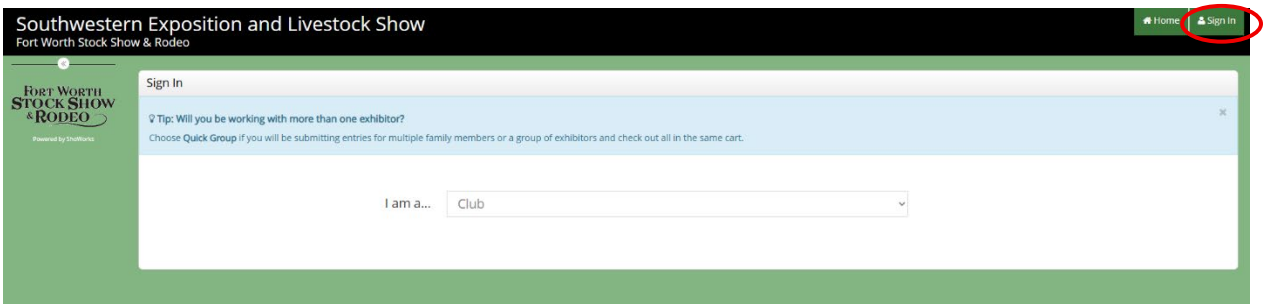
Open Livestock Online Entry Guide

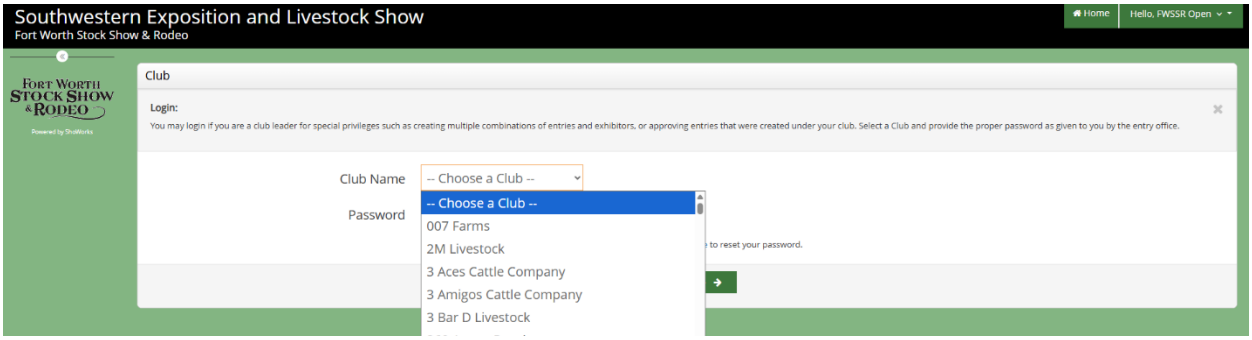
For purposes of entering open livestock show, a "Club" is defined as:

→ Farm Name
→ Team
→ Ranch Name
→ Organization

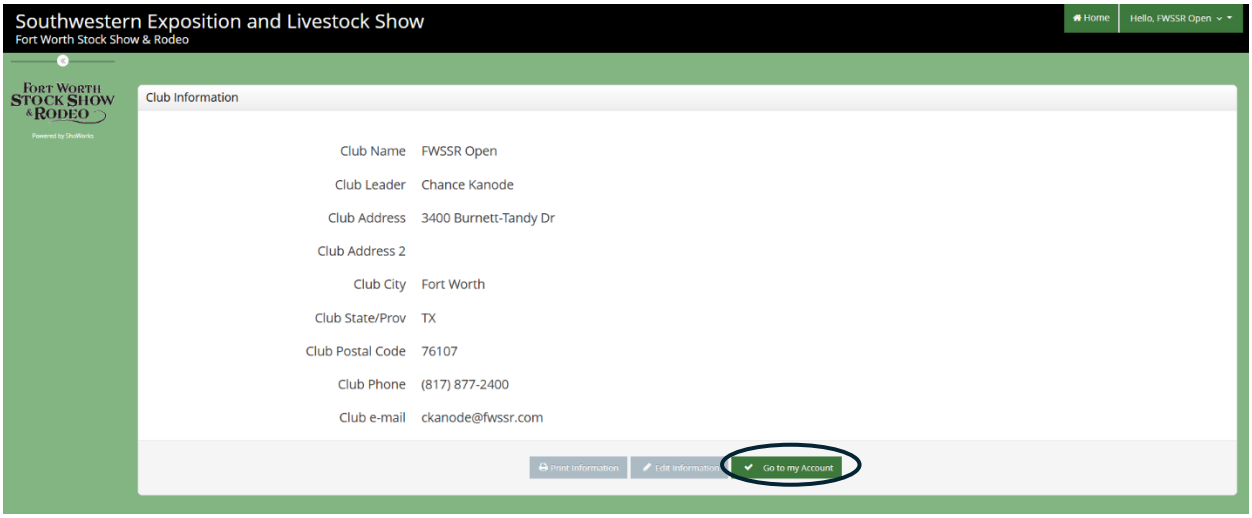
1. Access the online entry system at fwssr.com. Click "Sign In" at the top right corner.



2. Find your organization under the "Club" drop-down menu. **Note:** If you entered last year, all your information should be available. Your temporary password is 123 unless someone from your organization has previously changed it. If your organization is not listed, fill out the "FWSSR Entries – New User Request" form which can be found at fwssr.com or call the FWSSR Livestock Office at 817-877-2400. The deadline to complete a New User Request is November 9th.



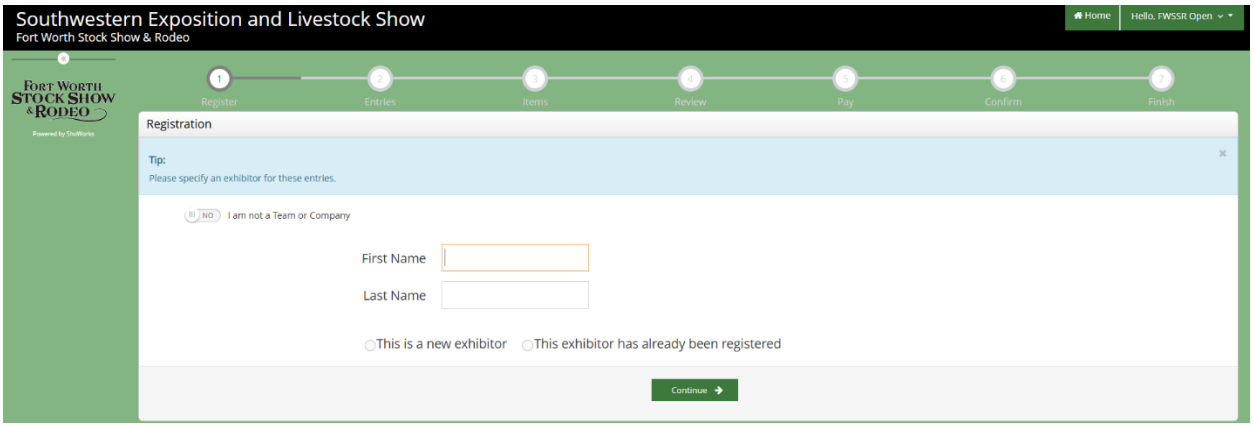
3. You can edit your club information if necessary on this page. Once information is verified, click “Go to my Account.”

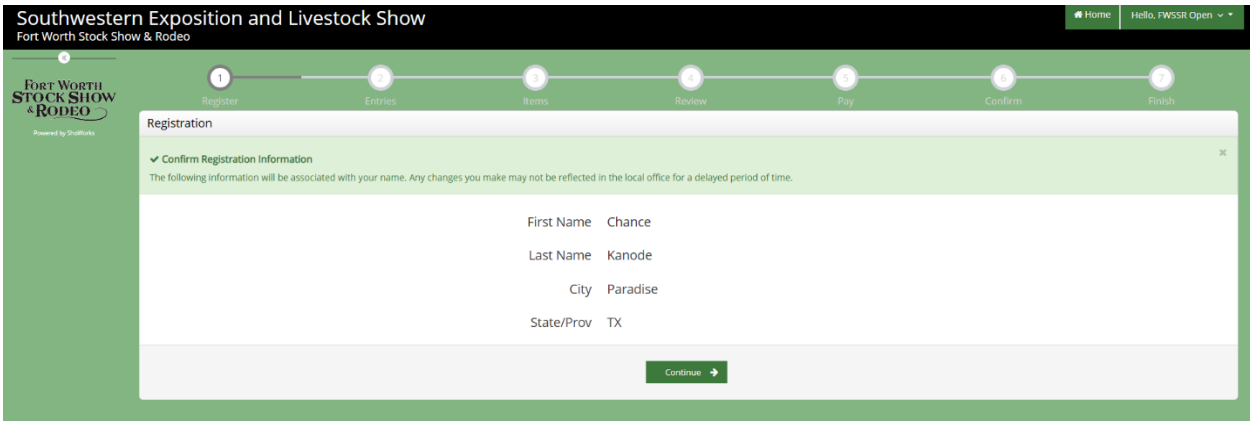


4. A “Welcome” screen for your club will appear. To add new entries, click on “Begin adding Exhibitors and Entries.” You can also view past transactions by clicking “View/Print transactions made by this Club.”

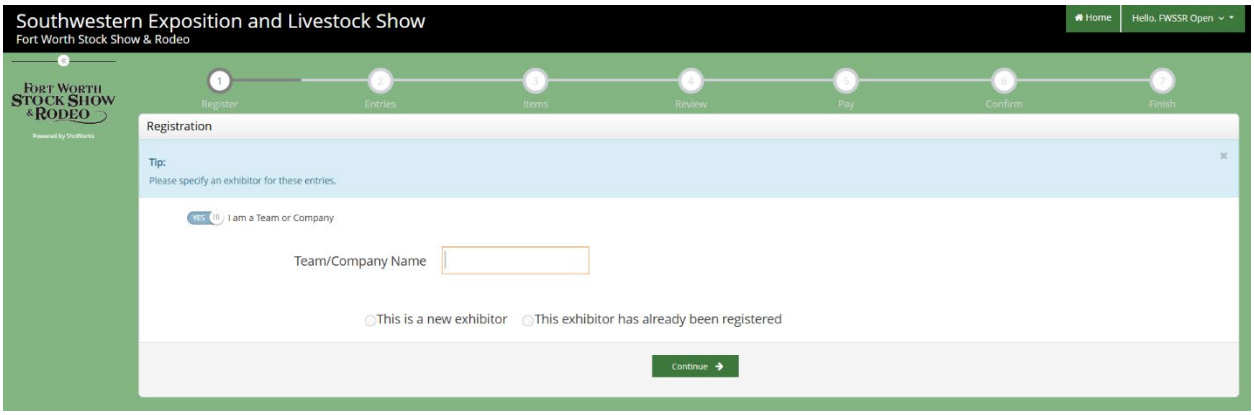


5. Create an account for each exhibitor and enter the required information for their entry. If the exhibitor has an existing ShoWorks account, you can simply login using their login information.

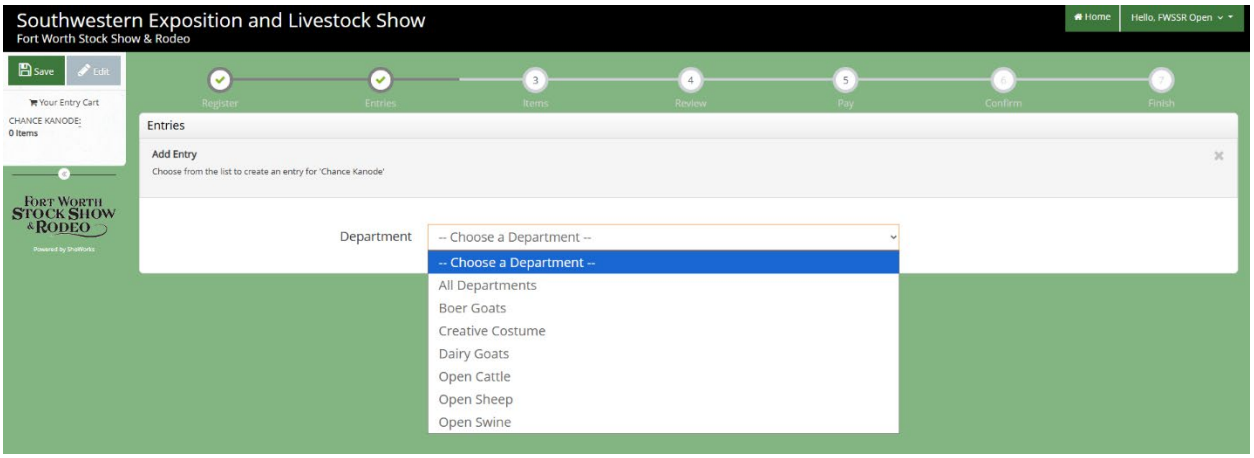




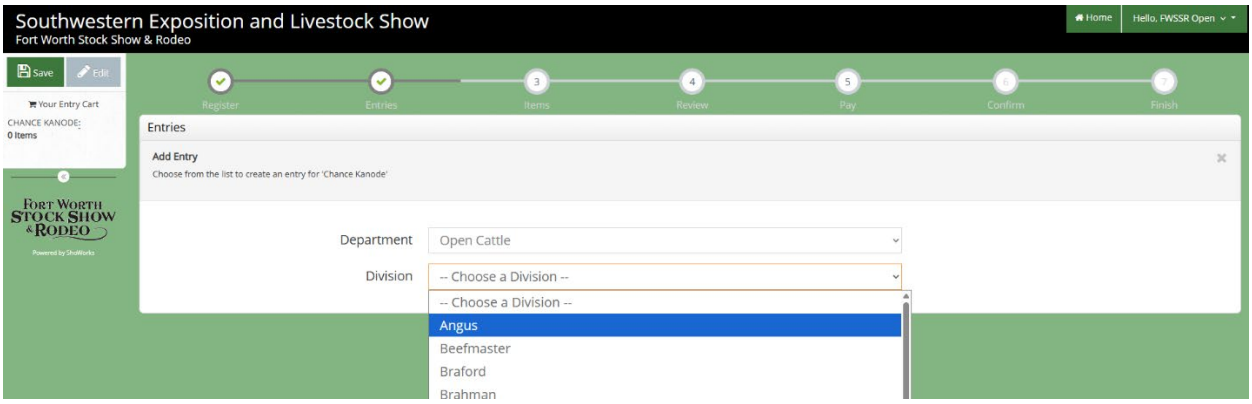
6. If you are entering an animal registered as a farm, show team or other organization, toggle the “I am a Team or Company” to “Yes.” This will allow you to register as a team or company.



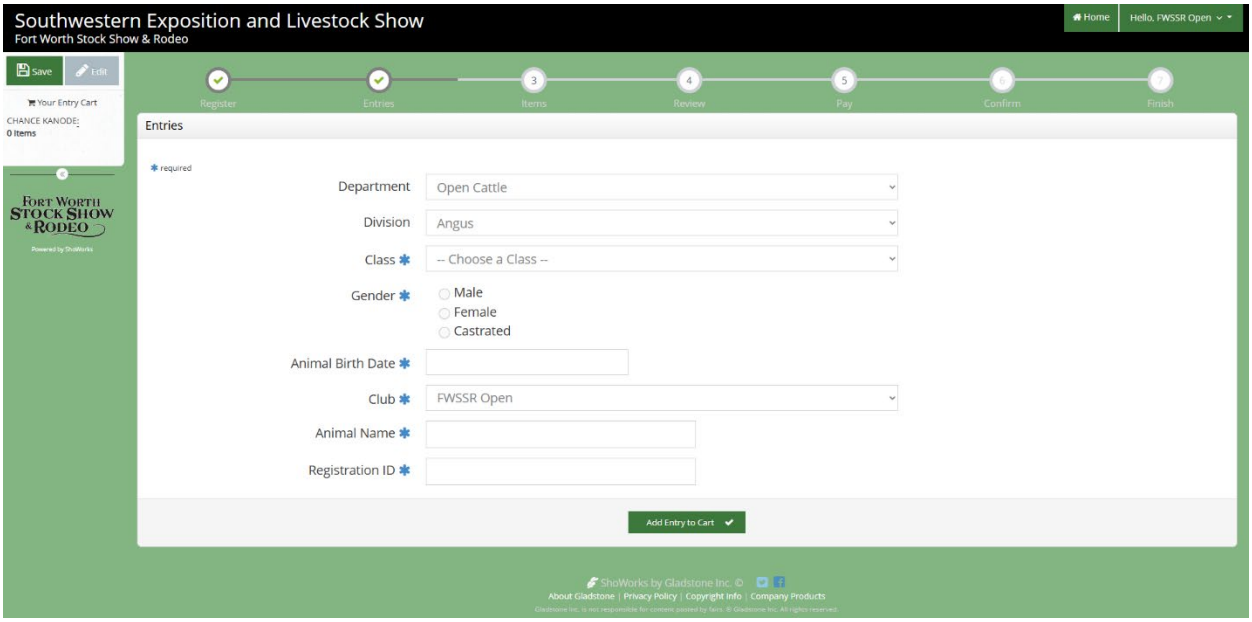
7. Select the Department the exhibitor will be showing under (i.e., Boer Goats, Dairy Goats, Open Cattle, etc.).



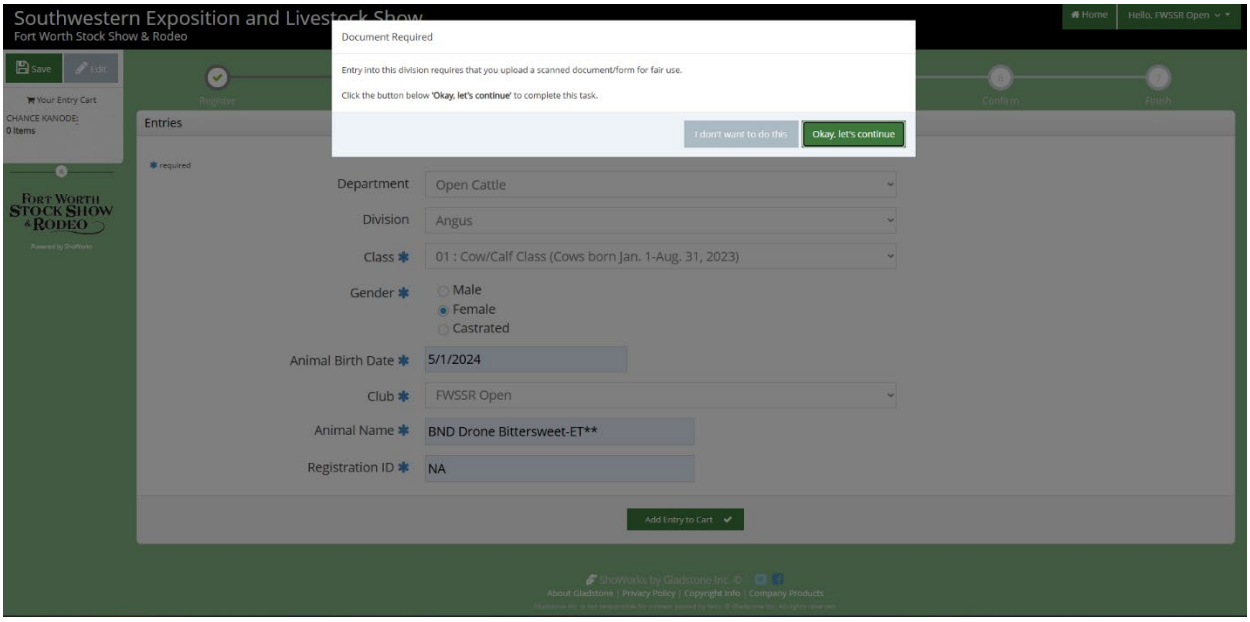
8. Next, select the division the exhibitor is entering.

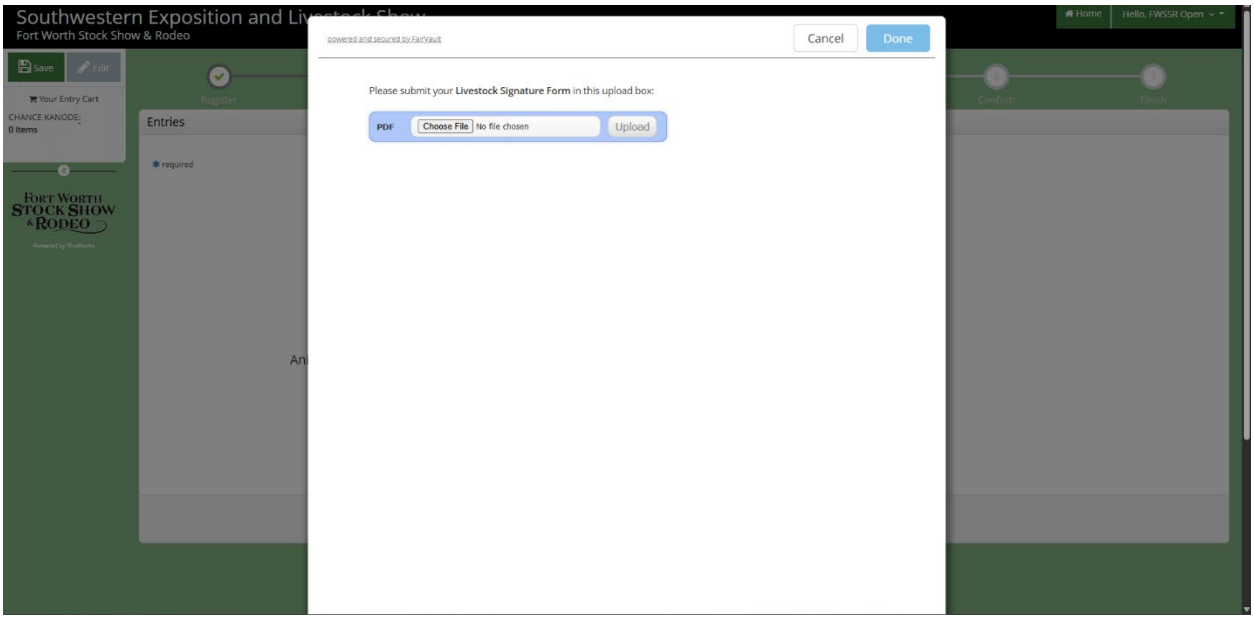


9. For breeding animals, select the appropriate class and enter all required registration information. Next, select "Add Entry to Cart."

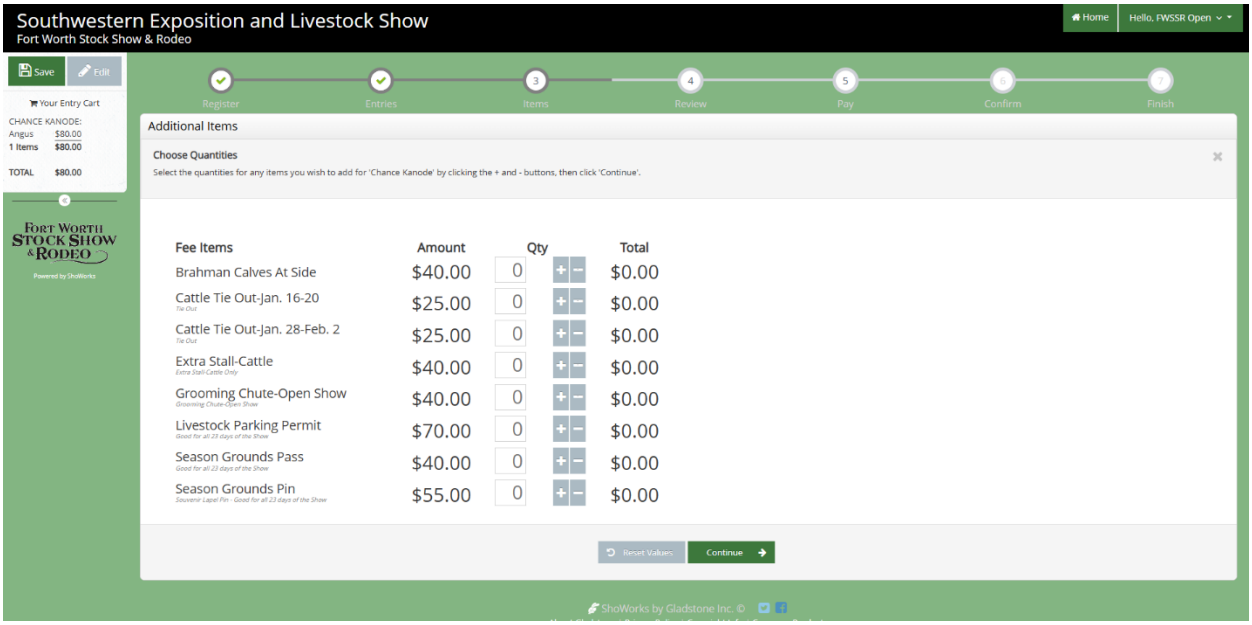


10. After adding the entry to your cart, a dialogue box will appear prompting you to upload your signed Exhibitor Agreement for each exhibitor. Click “Choose File,” select the exhibitors document and click “Upload.” By clicking “Done,” you will exit the dialog box and will be able to continue adding entries.

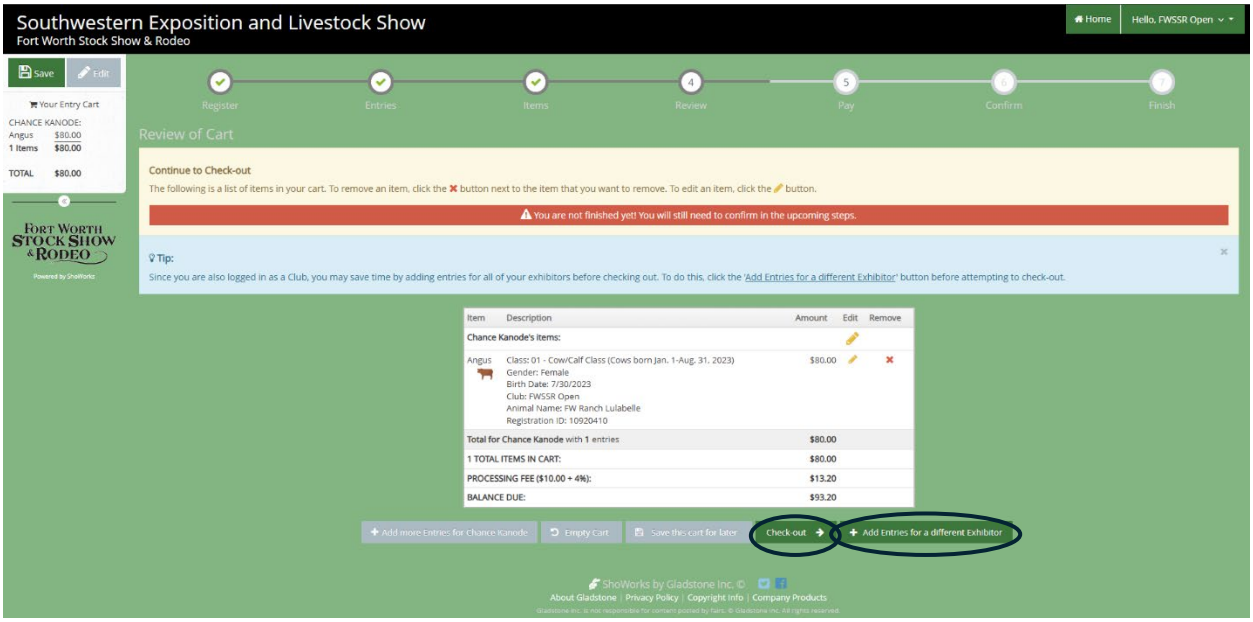




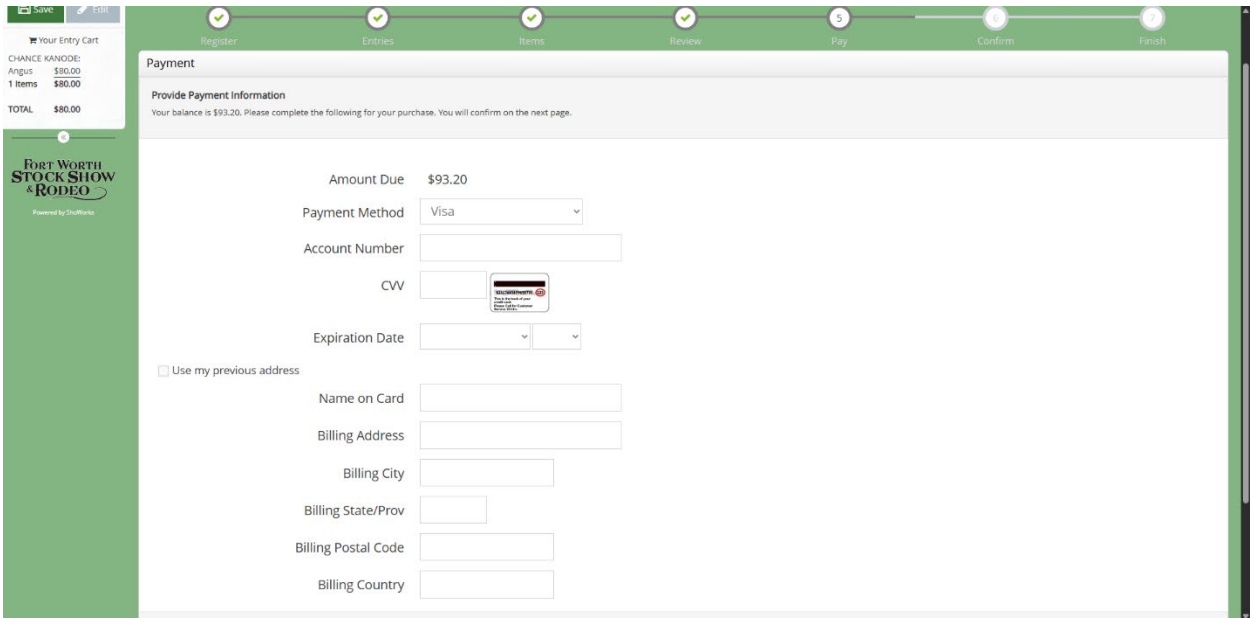
11. Once the Exhibitor Agreement is uploaded, you may add additional entries for that exhibitor. After all entries are completed for that exhibitor you may purchase tie-outs, groom chute permits, parking passes, etc.



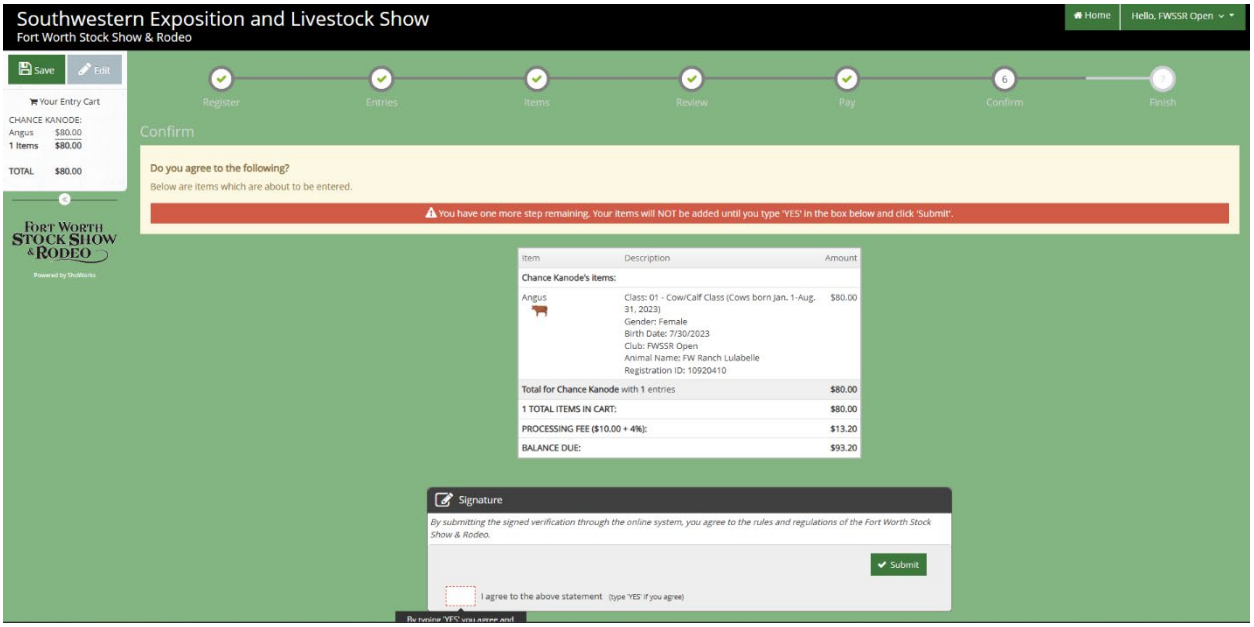
12. The exhibitor's account is now ready for review. You may now complete entries for another exhibitor or check-out if all your club's entries are complete.



13. Select “Check-Out” to provide payment information. All entries MUST be paid for with a debit/credit card.



14. After submitting payment information, type “Yes” in the signature box stating that you agree to the “General Rules and Regulations of the Fort Worth Stock Show & Rodeo.” Next, select “Submit.” Your entries are now submitted.



15. Click “Print Detailed Receipt” for your records. For a copy of the receipt to be emailed, make sure the box is checked and review the email address.

