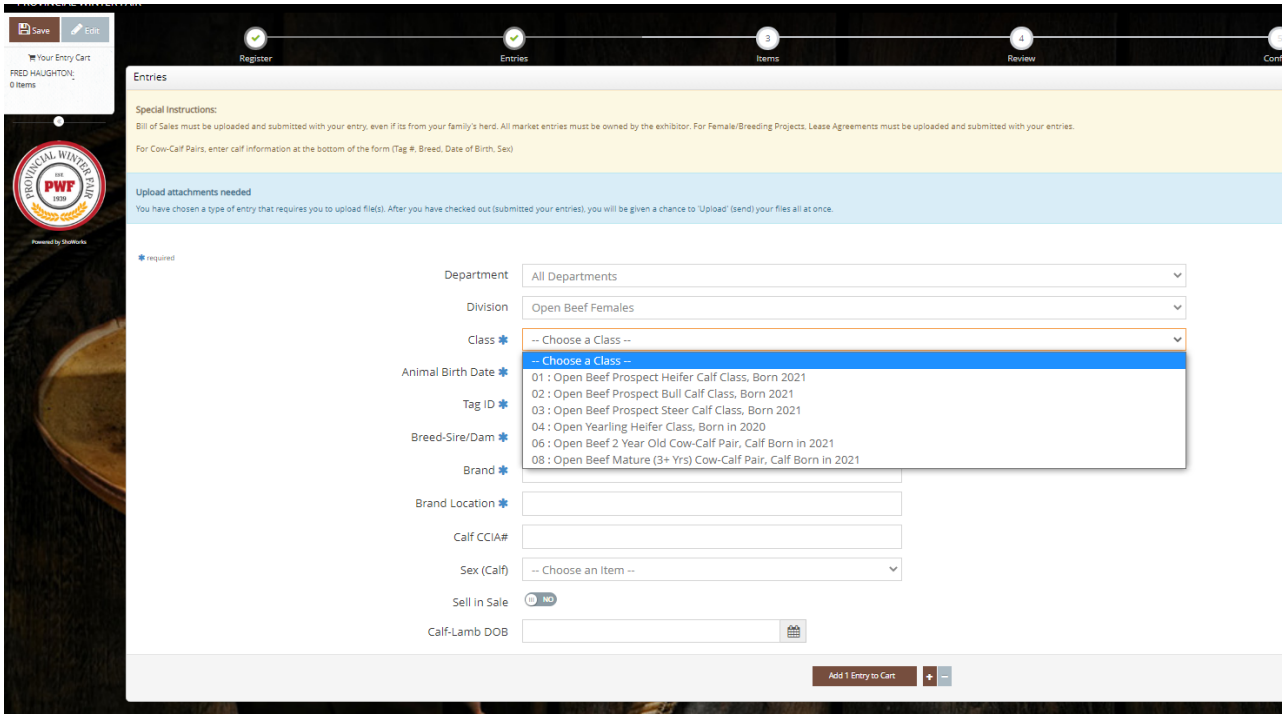




Then choose a **Division** for the entry. It may be helpful to consult the fair book whenchoosing Divisions:

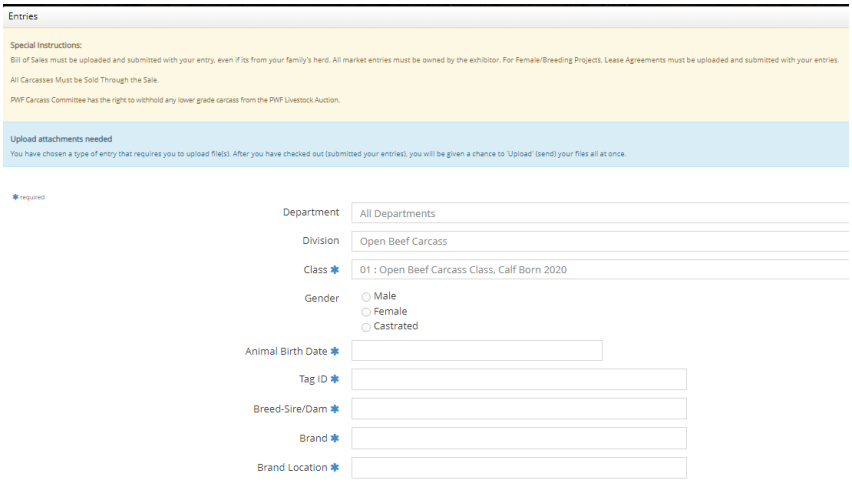
- Then choose a **Class** and complete other required boxes.

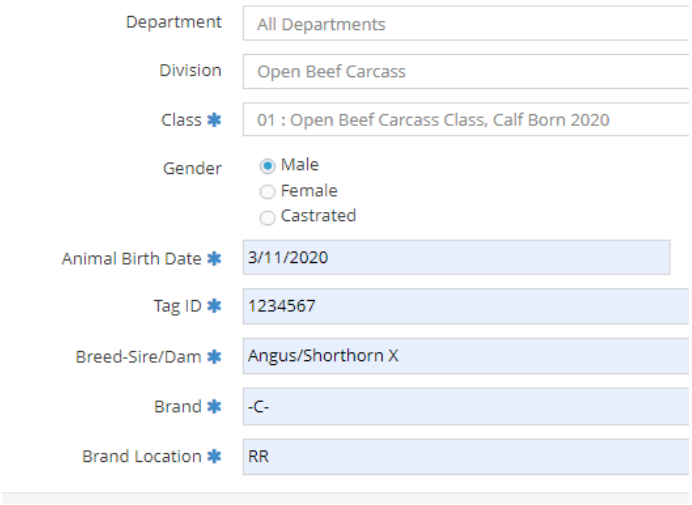
OPEN ENTRIES: BEEF



OPEN BEEF Carcass/Females/Steer Entry Fields

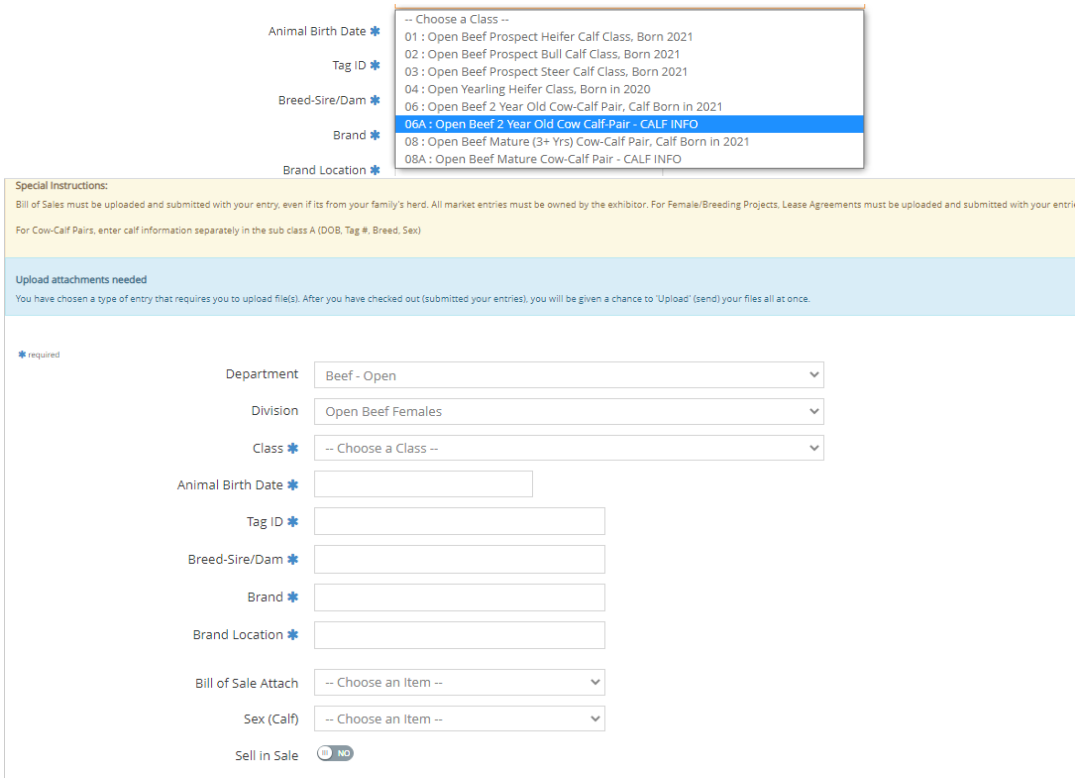
- Submit Bill of Sale or Lease Agreement for the female with your online entry
- **Gender:** Indicate if it's a heifer or a steer (if requested)
- **Animal Birth Date:** (MM/DD/YYYY) *US Format since it's a USA Company
- **Tag # -** CCIA Tag #
- **Breed** – Sire/Dam ie Angus/Hereford X
- **Brand**: Use the brand or write it out in words if its not feasible
  ie: Bar C Bar = -C-
  (or write None if has no brand)
- **Brand Location**: Location of Brand – ie: RR or Right Rib (or None if has no brand)



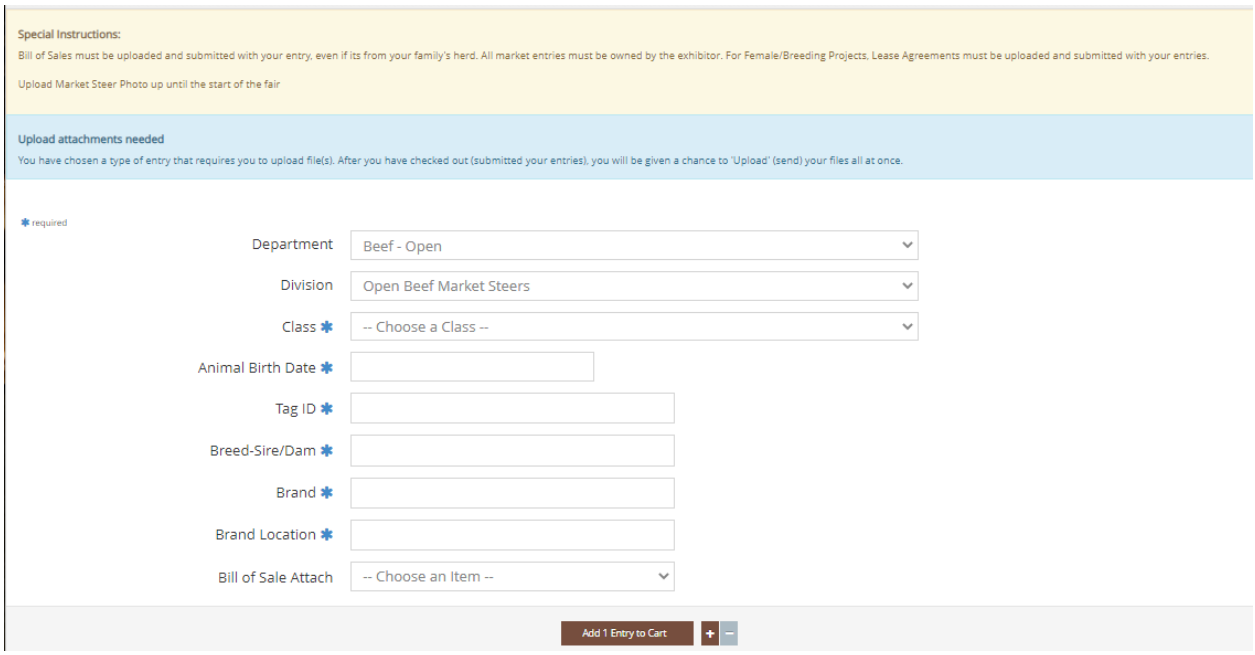


OPEN BEEF FEMALES

- Bill of Sale: Submit Bill of Sale or Lease Agreement for the female with your online entry
- 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

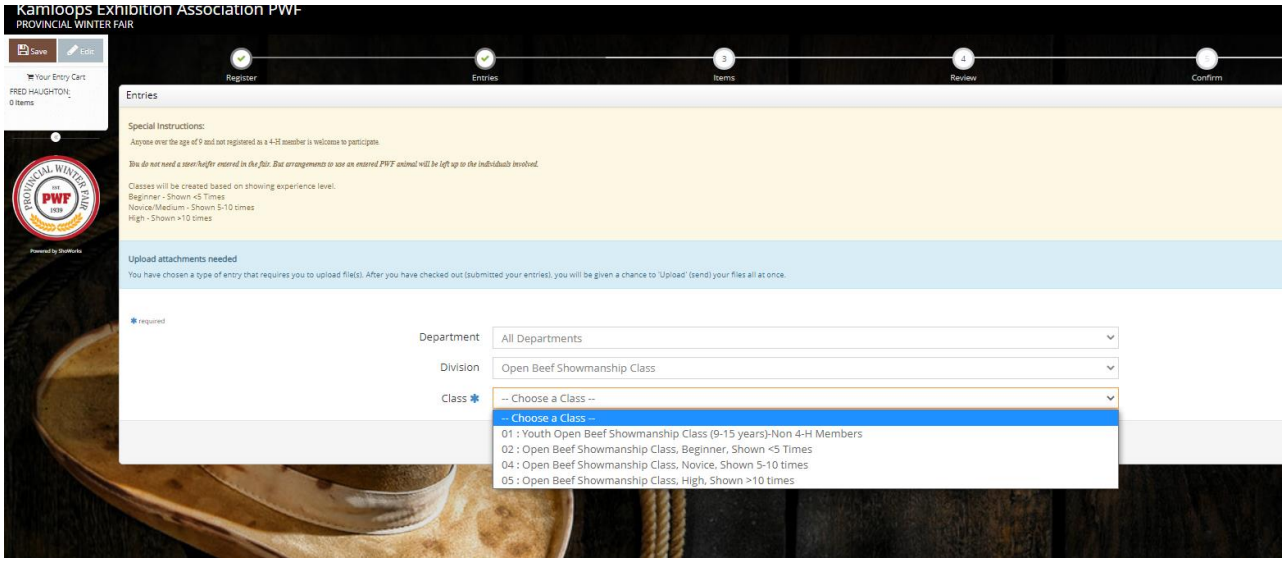


OPEN BEEF MARKET STEER



OPEN BEEF SHOWMANSHIP

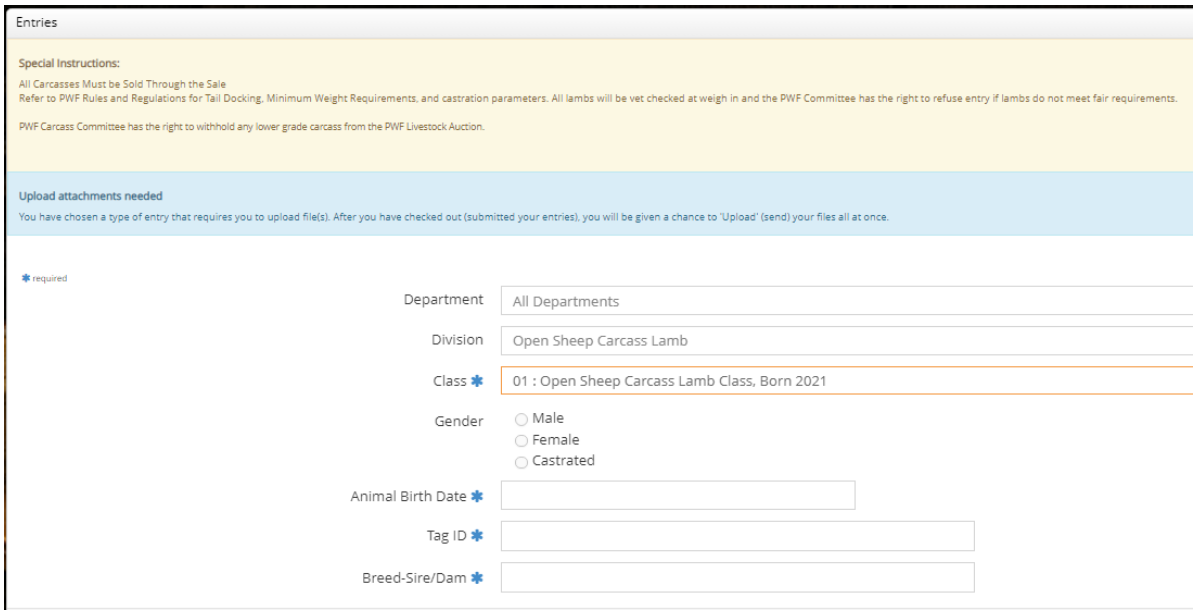
- Select Experience Level for Class

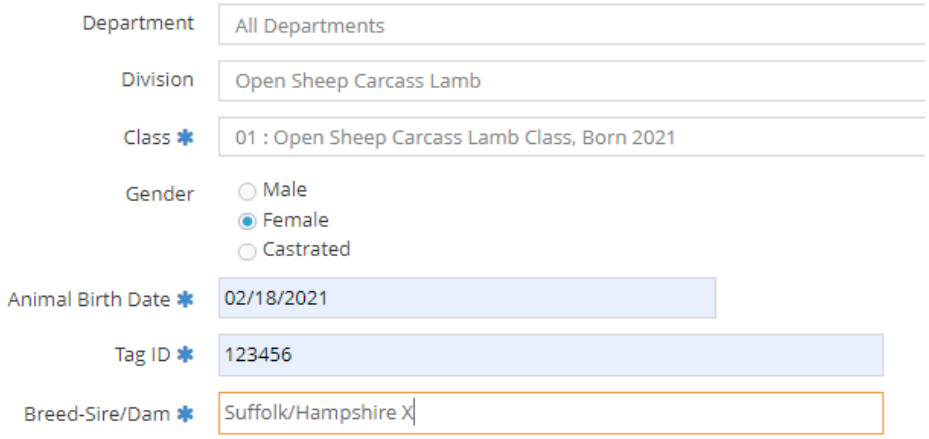


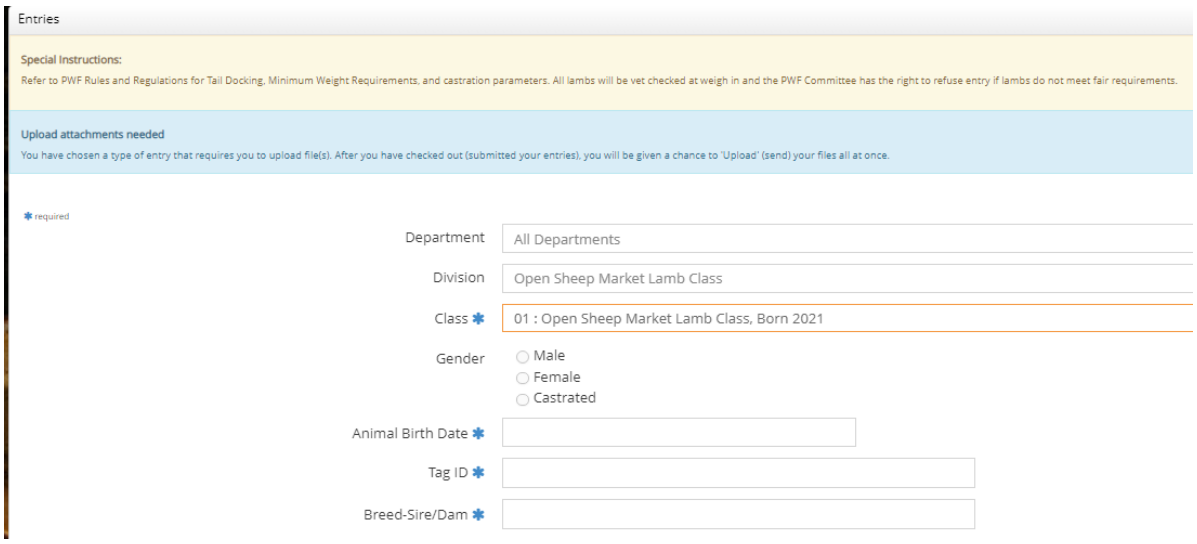
OPEN ENTRIES: SHEEP

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
- **Tag # -** CCIA Tag #
- **Breed** – Sire/Dam ie Suffolk/Charolais X

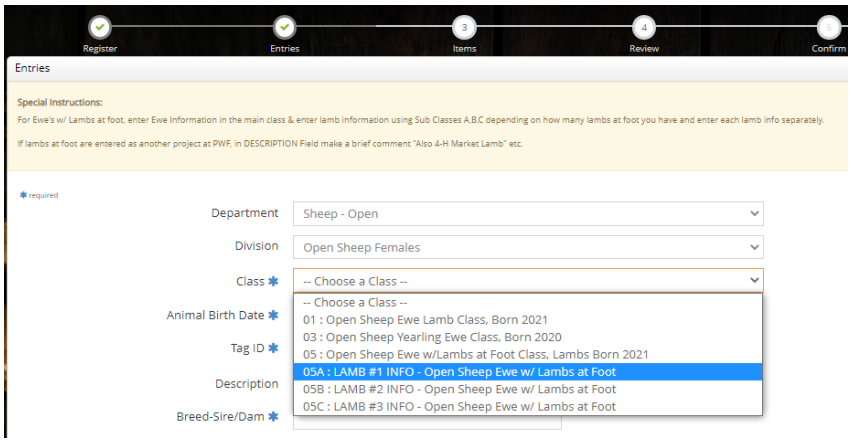


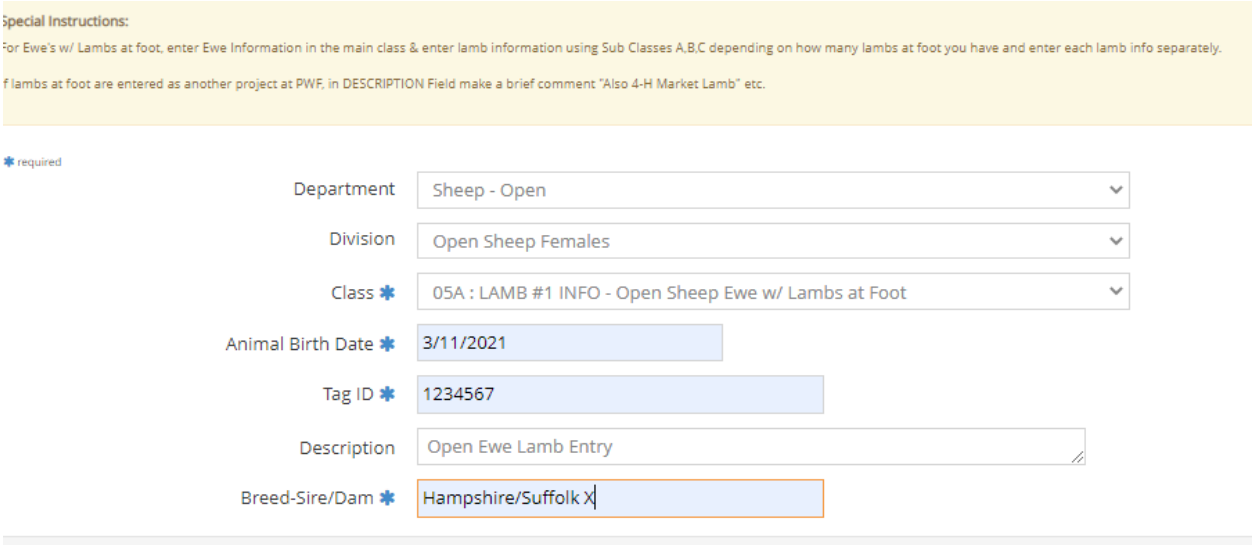




OPEN SHEEP FEMALES

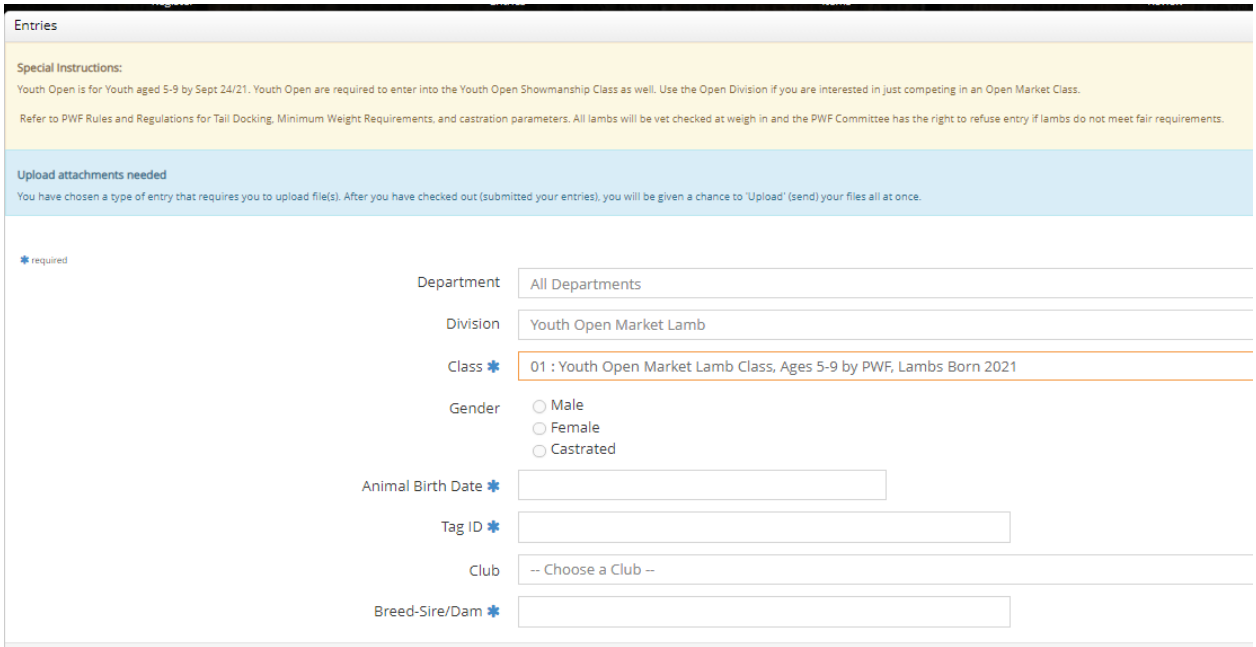
- Each Lamb at Foot Entry Lamb at Foot Entries will each be a separate entry in order to collect each lamb Information as well under the Sub Classes A, B, C
    - The Ewe's Information will go under the Main Class #05
    - Description Field: If the Lamb at Foot is entered as another 4-H project – please write that out here

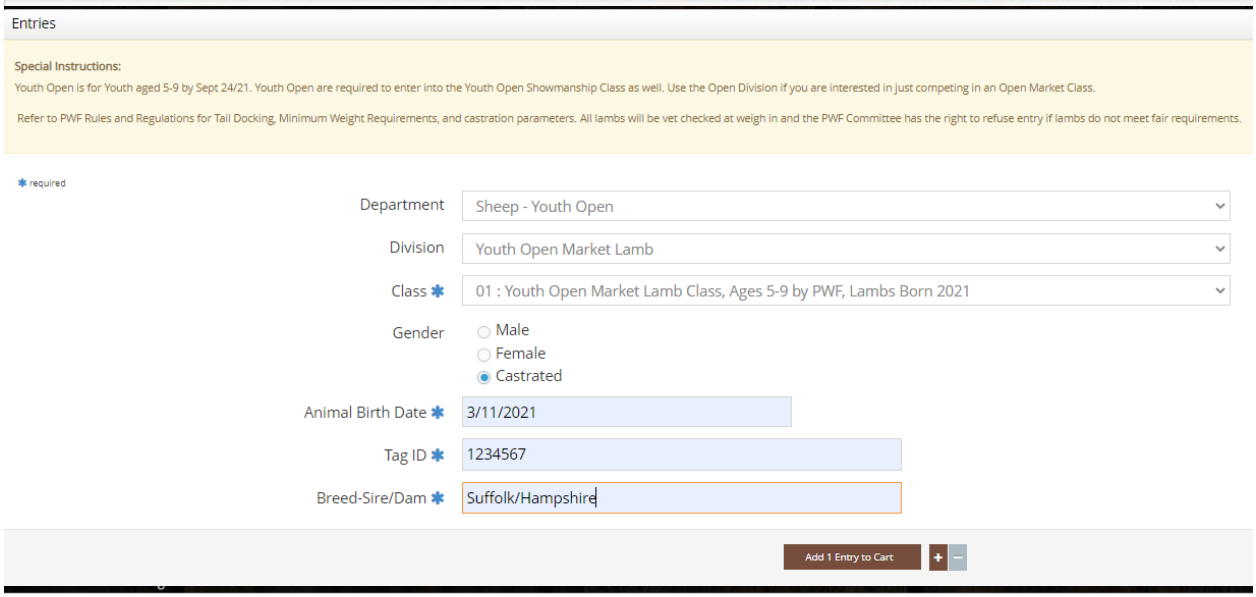


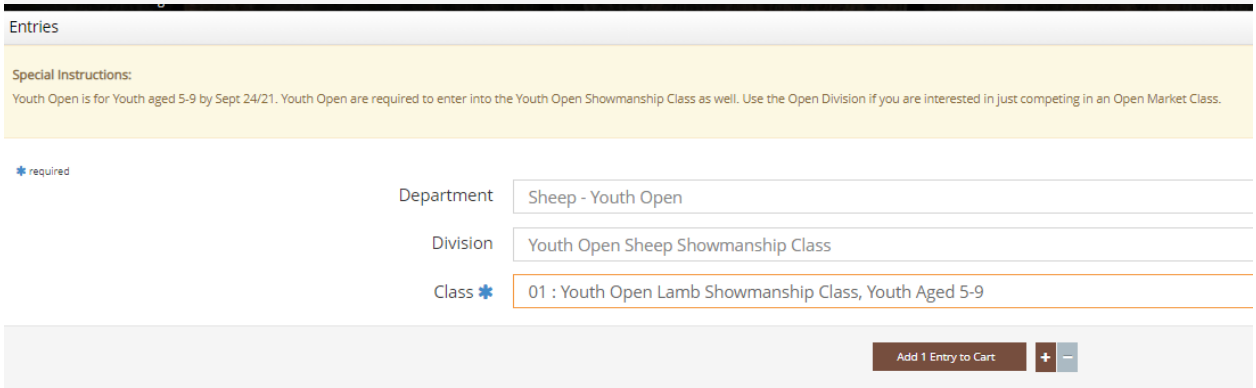


YOUTH OPEN DIVISION

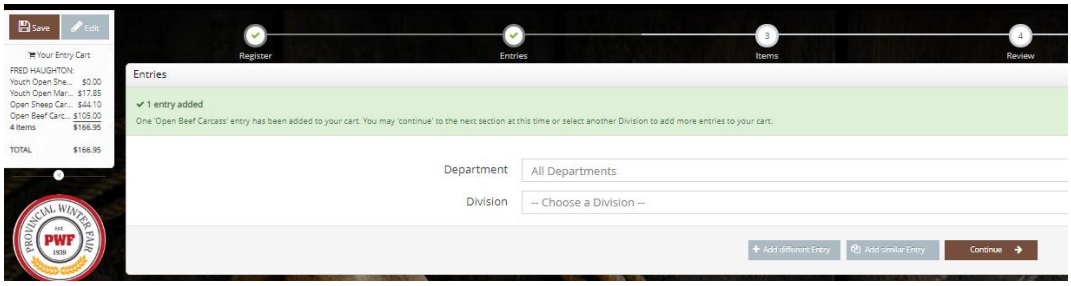
- Youth Open entries include showing in both a market lamb class, as well as the Youth Open Showmanship Class
    - Ensure you enter the youth open in both classes



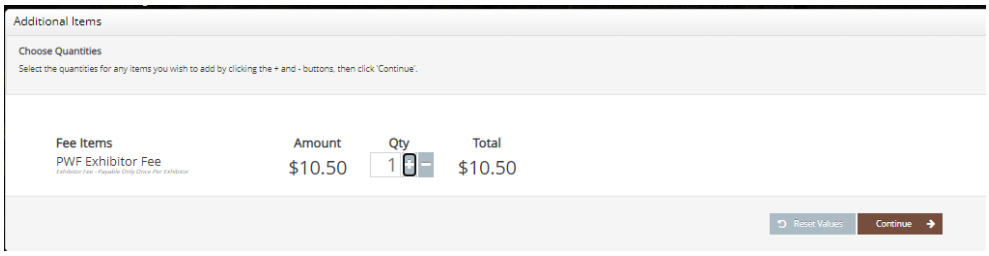




- Click the **Add Entry to Cart** button.



- 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.

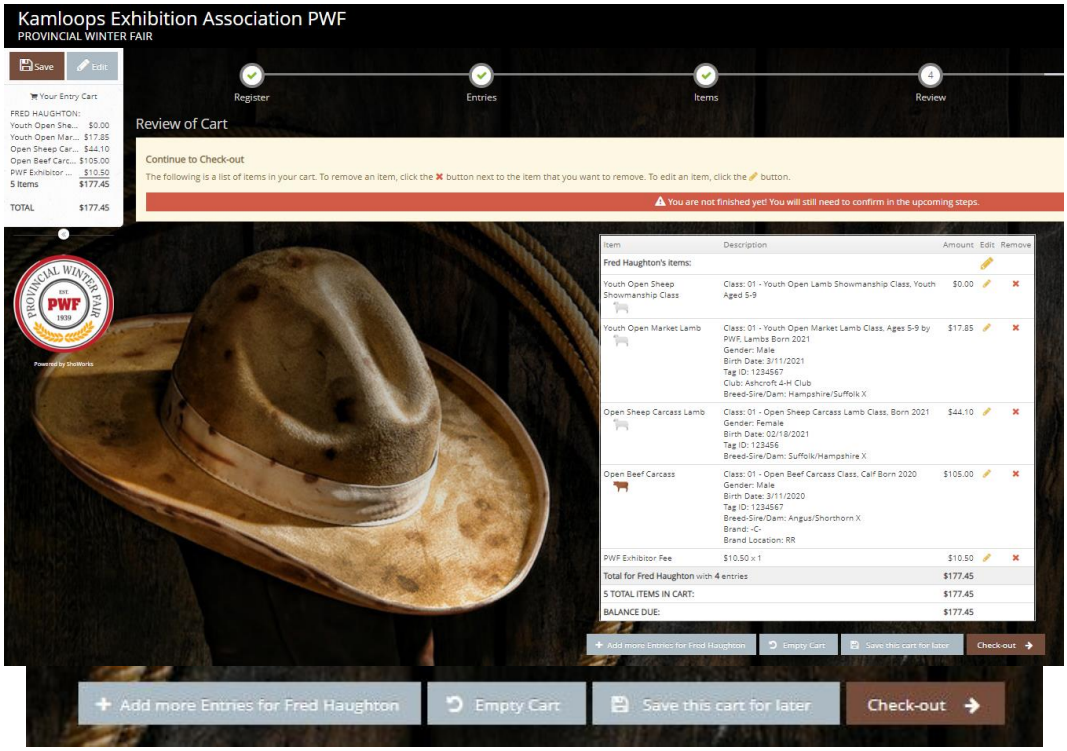
Once all entries for the same exhibitor have been completed, click **Continue**.

Step 3. Review

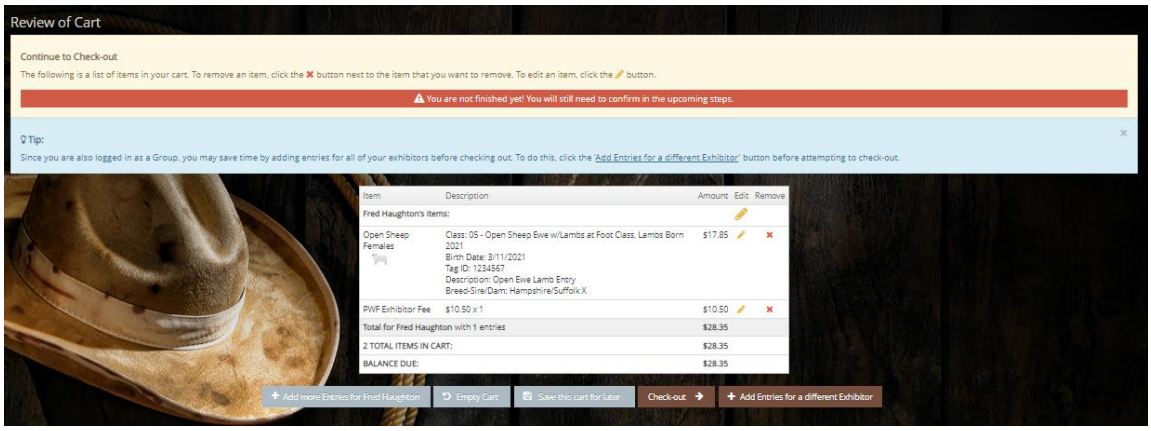
Review your entries and if there is an error you can "Edit" the entry or if you forgot to enter one you have the option to add more. If you save your cart, you can log out and come back later to finish it.

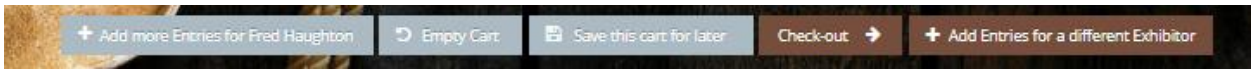
Review your entries and additional items for accuracy. Before checking out, you may add more entries or save this cart and log in to add more entries later. Note that your cart and login information are not saved until you click **Save This Cart**. Your exhibits are not registered until you click **Check-out**.

<u>INDIVIDUAL EXHIBITOR:</u>

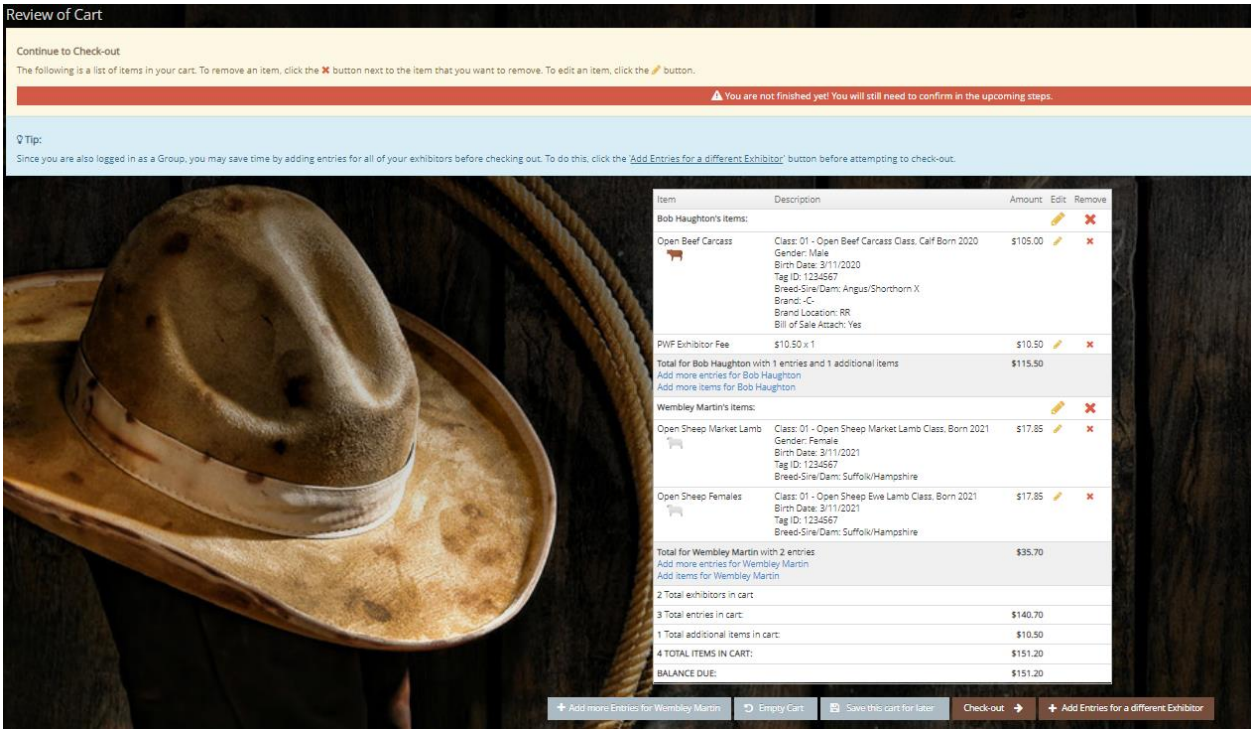


Quick Group users: You may now click the button **Add Entries for a different Exhibitor**. This will take you back to Step 1 in order to create a new exhibitor within your Quick Group. Once you are done entering all group members, you can click **Check-out** to check out for all of your exhibitors at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



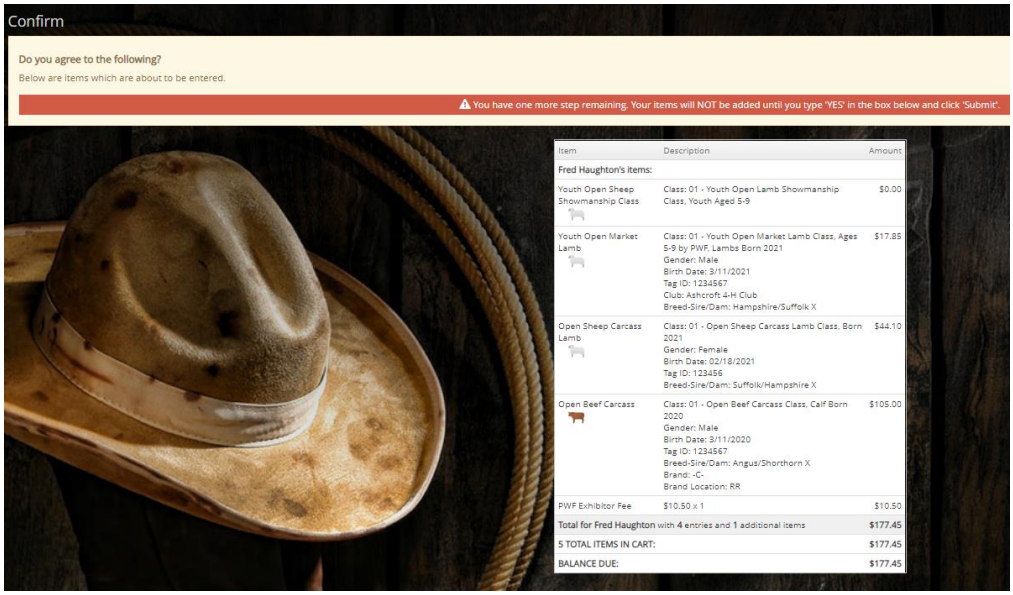


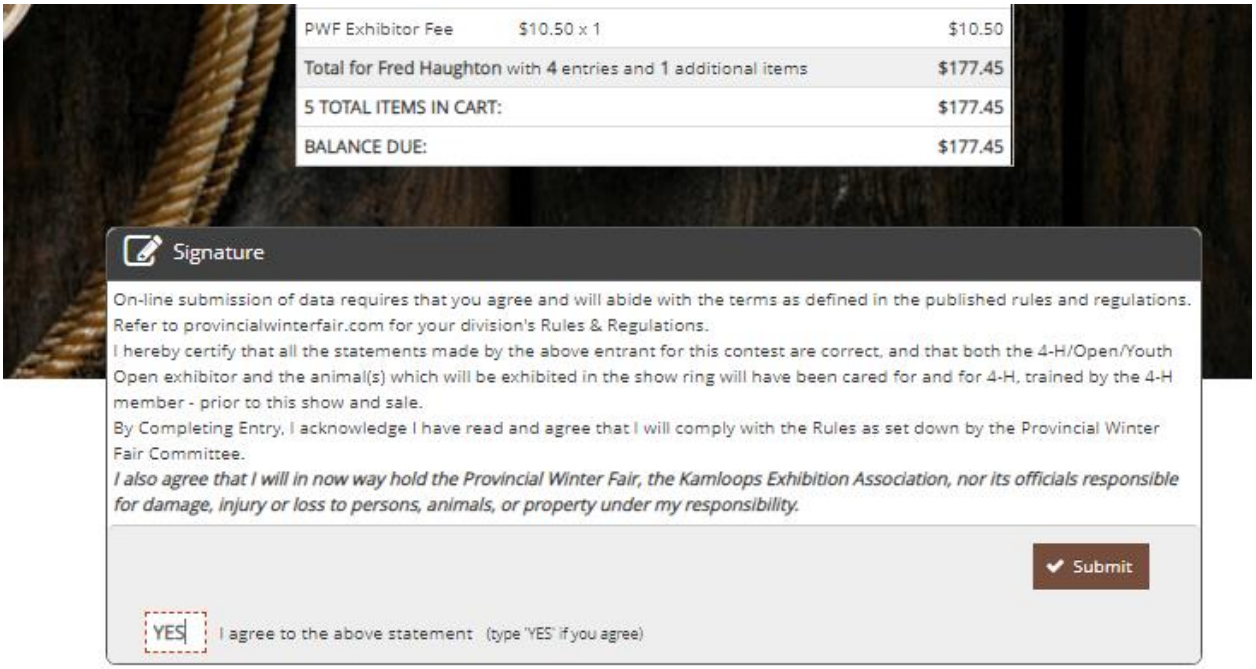
Once you have added all of the members in the QUICK GROUP you would click 'Check Out'



Step 4. Confirm

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

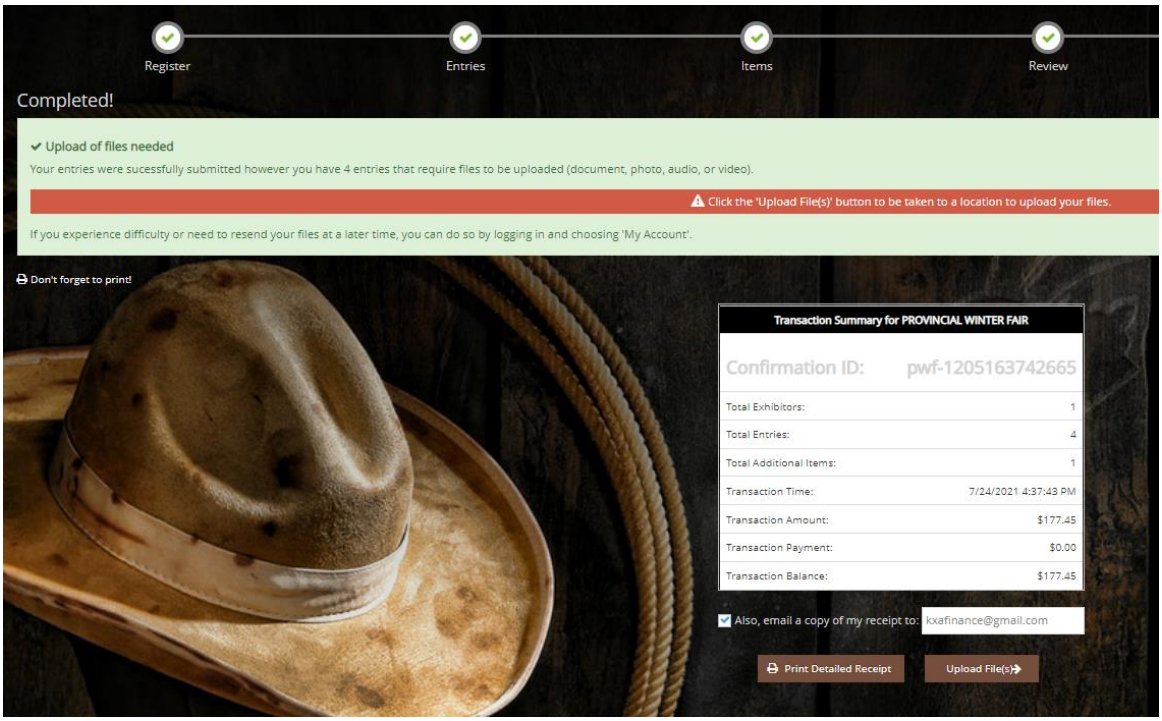




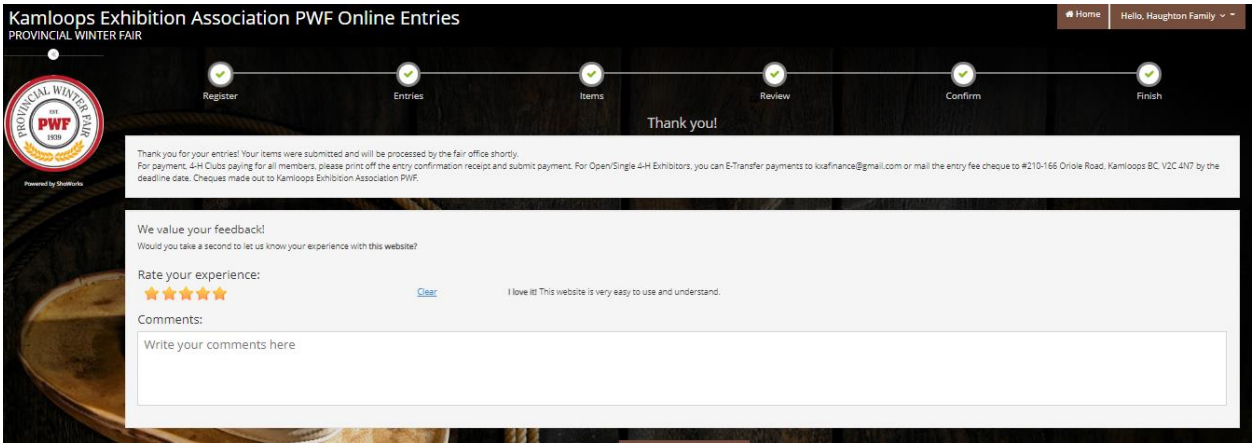
Review your summary of entries and additional items. You may print and request an e-mail of the receipt. If everything is correct, click **Finish**.

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.

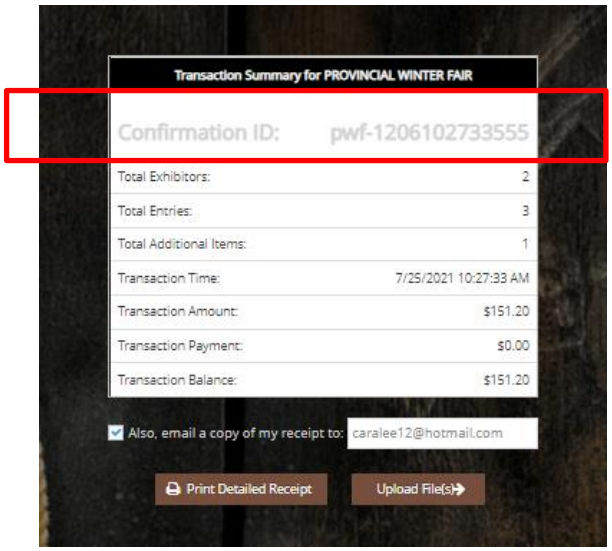
You may review your previous transactions and view your profile by clicking on your name in the top right corner of the page.



Congratulations! You are registered for the 2021 Provincial Winter Fair!
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.

ShoWorks Online Entries Receipt Inbox x

PROVINCIAL WINTER FAIR sweb@fairsoftware.email via sendgrid.me
to me

Below is your receipt. Please print and retain this for your records **or**, you may be required to sign and mail this to our offi

PROVINCIAL WINTER FAIR

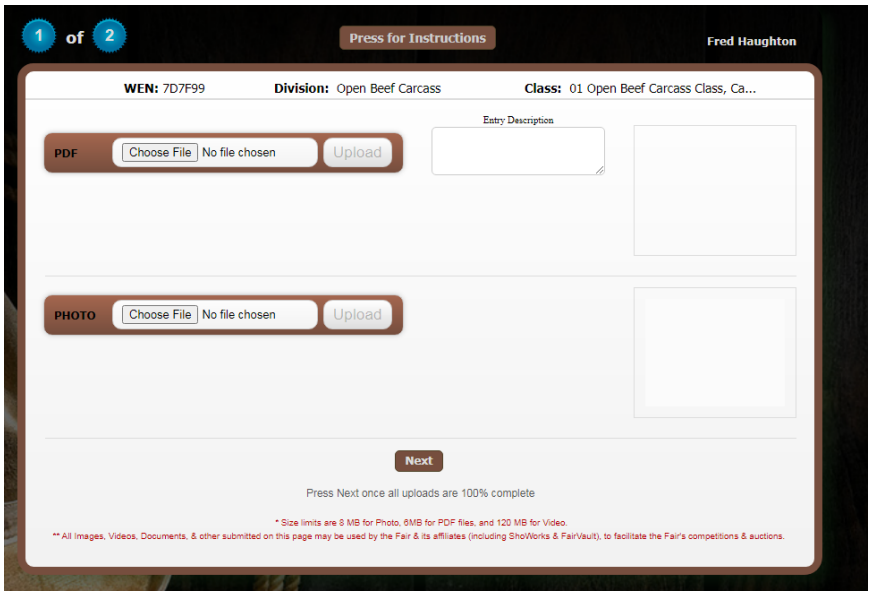
Kamloops Exhibition Association PWF Receipt

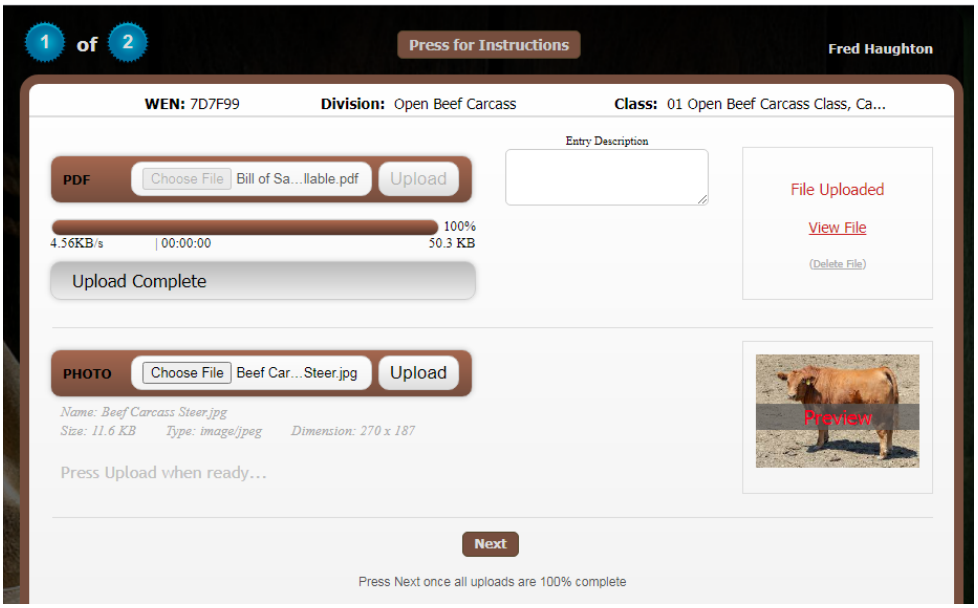
ITEM	DESCRIPTION	WEN#	AMOUNT
Open Beef Carcass	Class: 01 Class Description: Open Beef Carcass Class, Calf Born 2020 Gender: Male Birth Date: 3/11/2020 Tag ID: 1234567 Breed-Sire/Dam: Angus/Shorthorn X Brand: -C- Brand Location: RR	7D7F99	$105.00
Open Sheep Carcass Lamb	Class: 01 Class Description: Open Sheep Carcass Lamb Class, Born 2021 Gender: Female Birth Date: 2/18/2021 Tag ID: 123456 Breed-Sire/Dam: Suffolk/Hampshire X	B20E70	$44.10
Youth Open Market Lamb	Class: 01 Class Description: Youth Open Market Lamb Class, Ages 5-9 by PWF, Lambs Born 2021 Gender: Male Birth Date: 3/11/2021 Tag ID: 1234567 Club: Ashcroft 4-H Club Breed-Sire/Dam: Hampshire/Suffolk X	3973BB	$17.85
Youth Open Sheep Showmanship Class	Class: 01 Class Description: Youth Open Lamb Showmanship Class, Youth Aged 5-9	60A753	$0.00
PWF Exhibitor Fee	$10.50 x 1		$10.50
Total for Fred Haughton with **4** entries and **1** additional items Address: 1234 Smith Lane			

UPLOAD DOUMENTS

i. **YOU'RE NOT DONE YET** – Remember to Upload any required files for your entries:

- Beef Market & Carcass Steer Sale Photo
- Beef Female Lease Agreement or Beef Market Steer Bill of Sale





When finished please remember to Sign Out.

SIGNING BACK INTO SHOWORKS ACCOUNT:

Signing Back in to 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.

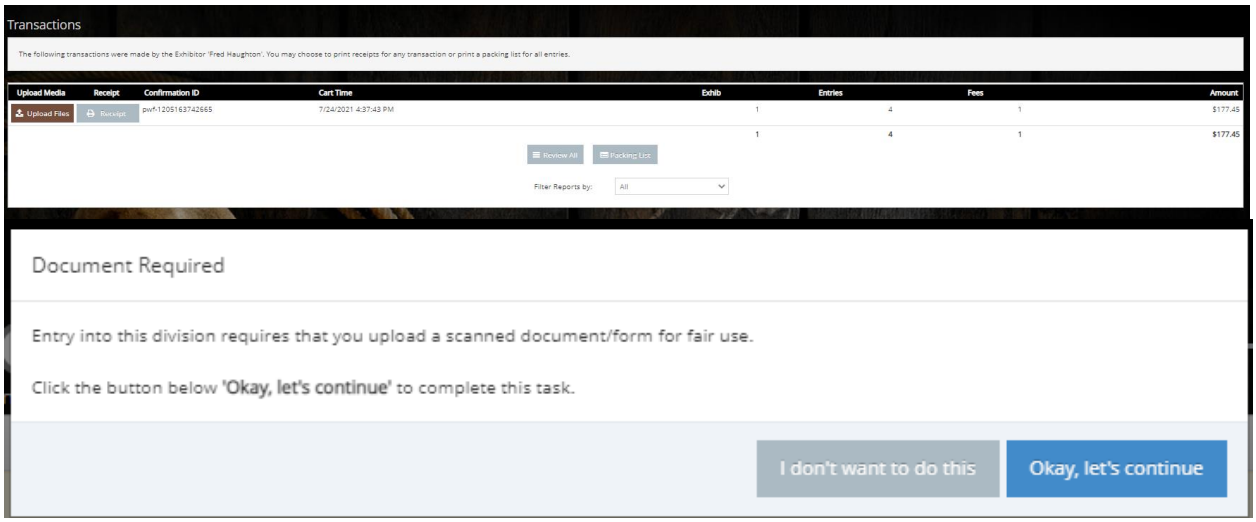
Quick Groups: If you Log in as your "Quick Group" name, you will then have to sign in as the exhibitor that you want to add more entries for or you can add more exhibitors.

*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 she 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

FILES UPLOAD:

If you do not have the required upload files yet – you can log back into same QUICK GROUP or Individual Exhibitor Entries and in Right Top Corner click "Your Past Transactions" and click on **Upload Files** at a later date



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**

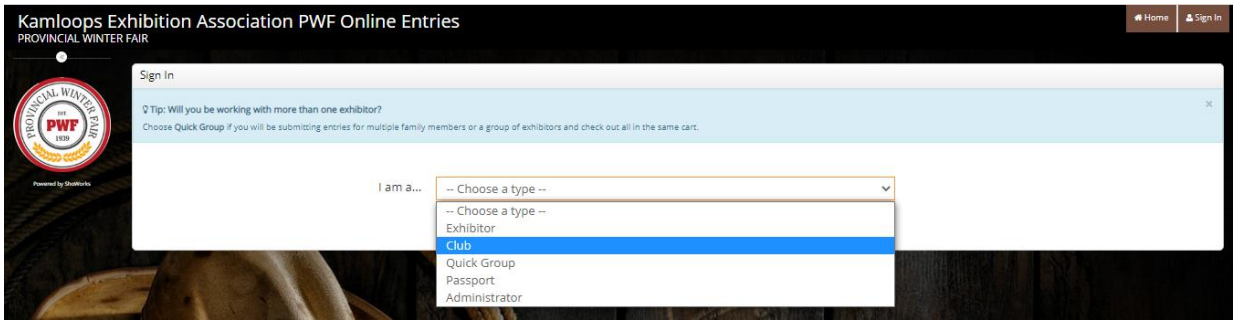
CLUB REGISTRATION:

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.

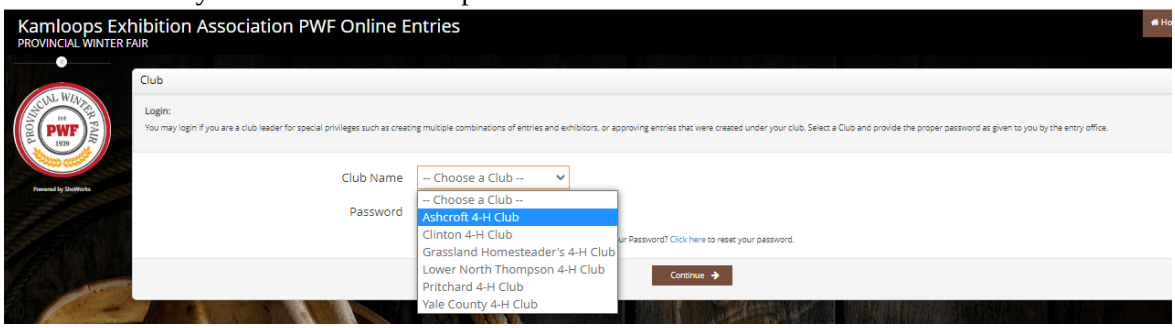
    a. Note: The Open Categories are still visible in the Club access, but please do not enter any Open entries under the Club Login function.

2. Clubs need to 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

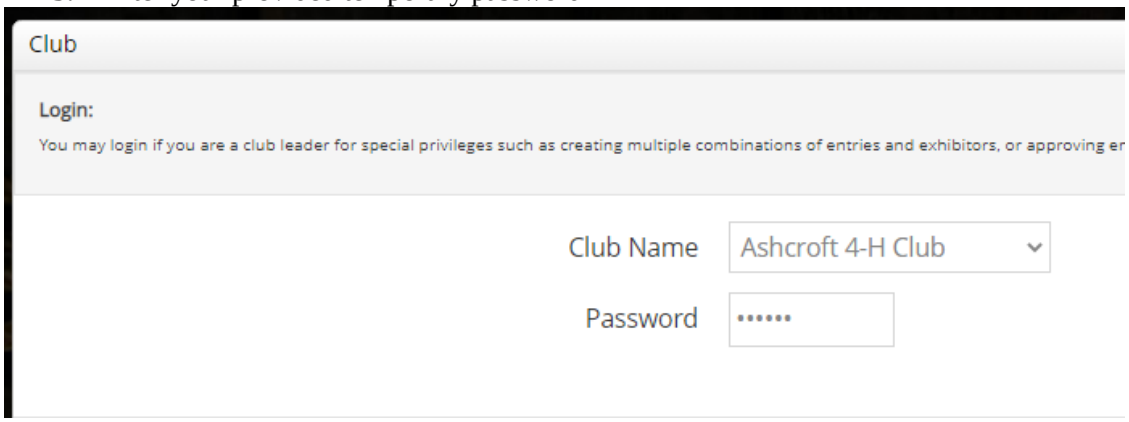
3. Sign in under your club's temporary password



4. Choose your club from the drop down menu



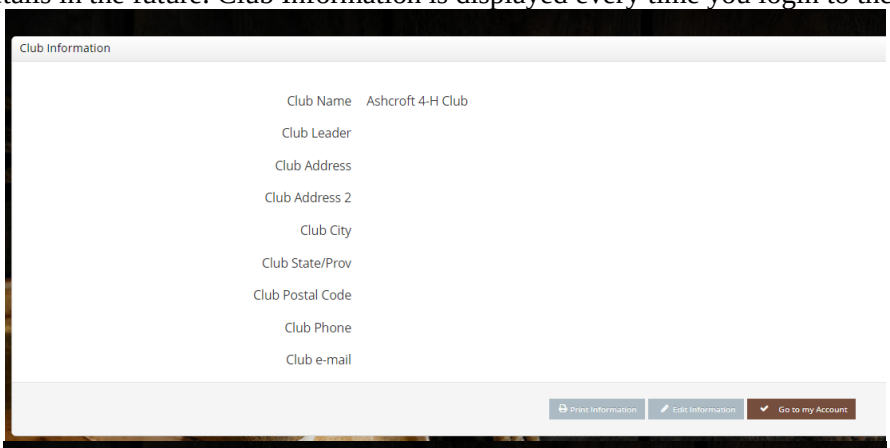
5. Enter your provided temporary password

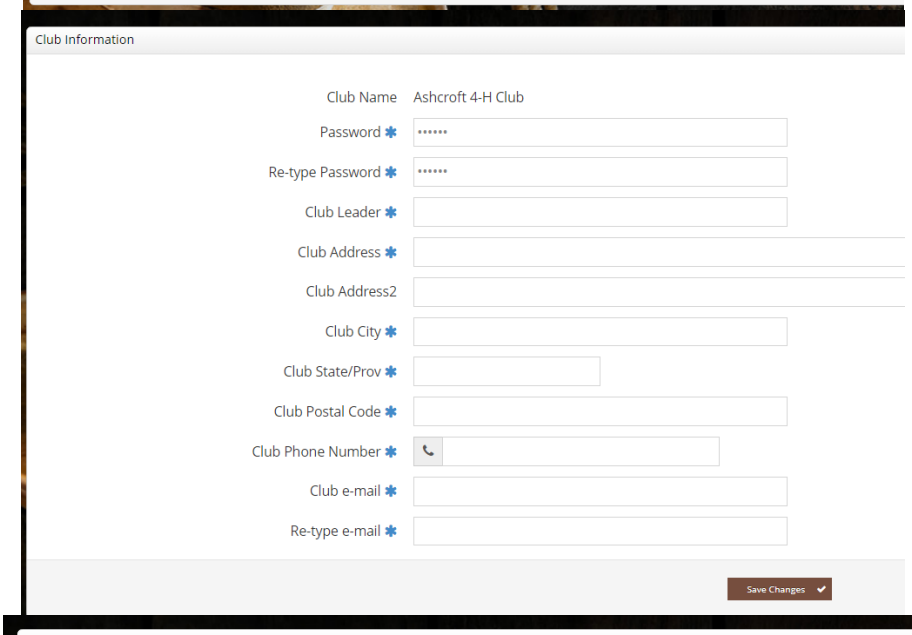


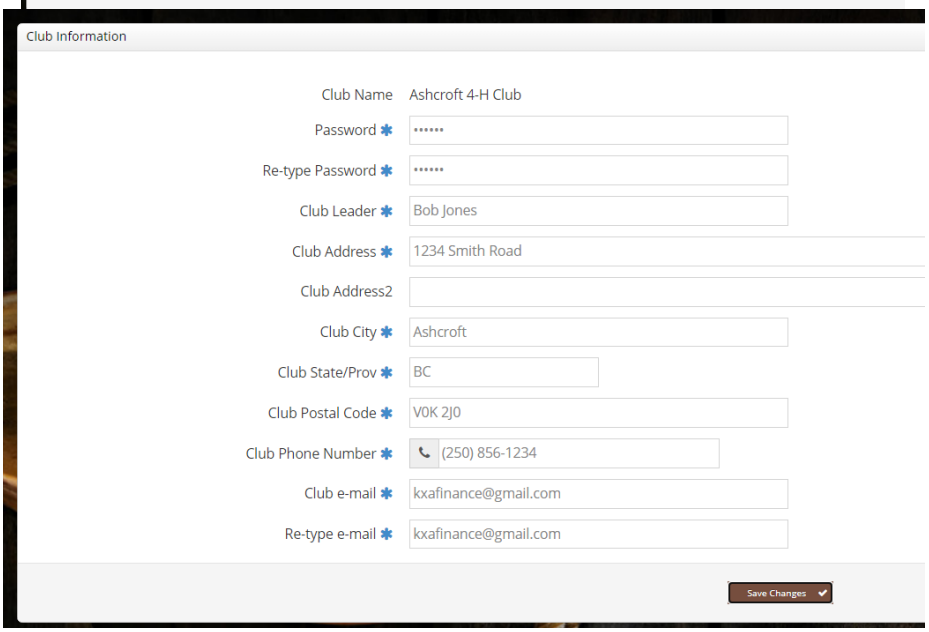
6. **Enter Club Profile Information:** Your profile will be empty so fill in the "A" Leader information. Unfortunately there is only room for one leader's information so various project leader's details cannot be included, but you can submit a leader information form accessible from the project's entry webpage.

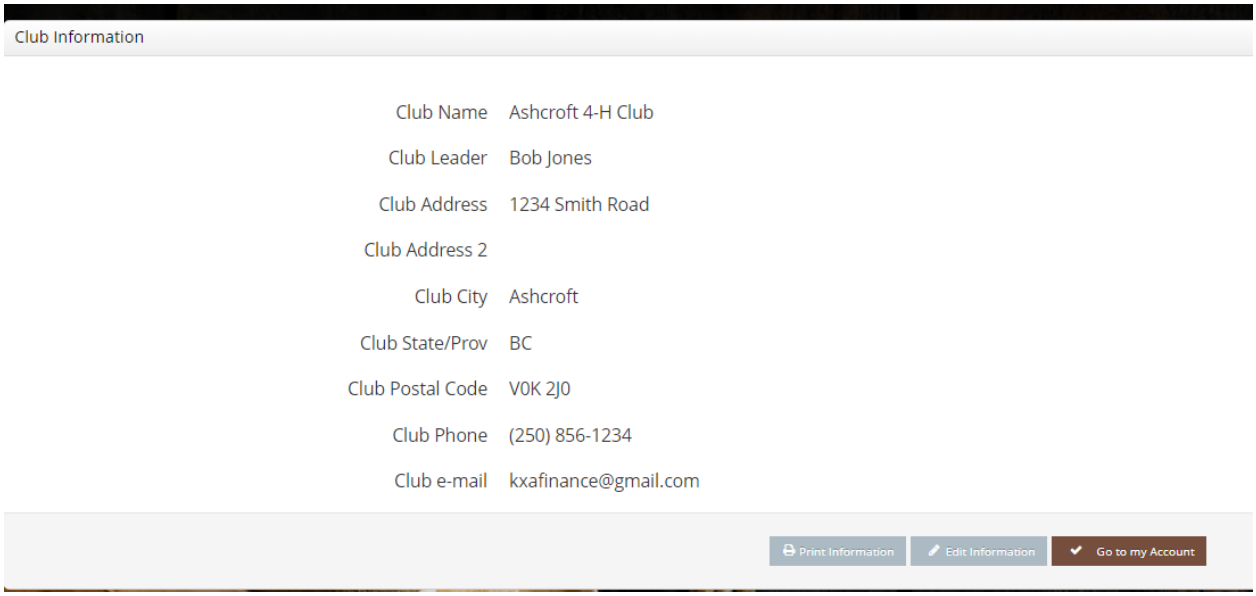
    a. **Click Edit Information to proceed entering club details and contact information.**

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.



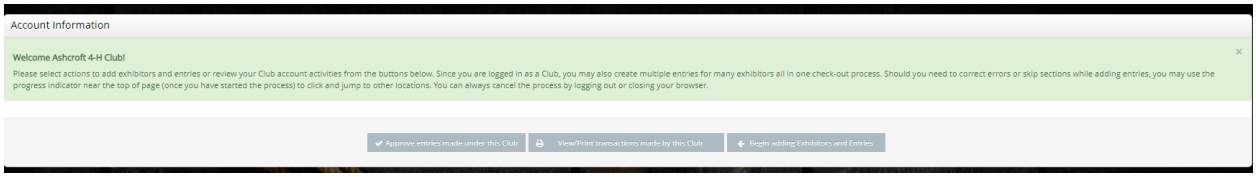






CLUB 4-H EXHIBITOR REGISTRATION

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.

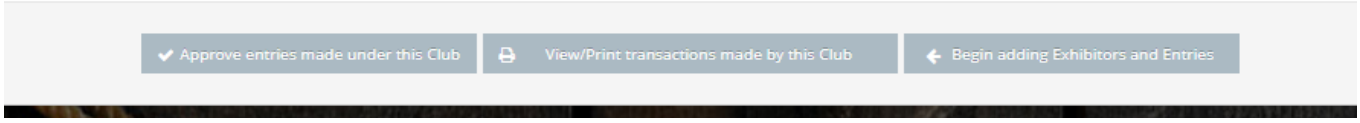


2. Click on Begin adding Exhibitors and Entries

    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**

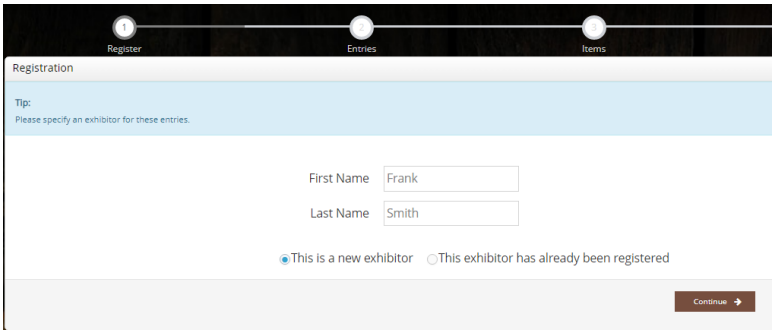
    b. **Also, The Exhibitor Name is a unique field, no 2 exhibitors can have the same name, therefore if members run into trouble, utilize a middle initial in the event the exhibitor has already entered an Open Entry**

    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**, that 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

      2. 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 31st 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. **Notes about you** – you can enter if they are multiple 4-H project members in this box.

First Name	Frank
Last Name	Smith
Password *	••••••
Re-type Password *	••••••
Address *	789 Porter Road
Address2	
City *	Ashcroft
State/Prov *	BC
Postal Code *	V0K 2J0
Phone Number *	(555) 317-9988
e-mail *	kxafinance@gmail.com
Re-type e-mail *	kxafinance@gmail.com
Date of Birth	4/26/1999
Alumni 4-H Club	
Alumni # 4-H Years	
Alumni 4-H Grad Year	
4-H Age as of Dec 31	11
Cell Phone #	2506664557
Age Category	Junior 9-11
Payment Type *	Club Cheque
Notes about you	

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

Registration

✔ Confirm Registration Information

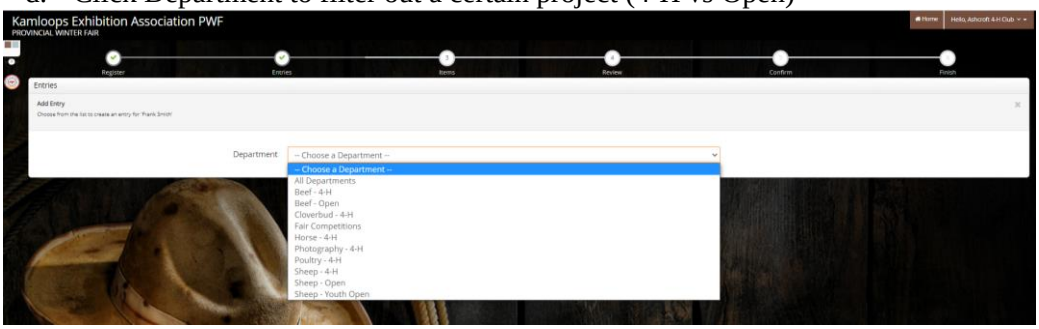
The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name	Frank
Last Name	Smith
Address	789 Porter Road
Address 2	
City	Ashcroft
State/Prov	BC
Postal Code	V0K 2J0
Phone	(555) 317-9988
e-mail	kxafinance@gmail.com
Exhibitor Date of Birth	4/26/1999
Alumni 4-H Club	
Alumni # 4-H Years	
Alumni 4-H Grad Year	
4-H Age as of Dec 31	11
Cell Phone #	2506664557
Age Category	Junior 9-11
Payment Type	Club Cheque
Exhibitor Notes	

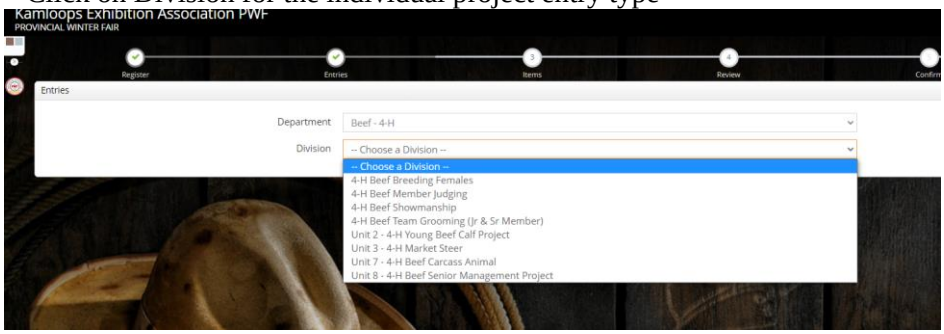
Continue

CLUB 4-H ENTRY REGISTRATION

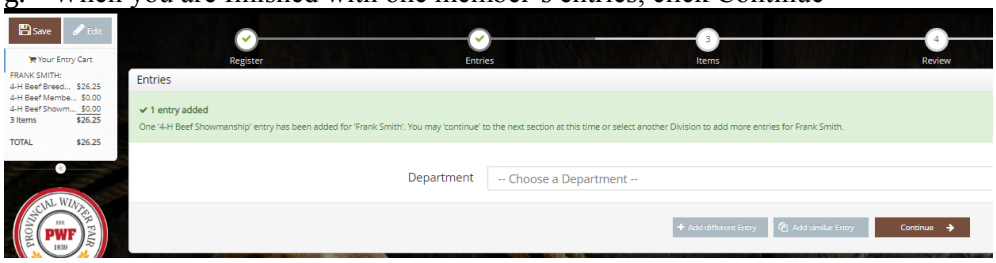
1. Begin Entering the current member's 4-H Entries
2. Each member will need to be entered into:
    a. Project Unit Classes, PLUS
    b. Project Member Judging, PLUS
    c. Project Showmanship
        i. If a member is dual with several projects, they will need to be entered into the same 3+ classes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



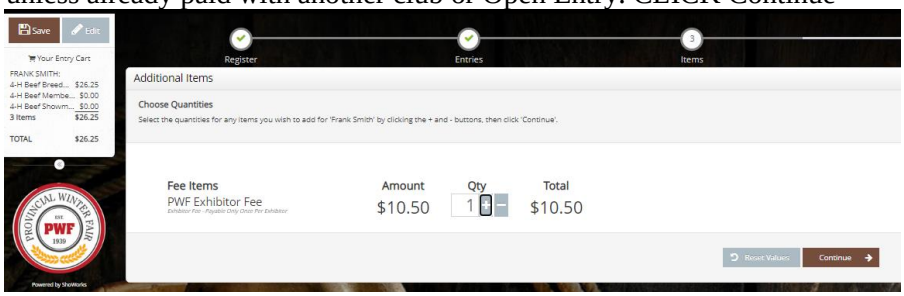
    e. Click on Division for the individual project entry type



    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



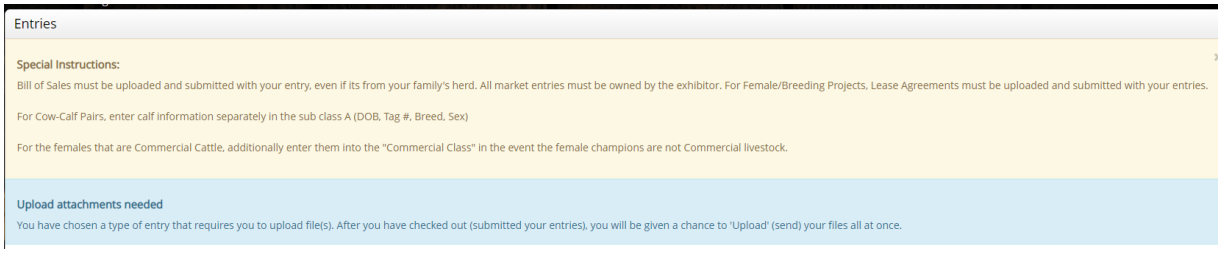
BEEF 4-H

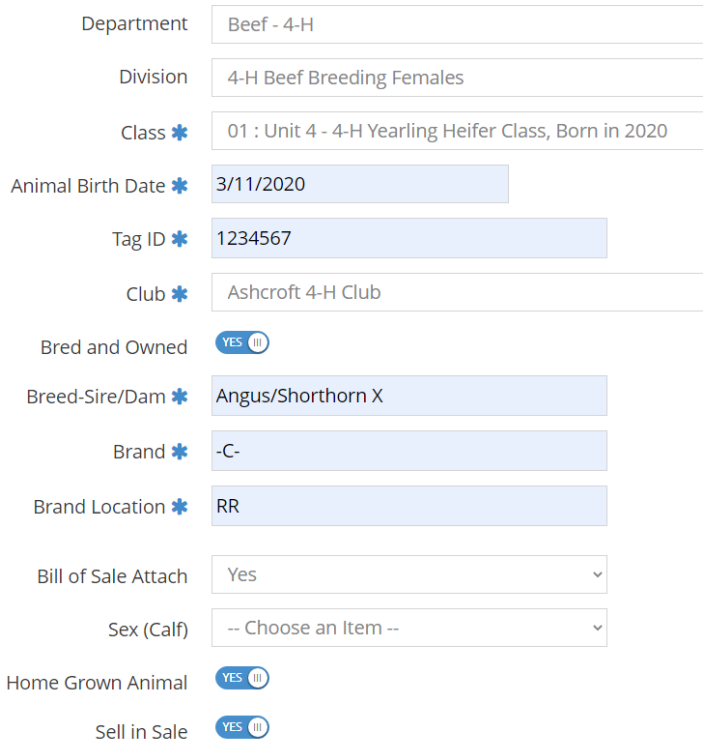
Beef Entry Fields

- Submit Bill of Sale or Lease Agreement for all BEEF ENTRIES + Market/Carcass Sale Photo with the online entry system (can be completed at a later date until September 17)
- **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
- **Tag #** - CCIA Tag #
- **Breed** – Sire/Dam ie Angus/Hereford X
- **Brand**: Use the brand or write it out in words if its not feasible
  ie: Bar C Bar = -C-
  (or write None if has no brand)
- **Brand Location**: Location of Brand – ie: 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**
  1...1. Indicate the sex of the calf
- **<u>Optional:</u>** Indicate if you wish to sell the progeny in the sale with your entry or inform PWF Office at the fair

BEEF – BREEDING FEMALES:

HEIFER





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

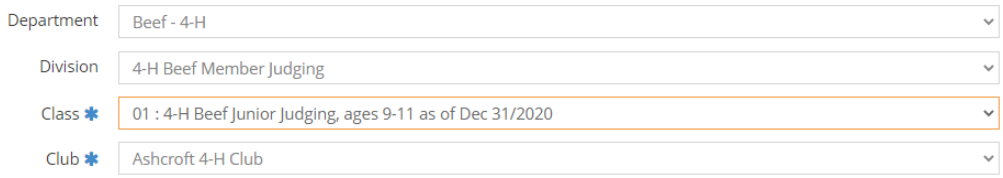
Department	Beef - 4-H
Division	4-H Beef Breeding Females
Class ✱	05 : Unit 5 - 4-H Beef 2 Year Old Cow-Calf Pair, Calf Born in 2021
Animal Birth Date ✱	3/11/2019
Tag ID ✱	1234567
Club ✱	Ashcroft 4-H Club
Bred and Owned	YES
Breed-Sire/Dam ✱	Angus/Shorthorn X
Brand ✱	-C-
Brand Location ✱	RR
Bill of Sale Attach	Yes
Sex (Calf)	-- Choose an Item --
Home Grown Animal	YES
Sell in Sale	YES

Department	Beef - 4-H
Division	4-H Beef Breeding Females
Class ✱	05A : Unit 5 - Cow Calf Pair - CALF INFO Only
Animal Birth Date ✱	3/11/2021
Tag ID ✱	1234567
Club ✱	Ashcroft 4-H Club
Bred and Owned	YES
Breed-Sire/Dam ✱	Angus/Shorthorn X
Brand ✱	-C-
Brand Location ✱	RR
Bill of Sale Attach	Yes
Sex (Calf)	Bull
Home Grown Animal	YES
Sell in Sale	NO

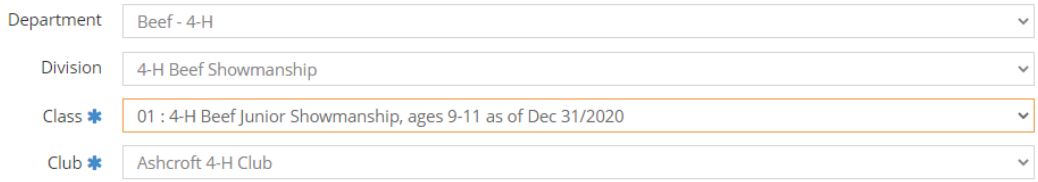
- ***Commercial Class***, Enter the necessary non purebred females into this class in the event its needed if the Champion Females are not Commercial

Department	Beef - 4-H
Division	4-H Beef Breeding Females
Class ✱	11 : 4-H Beef Commercial Female Class, if needed
Animal Birth Date ✱	3/11/2019
Tag ID ✱	1234567
Club ✱	Ashcroft 4-H Club
Bred and Owned	YES
Breed-Sire/Dam ✱	Angus/Shorthorn X
Brand ✱	-C-
Brand Location ✱	RR
Bill of Sale Attach	Yes
Sex (Calf)	Bull
Home Grown Animal	YES
Sell in Sale	NO

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

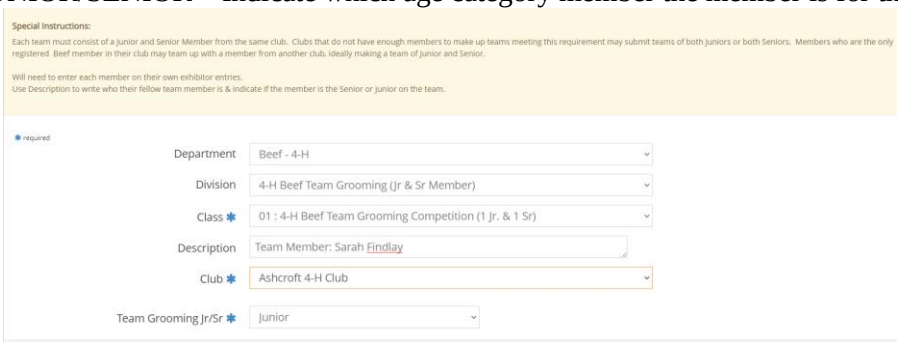


- ***4-H BEEF MEMER SHOWMANSHIP*** – All Beef Members must be entered in their respective PWF Age Category



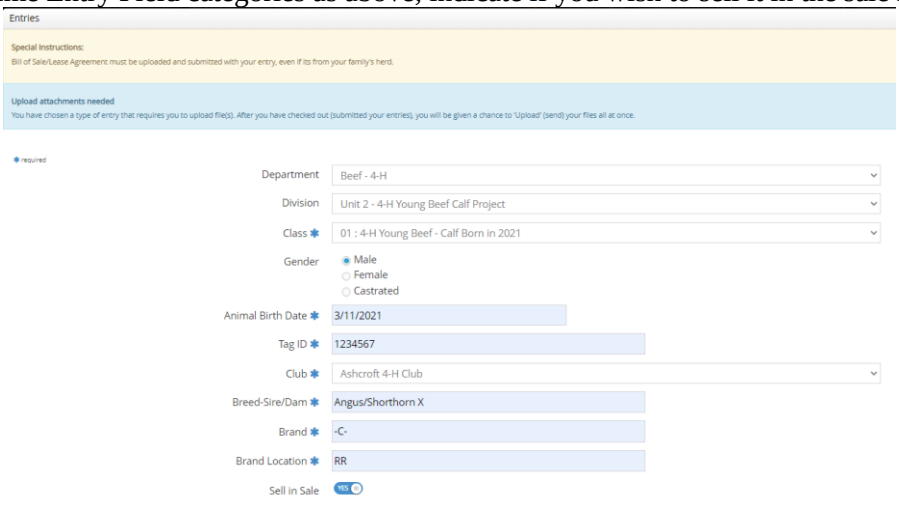
4-H BEEF TEAM GROOMING (1 JR & 1 SR)

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



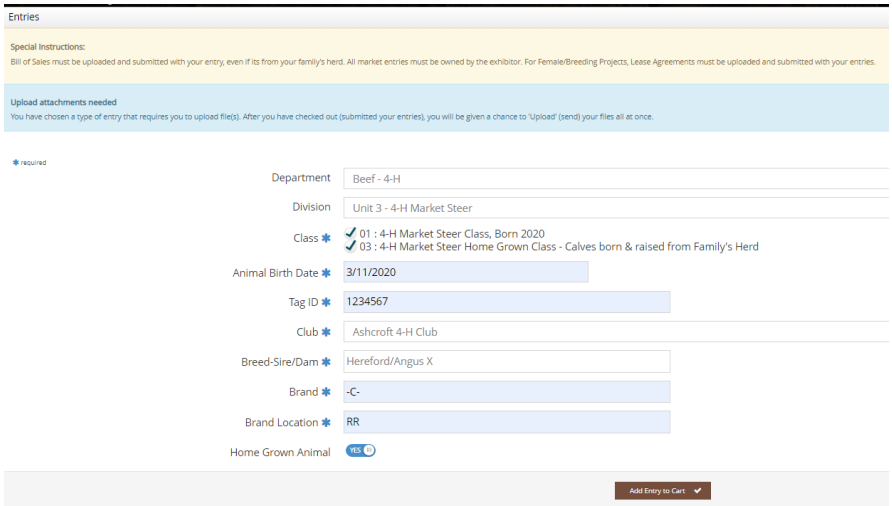
4-H YOUNG BEEF

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

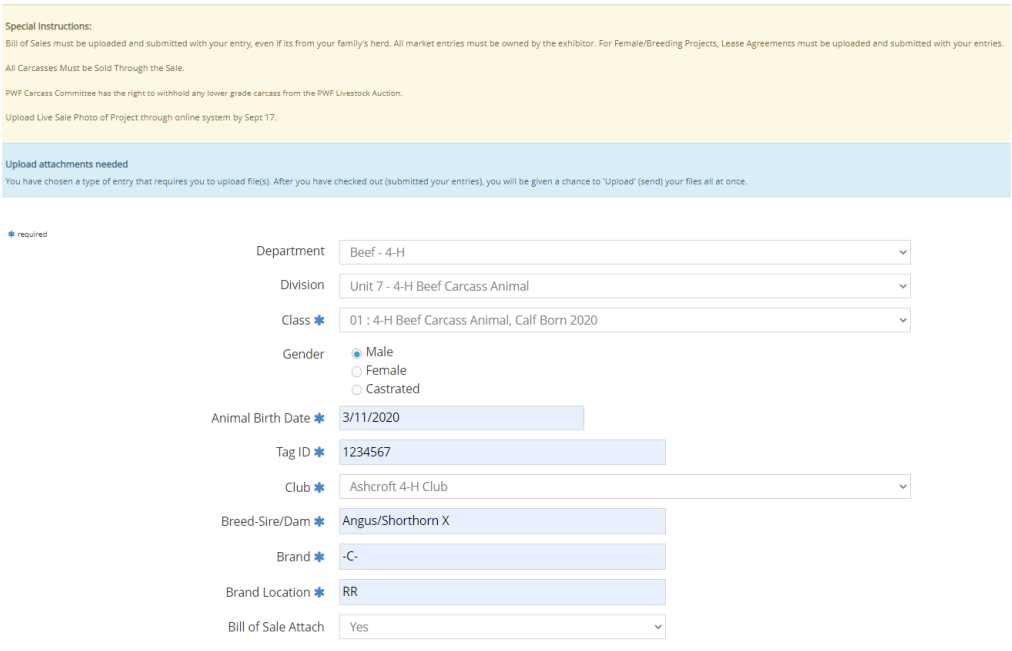


4-H MARKET STEER

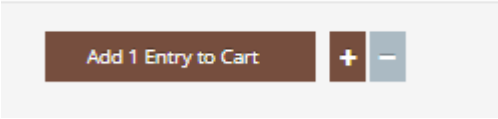
- Enter the Steer in the Home Grown Class to be eligible for the Home Grown trophy (from your or your family's herd)



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

4-H Sheep Entry Fields

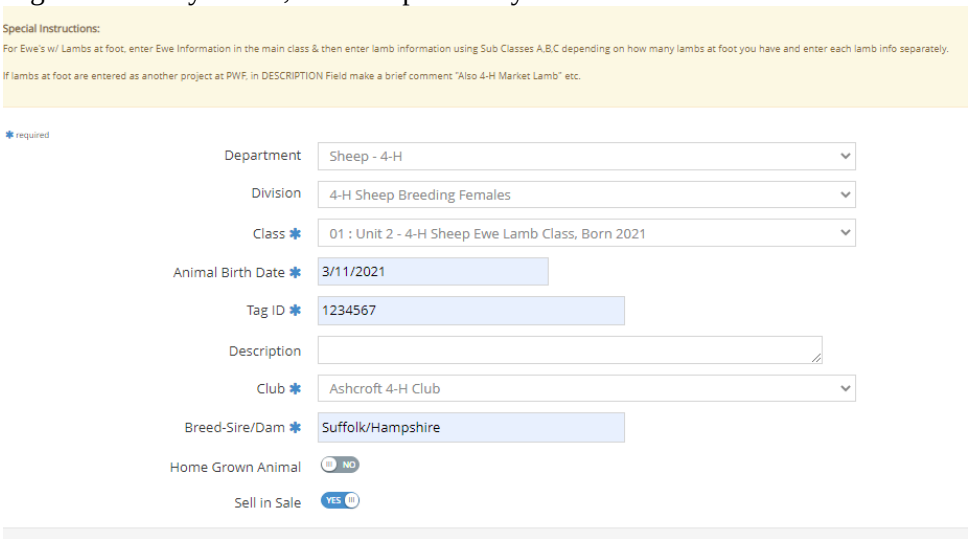
- **Gender:** Indicate if it's a whether or a ewe lamb
- **Animal Birth Date** (DOB): MM/DD/YYYY*US Format Since US Company
- **Tag #:** CCIA Tag #
- **Breed-Sire/Dam:** Enter the breed of the sheep project ie: Suffolk/Hampshire X
- **Home Grown Animal:** Indicate if this animal is home grown when prompted, 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 (ie. 4-H Market Lamb etc)

4-H SHEEP BREEDING FEMALES

4-H Sheep Ewe Lamb/Yearling Ewe

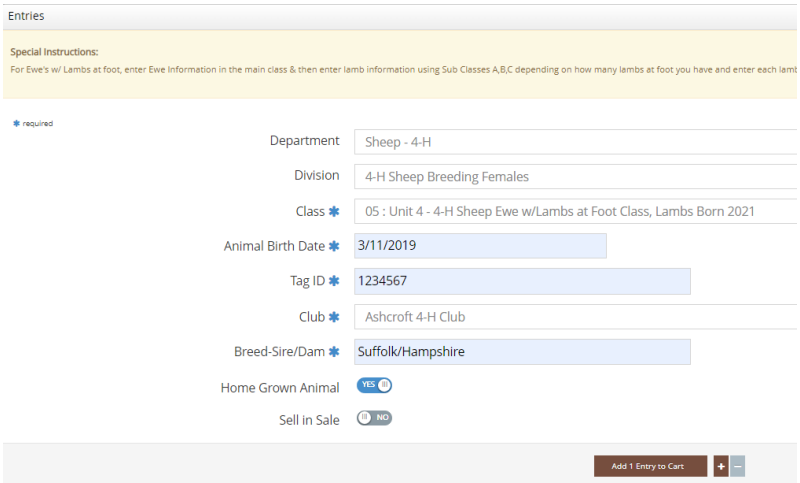
- Ewe Lamb must be born in current year of show
- Yearling Ewe is one year old, born the previous year

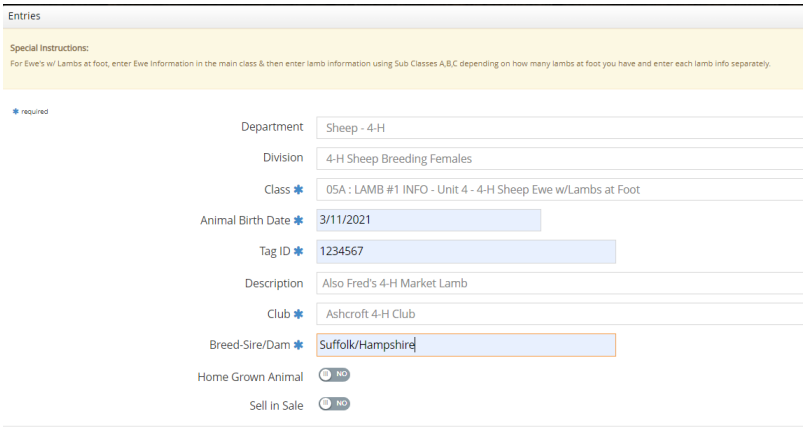


4-H Sheep Ewe w/ Lamb at Foot

- Mature Ewe's details are to be listed under the Unit 4 Class, with progeny listed under sub-classes A-C depending on how many lambs at foot there are

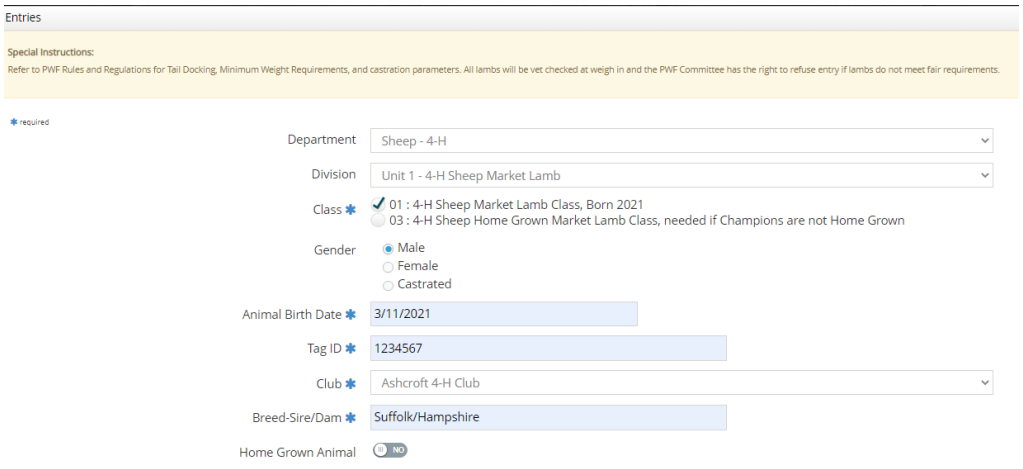
- **Description:** Indicate if this lamb is entered elsewhere in the fair

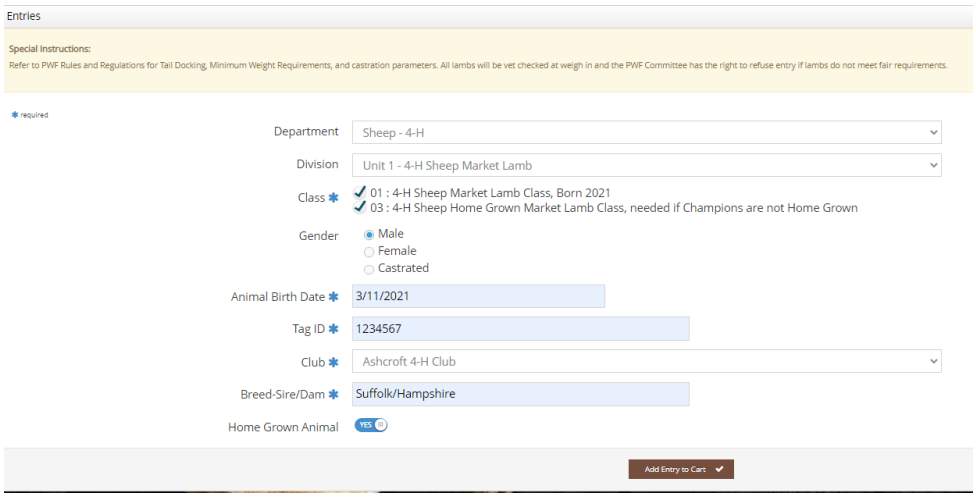




4-H Sheep Market Lamb

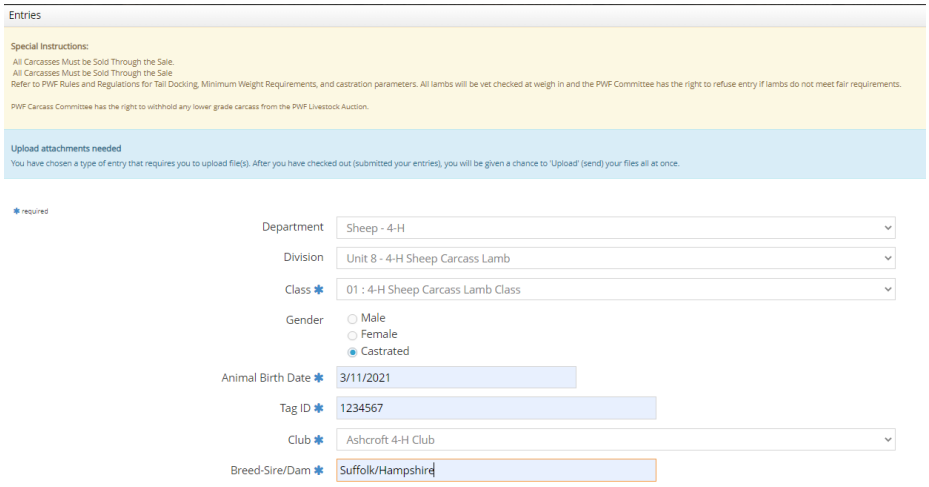
- Mark off the Home Grown Class if the project is from the member's own herd or their family's herd, in addition to the Market Lamb Class
- Upload a Sale Photo of the market project





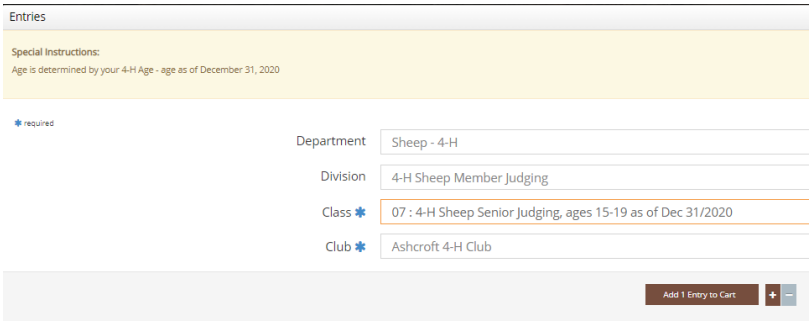
4-H Sheep Carcass Lamb

- Upload the Live Sale Photo of the lamb before processing with the online entry, or can be uploaded later, until September 17



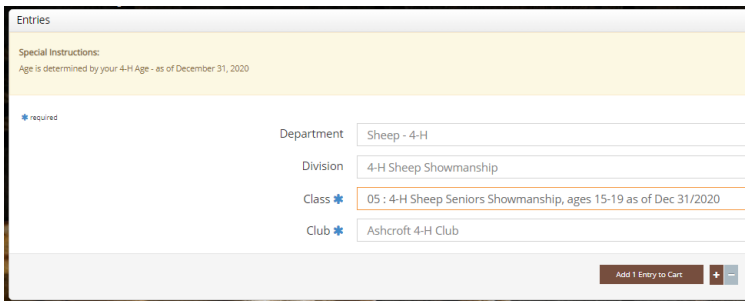
4-H Sheep Member Judging

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



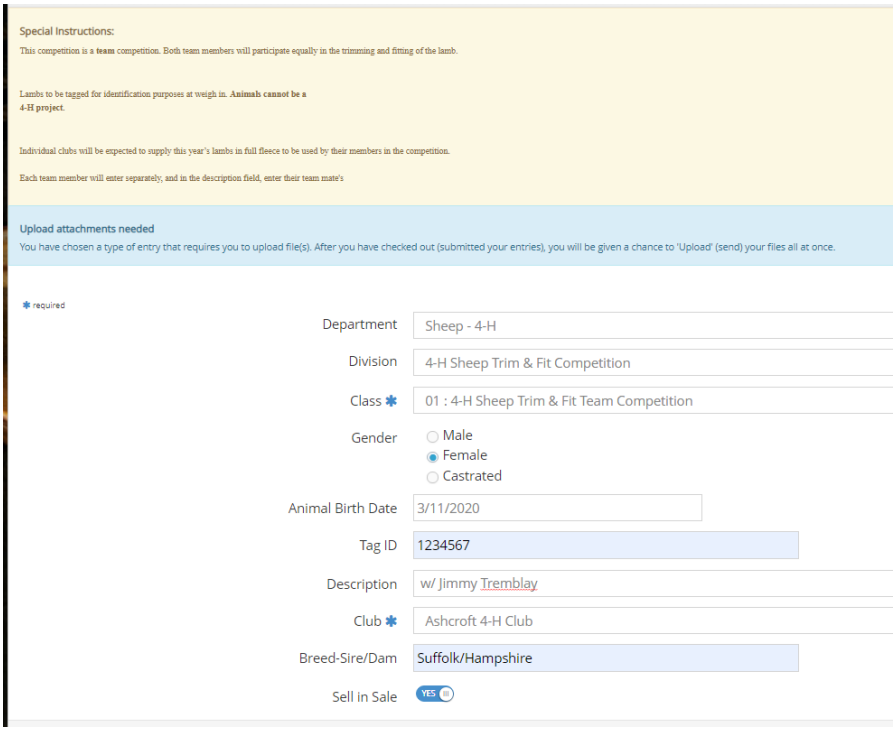
4-H Sheep Showmanship

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



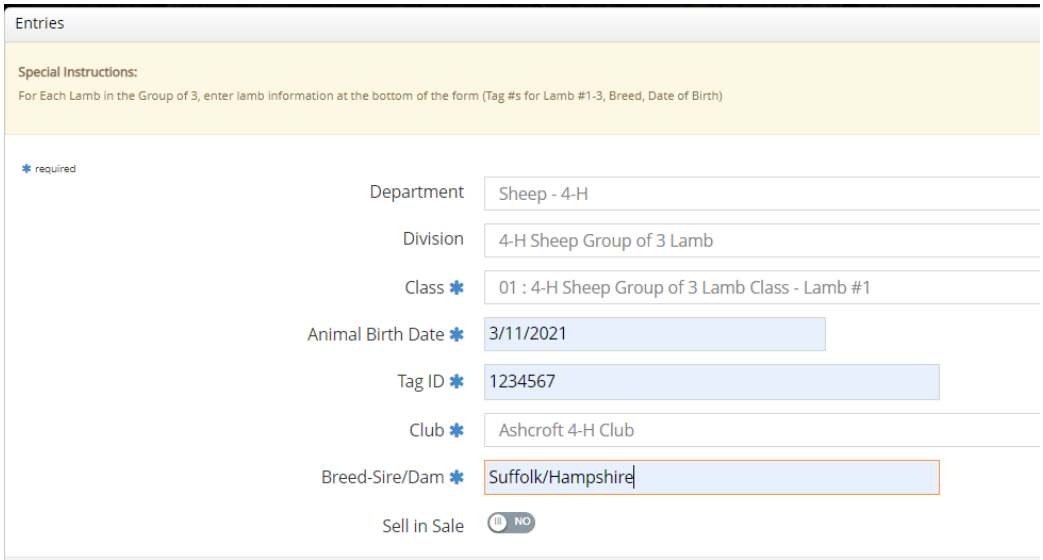
4-H Sheep Trim & Fit Team Competition

- 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 team mate 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



4-H SHEEP GROUP OF 3

- Enter each individual lamb's details – lamb #1 goes under main class, and Lambs #2 & 3 are entered under the sub classes so each lamb's details are collected

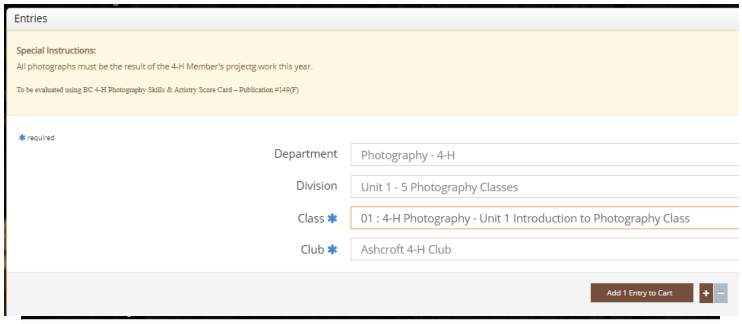


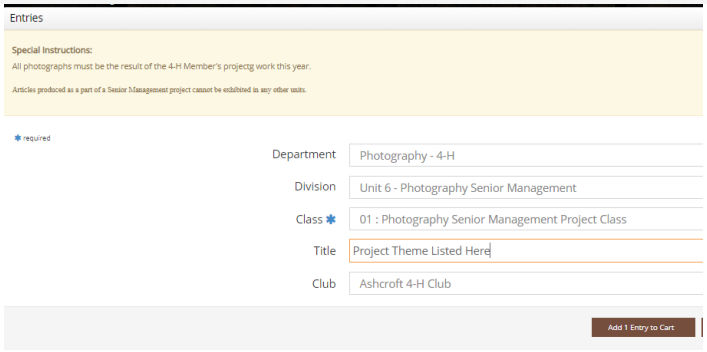
PHOTOGRAPHY – 4-H

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

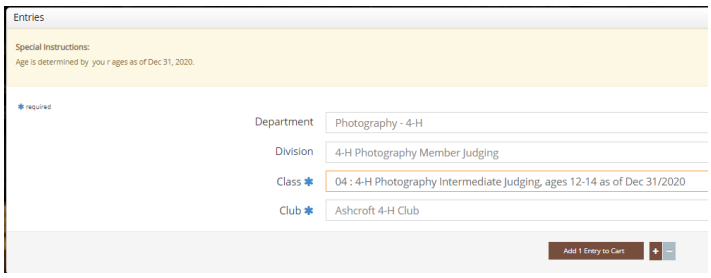
- Units are based on BC 4-H's Project Rules and Regulations





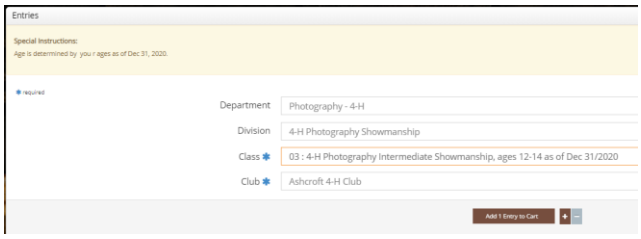
4-H Photography Member Judging

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



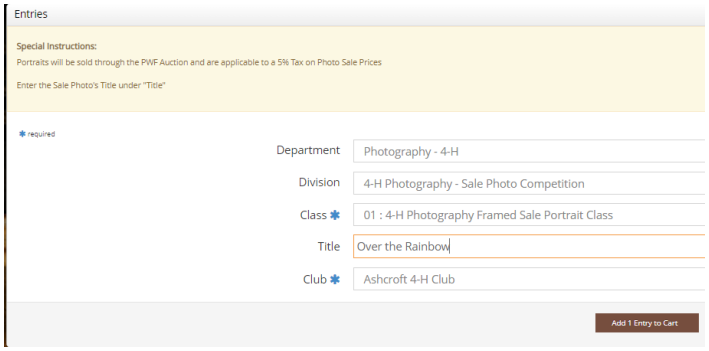
4-H Photography Showmanship

- 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



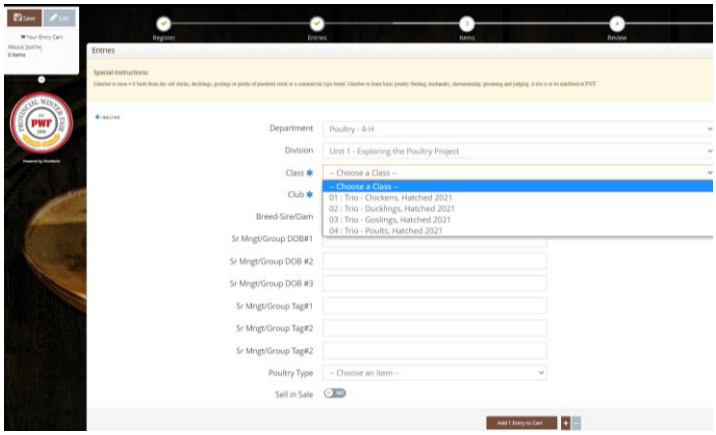
POULTRY – 4-H

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

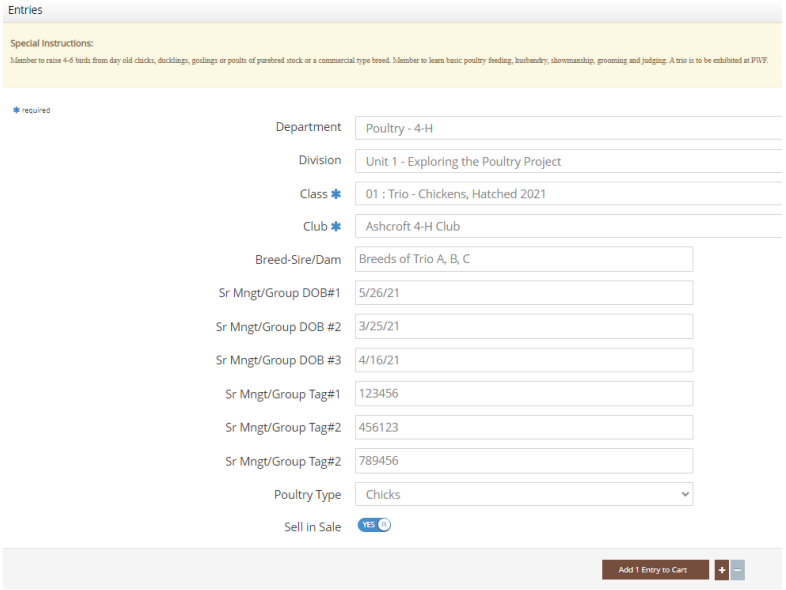
Poultry Entry Fields

- Breed Sire/Dam: Enter the Poultry Project's Breed(s); use comma for multiple breeds
- Enter the Date of Births (Hatch Date) MM/DD/YYYY for each individual animal
- Enter applicable identification tag ID numbers (if applicable)
- Enter Poultry Type: Chicks, Ducklings, Goslings, Poults
- Sell in Sale: Indicate if you wish to sell the project (s) in the PWF Sale

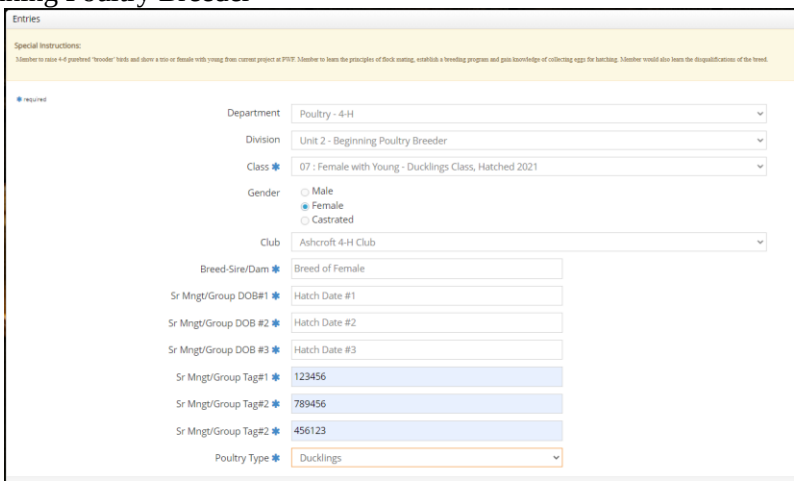
Poultry Unit Work



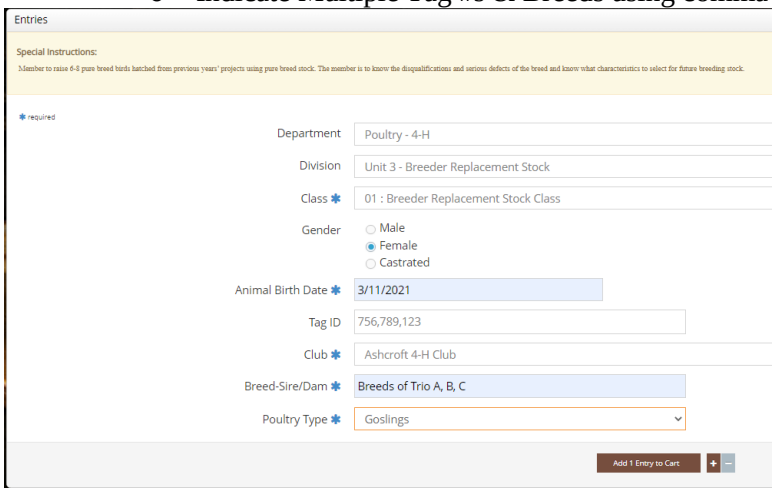
- Unit 1 – Choose a Trio



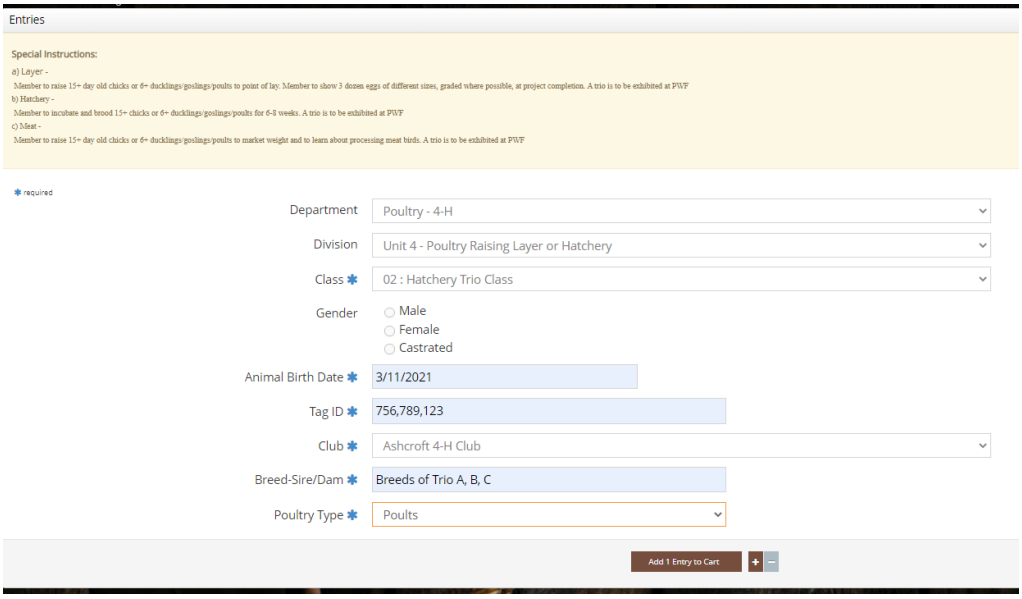
- Unit 2 – Beginning Poultry Breeder



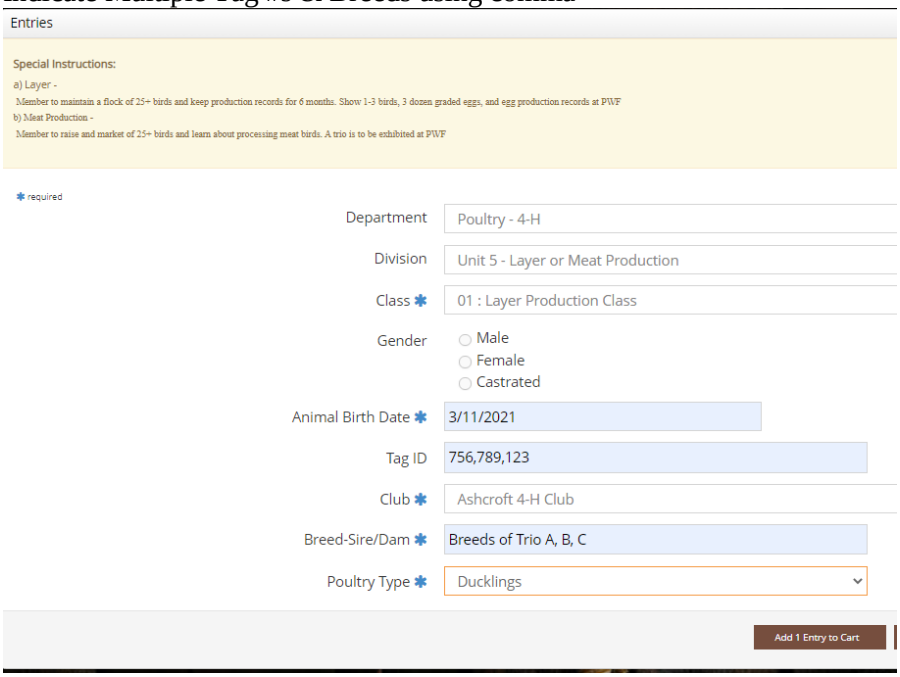
- Unit 3 – Breeder Replacement Stock
    - Indicate Multiple Tag #s & Breeds using comma



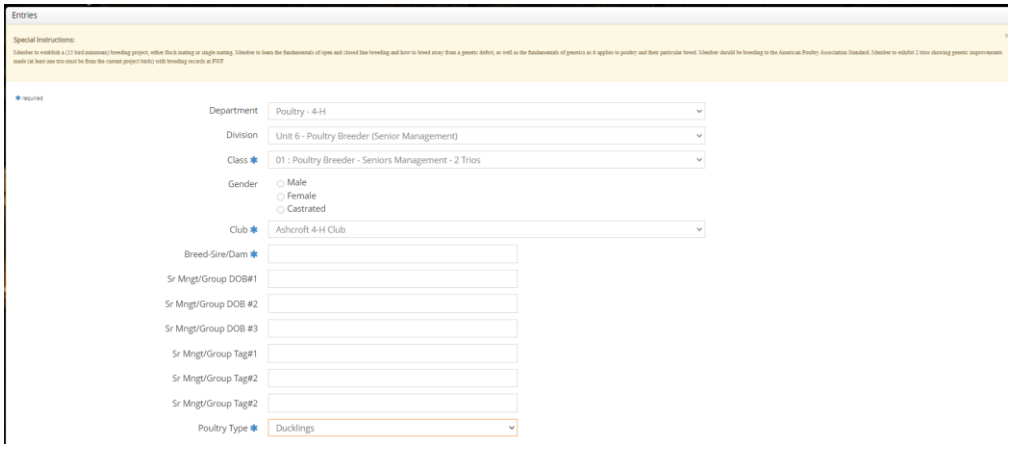
- Unit 4 – Poultry Raising Layer or Hatchery
    - Indicate Multiple Tag #s & Breeds using comma



- Unit 5 – Layer or Meat Production
  - Indicate Multiple Tag #s & Breeds using comma

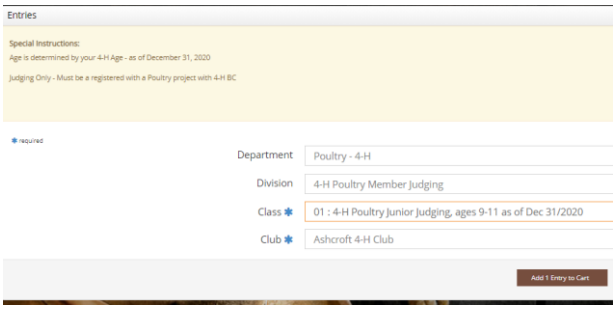


- Unit 6 – Poultry Breeder Senior Manager
  - Enter Hatch Dates and Applicable Tag #s for each member of the trio



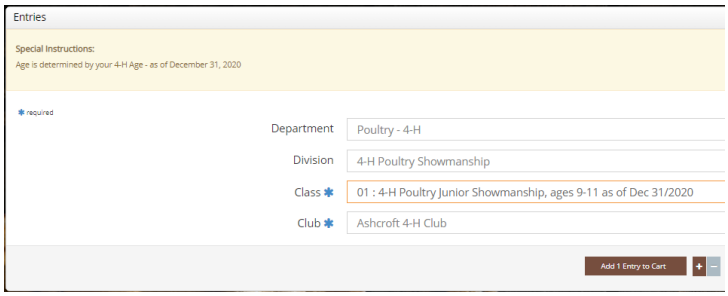
4-H Poultry Member Judging

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



4-H Poultry Showmanship

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

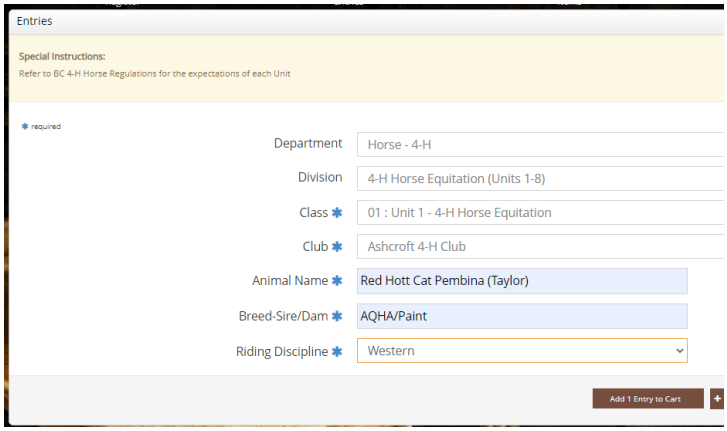


HORSE – 4-H

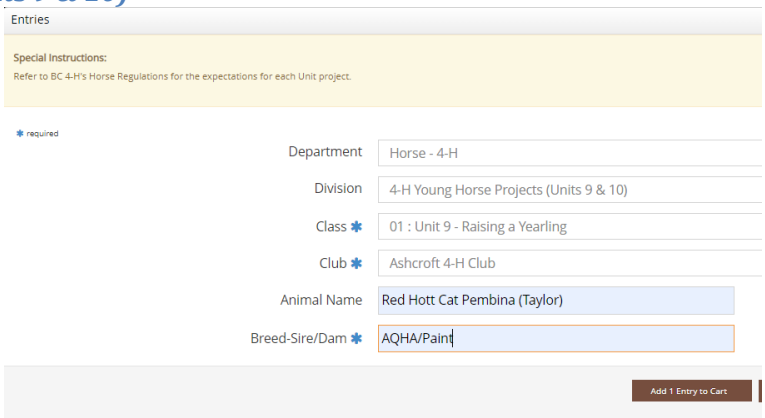
Horse Entry Fields

- **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
- **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 (ie AQHA, or Paint, or Clydesdale etc)
- **Riding Discipline:** Indicate if riding Western or English

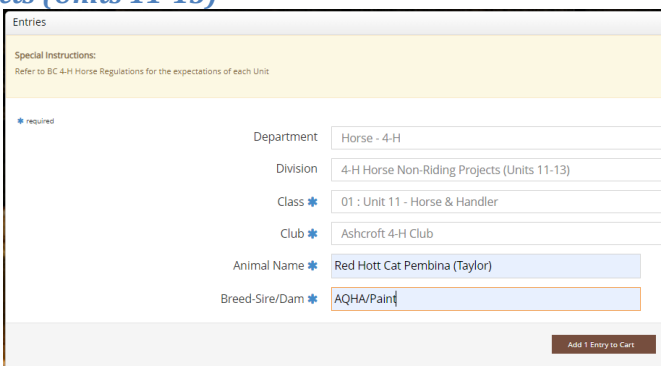
Equitation Units 1-8



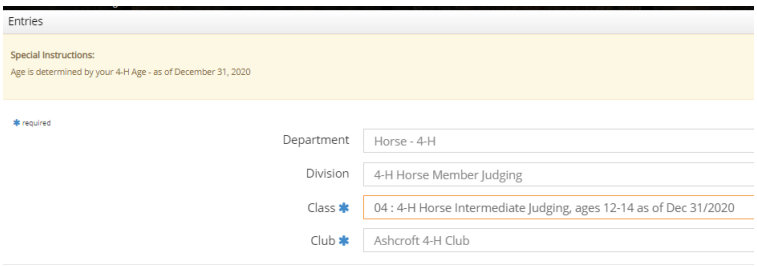
4-H Young Horse (Units 9 & 10)



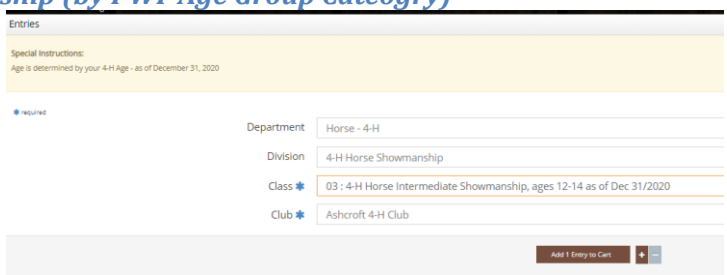
Non Riding Horse Projects (Units 11-13)



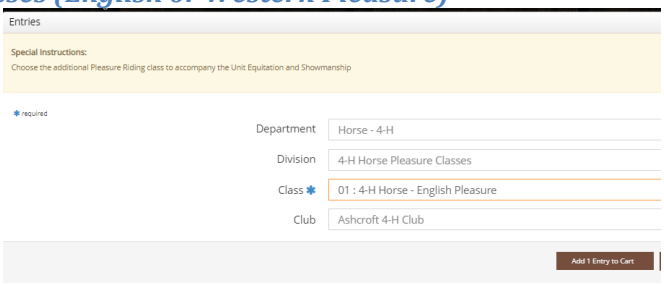
4-H Member Horse Judging (by PWF Age Group Category)



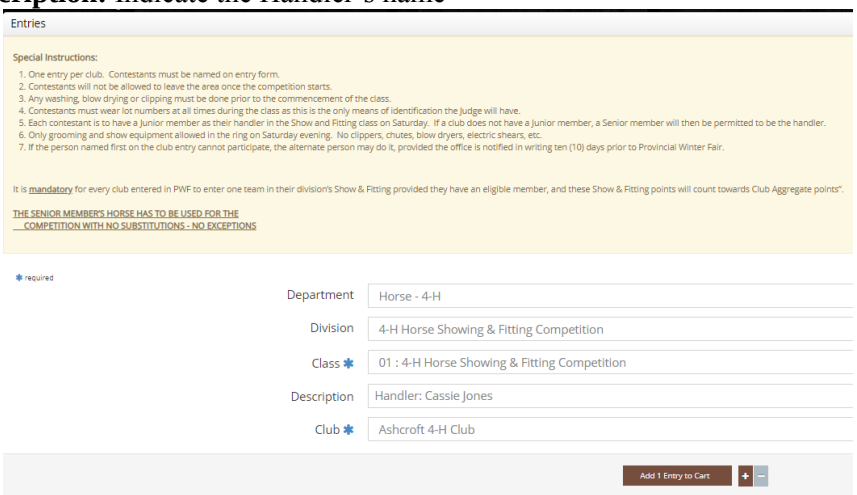
4-H Member Showmanship (by PWF Age Group Cateogry)



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

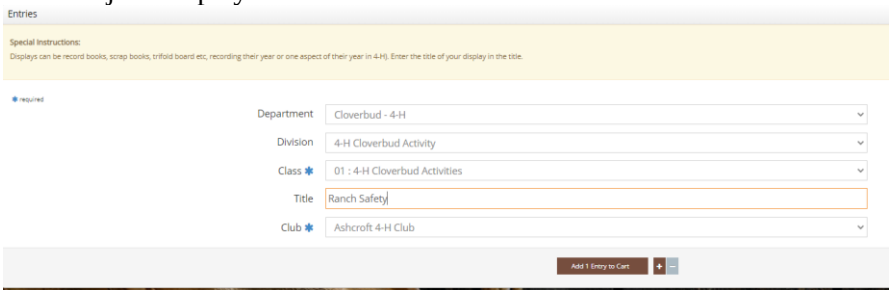


- ***Horse Showing & Fitting Competition*** is listed as well, each club is required to have one entry for Club Aggregate purposes
  - **Description:** Indicate the Handler's name



CLOVERBUD – 4-H

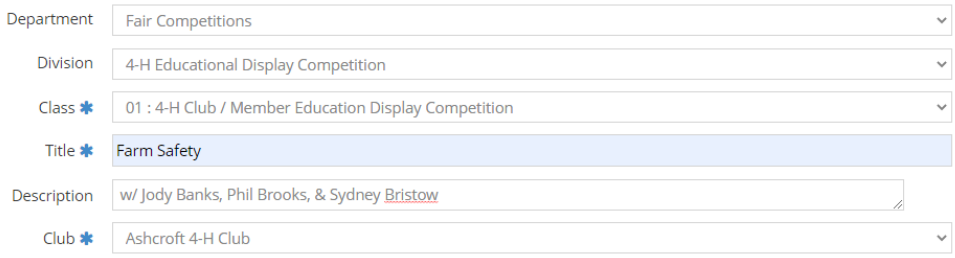
- This is for the 4-H Cloverbuds that will have be included in fun activities and have their own project display at the fair
- **TITLE:** Enter Project Display Title



FAIR COMPETITIONS

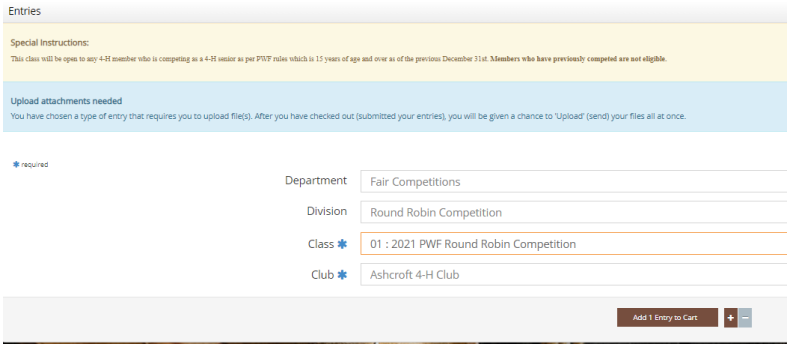
4-H Educational Display Competition

- **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



Round Robin

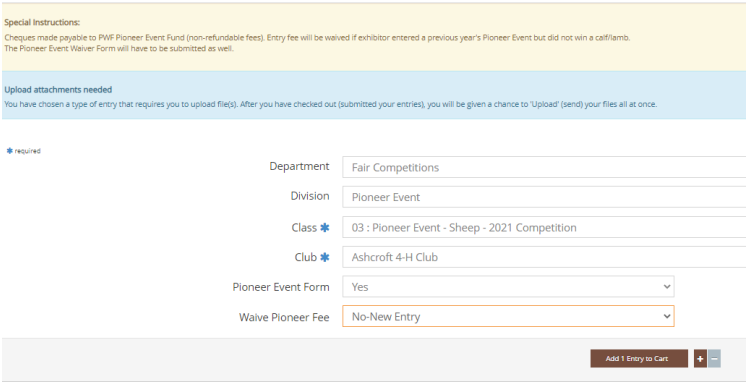
- Submit for the Round Robin Event
- Round Robin Form will need to be submitted as well as an attachment



Pioneer Event

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

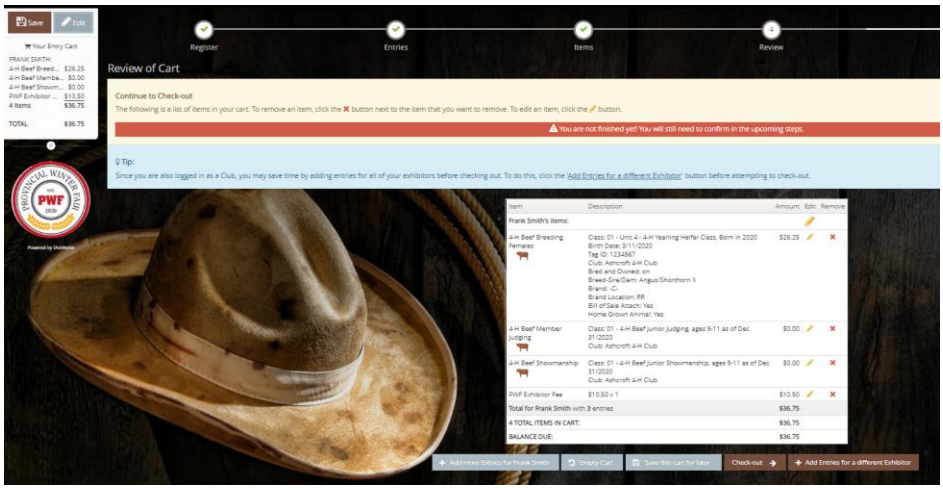
- **Class:** Enter either the Beef or Sheep Class
- **Form Acknowledgement**: Acknowledge that the form is being submitted as well with the Upload File Document
- **Fee Waiver** – Indicate if the member was an unsuccessful entrant before and have previously paid their Pioneer Event fee

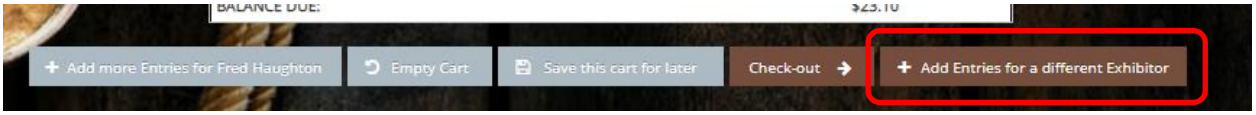


CLUB CART REVIEW

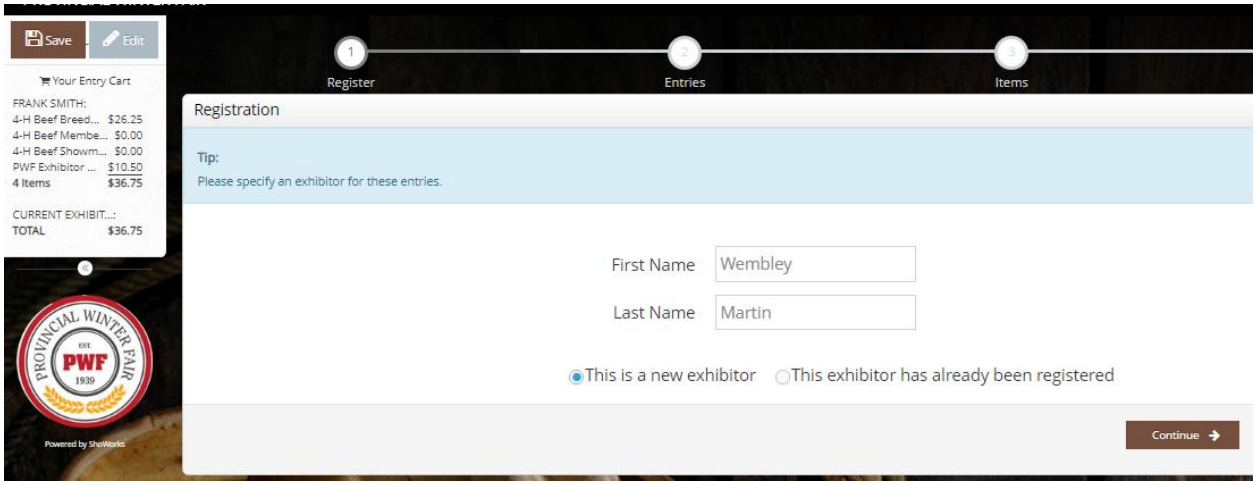
ADD ENTRIES FOR A DIFFERENT EXHBITOR

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



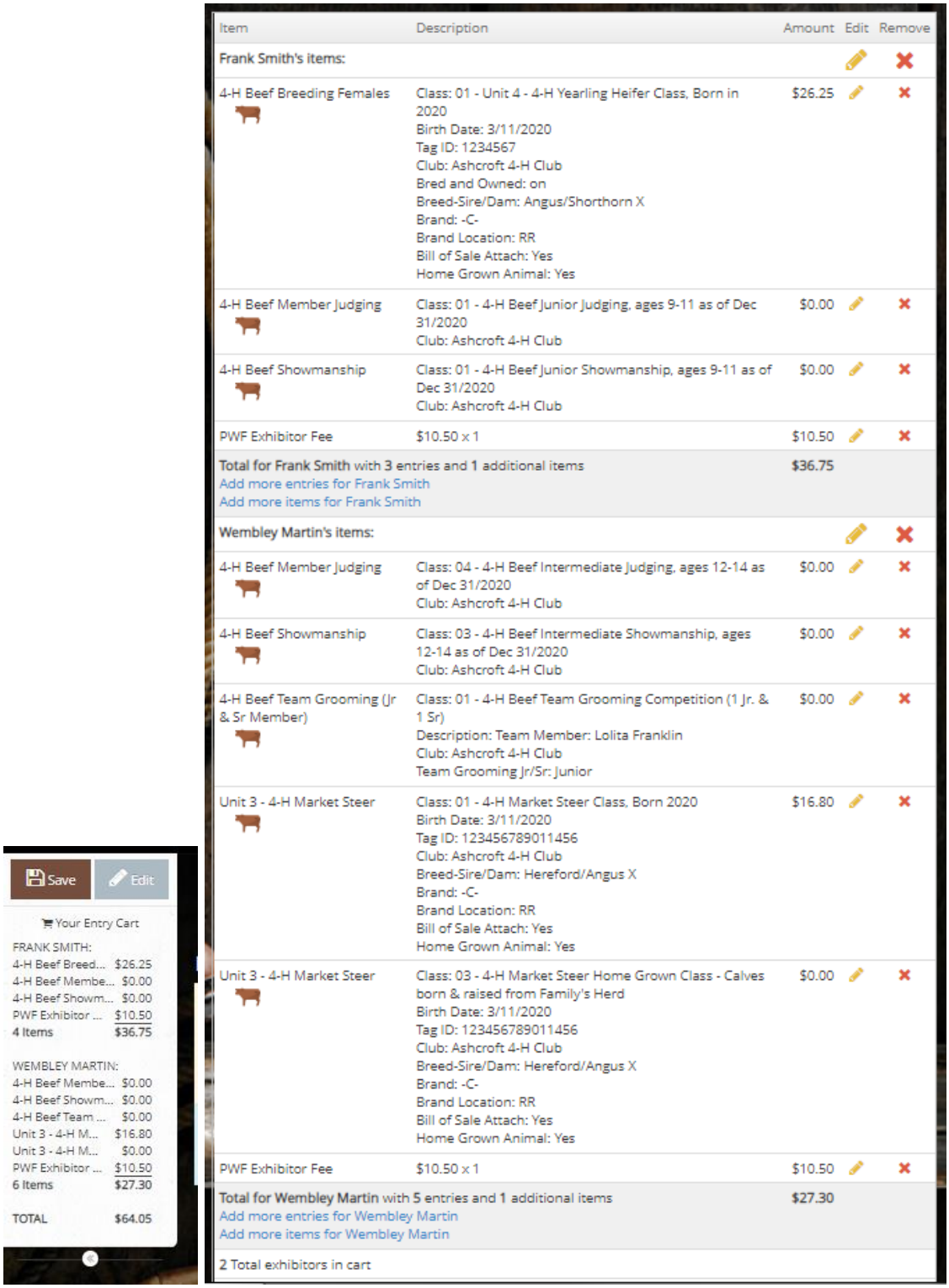


- And then repeat the individual exhibitor entry process until all members in your club are accounted for.



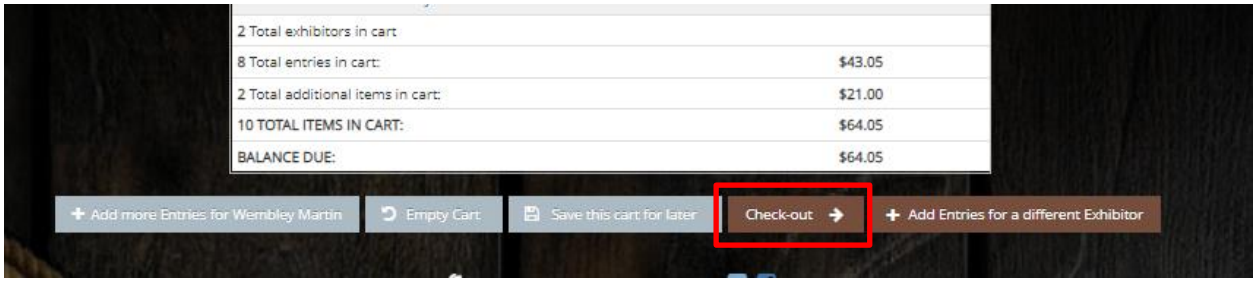
- Once you have multiple member’s entries in your cart, you will see it on the left hand side of the screen as you are adding entries to your club’s Cart.

- **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.

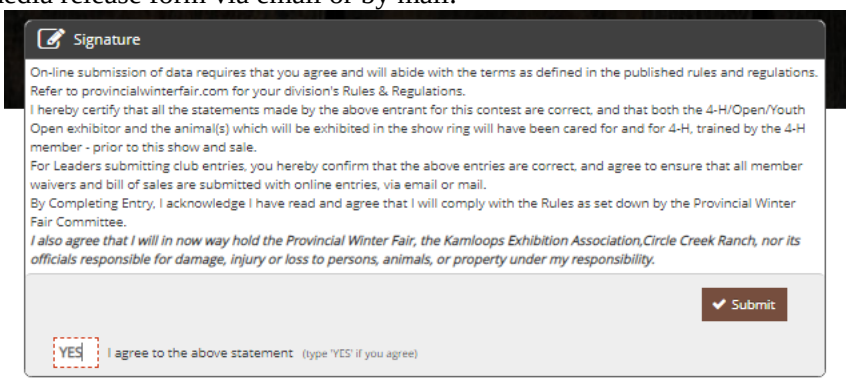


CLUB CHECK-OUT

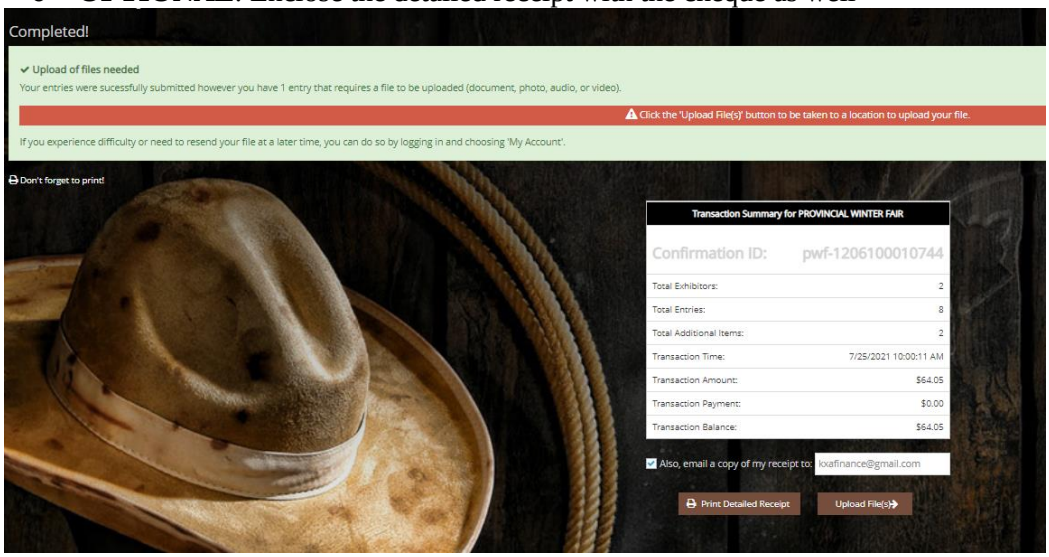
- When you are satisfied with your club entries, CLICK CHECK-OUT on Cart Review Screen
- Exhibitor sub-totals are displayed which is beneficial for reconciling if members pay the club and then then the club pays one entire cheque to Provincial Winter Fair
- You may save your cart and return to it later 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 email or by mail.



- **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.
    - **OPTIONAL**: Enclose the detailed receipt with the cheque as well



- 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	1DAF6C	$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
4-H Age as of Dec 31: 12
Cell Phone #: 2505551234
Age Category: Intermediate 12-14
Payment Type: Club Cheque
Waiver Submitted: Yes

TOTAL:	**$27.30**
PAYMENTS:	**$0.00**
BALANCE DUE:	**$27.30**
EXHIBITOR NAME:	**Wembley Martin**
CONFIRMATION ID:	**pwf-1206100010744**
TRANSACTION TIME:	**7/25/2021 10:00:10 AM**

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!

PROVINCIAL WINTER FAIR

Kamloops Exhibition Association PWF Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
4-H Beef Breeding Females	Class: 01 Class Description: Unit 4 - 4-H Yearling Heifer Class, 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	CBDAD2	$26.25
4-H Beef Member Judging	Class: 01 Class Description: 4-H Beef Junior Judging, ages 9-11 as of Dec 31/2020 Club: Ashcroft 4-H Club	CFDB13	$0.00
4-H Beef Showmanship	Class: 01 Class Description: 4-H Beef Junior Showmanship, ages 9-11 as of Dec 31/2020 Club: Ashcroft 4-H Club	06353B	$0.00
PWF Exhibitor Fee	$10.50 x 1		$10.50

Total for Frank Smith with **3** entries and **1** additional items
Address: 789 Porter Road
City: Ashcroft
State/Prov: BC
Postal Code: V0K 2J0
Phone: (555) 317-9988
e-mail: kxafinance@gmail.com
DOB: 4/26/1999
4-H Age as of Dec 31: 11
Cell Phone #: 2506664557
Age Category: Junior 9-11
Payment Type: Club Cheque

TOTAL:	**$36.75**
PAYMENTS:	**$0.00**
BALANCE DUE:	**$36.75**
EXHIBITOR NAME:	**Frank Smith**
CONFIRMATION ID:	**pwf-1206100010744**
TRANSACTION TIME:	**7/25/2021 10:00:10 AM**

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!

PROVINCIAL WINTER FAIR

Kamloops Exhibition Association PWF Receipt Summary

2 Total exhibitors in cart	
8 Total entries in cart:	**$43.05**
2 Total additional items in cart:	**$21.00**
10 TOTAL ITEMS IN CART:	**$64.05**
PAYMENTS:	**-$0.00**
BALANCE DUE:	**$64.05**
CONFIRMATION ID:	**pwf-1206100010744**

Transaction Time: 7/25/2021 10:00:10 AM

- **UPLOAD DOCUMENTS**
  - MARKET PROJECTS Upload Bill of Sale (Beef Only) and Sale Photo
    - **Disregard the 2nd Upload File Prompt for Home Grown Steer Class, the Bill of Sale for the market entry is sufficient.**
  - Beef Females – upload a copy of the bill of sale or lease agreement
  - SALE PHOTOGRAPHY – Sale Photo
  - Round Robin/Pioneer Event Form

1 of 3

Press for Instructions

Frank Smith

WEN: CBDAD2 **Division:** 4-H Beef Breeding Females **Class:** 01 Unit 4 - 4-H Yearling Heife...

Entry Description

PDF Choose File No file chosen Upload

Next

Press Next once all uploads are 100% complete

* Size limits are 8 MB for Photo, 6MB for PDF files, and 120 MB for Video.

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2 of 3

Press for Instructions

Wembley Martin

WEN: 1DAF6C **Division:** Unit 3 - 4-H Market Steer **Class:** 01 4-H Market Steer Class, Bor...

Entry Description

PDF Choose File No file chosen Upload

Back Next

Press Next once all uploads are 100% complete

* Size limits are 8 MB for Photo, 6MB for PDF files, and 120 MB for Video.

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