N.C. STATE FAIR GENERAL COMPETITIONS REGISTRATION INSTRUCTIONS

You will be using ShoWorks to register online for N.C. State Fair Competitions. Please read these instructions thoroughly before completing your registration. If you have any questions after reading these instructions, please email (NCSFCompetitions@ncagr.gov) or call (919-839-4513) the N.C. State Fair Entry Department.

There are 3 types of ShoWorks accounts you can use:

- One-Time Single User Account – Every year, you will have to create a new account and input your information. Your information and entries across years and at other fairs will not be stored.
- One-Time Team/Company Account - Every year, your group/organization will have to create a new account and input your information. Your group/organization's information and entries across years and other fairs will not be stored.
- Passport Account (Recommended) – Once you create a Passport Account, your login and information will be saved and can be used across years to track your entries and for other fairs using ShoWorks.
    - You can change your one-time account into a Passport Account at any time.

Registering Your Entries

1. Go to ncsfge.fairwire.com and click "Sign In" in the top right corner.
2. **Create Account/Log In:** Start by clicking one of the following options:
    a. Exhibitor **–** To create a one-time account for a single exhibitor or your Team/Organization. If you are a Team/Organization, please change the "I am not a Team or Company" from "No" to "Yes".
    b. Quick Group – To register several exhibitors (for your household or group) at one time and check out all in the same cart.
    c. Passport – To sign in with or create a ShoWorks Passport account.

    Please write down your login information to be able to log back in after registration to view your receipt or to register additional entries.

3. **Input Exhibitor Information:** Please enter and verify your exhibitor information.
    a. Please provide your **legal name.** Do not use abbreviations or nicknames.
    b. For Address, please enter a **valid mailing address.** Failure to do so may result in delayed premium check distribution.
    c. You must provide a valid SSN/EIN at the time of registration by completing a W-9 form. This form must match the exhibitor's information. If you do not want to provide your SSN/EIN, please type in 000-00-0000. Inputting all 0's or any other obviously invalid number will automatically be regarded as a declination to provide a valid number will result in **automatic forfeiture of premiums.**
4. **Making your entries:** You will see drop-down menus of the Department, Division, and Class for you to select. There may be additional information required for some of your

entries. Make sure to double-check all your entry information. Select “Add Entry to Cart”. If you wish to add additional entries, select “Add Different Entry” or “Add Similar Entry” option.

5. **Saving Your Cart:** If you would like to come back and add more entries at a later time, click the “Save this Cart for Later” button.
    a. If you leave the website and do not save your cart without checking out, your account and cart may be lost. NOTE: Saving your cart does NOT register your entries. Your entries will NOT be registered until you complete registration by checking out.
6. **Check Out:** Select “Check Out” to proceed with the checkout process.
    a. Review your cart. If you owe any entry fees, select “Debit/Credit Card” and select your payment in the drop-down menu. Enter your card information. This process MUST be completed for your entries to be submitted to the Fair.
    b. If you do not owe any entry fees, you will be taken straight to the Confirm page.
    c. Once you get to the Confirm Page, review your cart again. If all the entries in your cart are accurate, proceed with typing “YES” to agree that you will abide by the Rules & Regulations. Click “Submit”.
7. **Obtaining Receipt:** Upon submitting your registration, the page will display a transaction summary.
    a. If you want your receipt to be emailed, check the “Also, email me a copy of my receipt to: (your email here)”. Please verify your email is correct.
    b. If you want to print your receipt, click the “Print Detailed Receipt” button.
    c. Click the “Finish” button.
    d. You will be sent a confirmation email. Please keep this email for your records, as the confirmation code is tied to your registration. If you do not receive this email within 15 minutes, please contact the Entry Office immediately.
8. **Viewing Receipt After Registration:** To see your receipt(s) and entries after you have completed registration, sign in using the same username and password. In the top right corner, click the down arrow next to your name and click the “Your Past Transactions” tab to view your receipt(s).
9. **Registering Additional Entries After Initial Submission:** Log back in using the same account information you registered your initial entries with. You may register additional entries with your same account until the registration window closes.