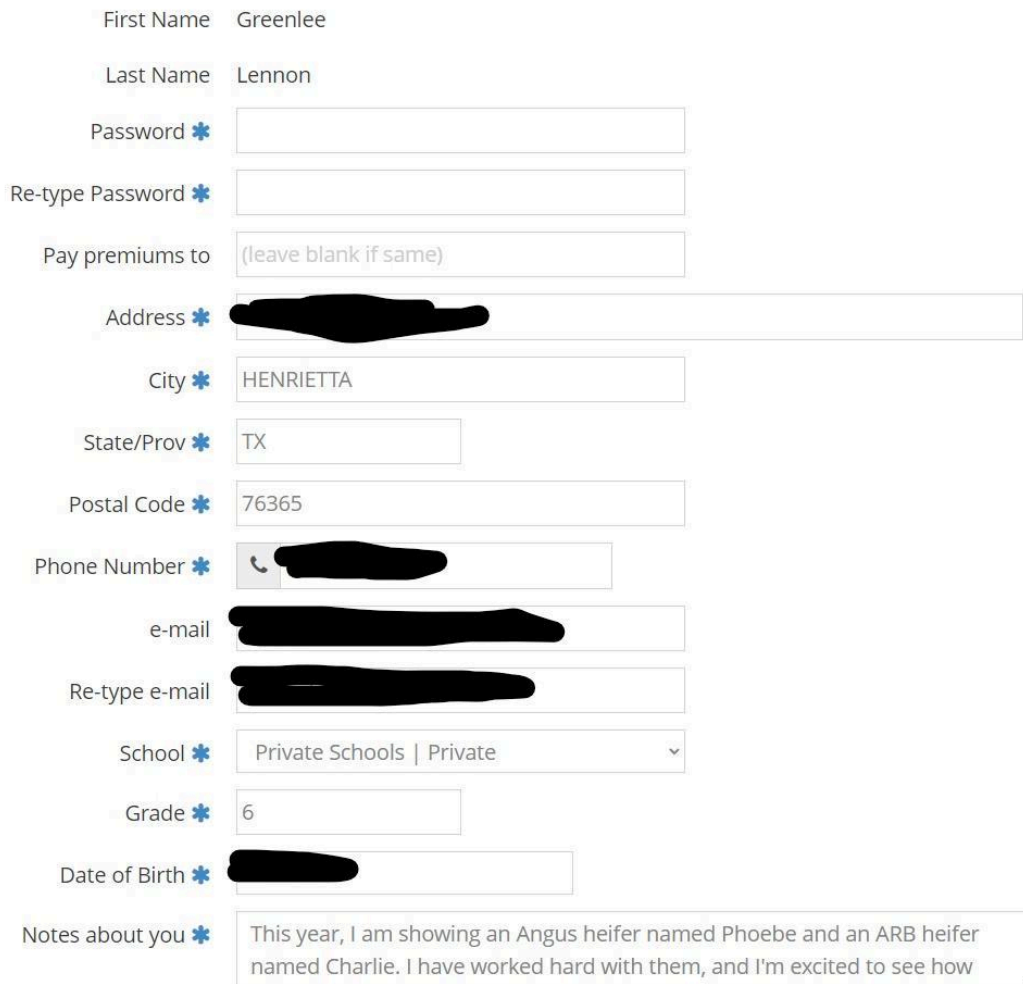


## CCJLS Online Entry Instructions

**\*\*Pictures are inserted for clarification, at the end of each step, where needed.**

- Go to <https://clay.fairwire.com>.
- Click "Sign In".
- Choose "Exhibitor" in the drop-down menu.
- Enter the exhibitor's first and last name and choose "I am a new exhibitor or have yet to register this year"; click continue.
- Complete all fields of the information screen. The "Notes about you" part is for you to give info about you and your project(s), for potential add-on donors to be able to see online.



The screenshot shows a registration form with the following fields and values:

- First Name: Greenlee
- Last Name: Lennon
- Password: [Redacted]
- Re-type Password: [Redacted]
- Pay premiums to: (leave blank if same)
- Address: [Redacted]
- City: HENRIETTA
- State/Prov: TX
- Postal Code: 76365
- Phone Number: [Redacted]
- e-mail: [Redacted]
- Re-type e-mail: [Redacted]
- School: Private Schools | Private (dropdown menu)
- Grade: 6
- Date of Birth: [Redacted]
- Notes about you: This year, I am showing an Angus heifer named Phoebe and an ARB heifer named Charlie. I have worked hard with them, and I'm excited to see how

- Confirm your registration information then click continue. If info is not correct, click the back arrow and re-enter.
- Choose a "Department" from the drop down menu. Then, choose your division. If you are entering an Ag Mechanics project or a Youth Fair project, choose the appropriate class. If you're entering an

animal project, choose “Class 01”. The actual class you will show in will be determined by show officials, on the day of the show, and will be changed to the appropriate number at that time. **Notice that it says, “Upload attachments needed”**. This will allow you to upload up to 3 photos, per entry, after you check out.

**Entries**

**Upload attachments needed**  
You have chosen a type of entry that requires you to upload file(s). After you have checked out (submitted your entries), you will be given a chance to 'Upload' (send) your files all at once.

\* required

Department

Division

Class \*

Breed \*

Animal Birth Date \*

Club \*

[Add 1 Entry to Cart](#) [+](#) [-](#)

- Repeat the previous step for all entries.
- When finished entering all projects, check your cart in the upper left corner to confirm the correct number of entries.

[Save](#) [Edit](#)

**Your Entry Cart**

GREENLEE LENNON:	
Beef Heifer	\$15.00
Beef Heifer	\$15.00
2 Items	\$30.00
<b>TOTAL</b>	<b>\$30.00</b>

Clay County, TX  
**4th LIVESTOCK Show & Fair**  
Powered by ShowWorks

Register ☒ Entries ☒ Review ☐ Pay ☐

**Entries**

✓ 1 entry added  
One 'Beef Heifer' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart.

Department

[+ Add different Entry](#) [Add similar Entry](#) [Continue →](#)

- If correct, click “Edit”.
- If all looks correct, click “Check-out.”

## Review of Cart

### Continue to Check-out

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

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

Item	Description	Amount	Edit	Remove
Greenlee Lennon's items:				
Beef Heifer	Class: 01 Breed: British Breed Birth Date: 12/15/2021 Club: Clay County 4-H	\$15.00	✎	✖
Beef Heifer	Class: 01 Breed: American Breed Birth Date: 5/20/2022 Club: Clay County 4-H	\$15.00	✎	✖
Total for Greenlee Lennon with 2 entries		\$30.00		
2 TOTAL ITEMS IN CART:		\$30.00		
BALANCE DUE:		\$30.00		

+ Add more Entries for Greenlee Lennon

↺ Empty Cart

💾 Save this cart for later

Check-out →

- You have the option to “Pay Later” or “Pay Now” (by credit card). Students entering through their FFA Chapter should choose “Pay Later”. Your school will send 1 check for all entries. If you are a Clay County 4-H member, you have the option to pay online, with a credit card, or to bring/mail a check to the Clay County Extension Office (210 W Ikard, Ste B, Henrietta, TX 76365). **Please make sure we receive your check/cash within 1 week of your entry (but no later than December 2<sup>nd</sup>).**

### Payment

#### Would you like to pay now or later?

Immediate payment is optional. You may choose to either **Pay Now** the balance of \$15.00 in the following step, or you may skip payment by choosing **Pay Later** and following the instructions on your receipt to remit payment at a later time.

Pay Later →

Pay Now 📄

- Before you submit your payment method, you will need to agree to the terms of the rules and regulations of the CCJLS.

Confirm

Do you agree to the following?

Below are items which are about to be entered.

You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
<b>Greenlee Lennon's Items:</b>		
Beef Heifer	Class: 01 Breed: British Breed Birth Date: 12/15/2021 Club: Clay County 4-H	\$15.00
Beef Heifer	Class: 01 Breed: American Breed Birth Date: 5/20/2022 Club: Clay County 4-H	\$15.00
Total for Greenlee Lennon with 2 entries		\$30.00
2 TOTAL ITEMS IN CART:		\$30.00
BALANCE DUE:		\$30.00

Signature

Clay County Junior Livestock Show on-line entry requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please contact the Clay County Extension office.

yes

I agree to the above statement (type 'YES' if you agree)

✓ Submit

- Then you will be taken to the following screen that allows you to submit photos. Click “Upload Files”.

Completed!

✓ **Upload of files needed**  
Your entries were successfully submitted however you have 2 entries that require files to be uploaded (document, photo, audio, or video).

⚠ Click the 'Upload File(s)' button to be taken to a location to upload your files.

If you experience difficulty or need to resend your files at a later time, you can do so by logging in and choosing 'My Account'.

🖨 Don't forget to print!

Transaction Summary for Clay County Junior Livestock Show	
Confirmation ID:	clay-2311143504514
Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	11/7/2022 2:35:11 PM
Transaction Amount:	\$30.00
Transaction Payment:	\$30.00
Transaction Balance:	\$0.00

☒ Also, email a copy of my receipt to:

[🖨 Print Detailed Receipt](#) [Upload File\(s\)➔](#)

- It will take you to the following screen. Click “Press for Instructions” to view a short tutorial for how to upload up to 3 photos for each of your entries. **If you make a mistake and need to remove/change a photo, it will have to be corrected by Kristin Lennon (online entry administrator). Please contact her at (940)538-5042 or [kristin.lennon@ag.tamu.edu](mailto:kristin.lennon@ag.tamu.edu).** You should receive an emailed invoice/receipt from Clay County Junior Livestock Show as soon as you submit your payment preference.