

## How to Make Online Entries for Matagorda County Fair

---

1. **Access the Website**
    - Open any internet browser and enter the following URL:  
<https://matagorda.fairwire.com/>
    - The Welcome screen will appear.
  2. **Register for an Account as an Individual Exhibitor**
    - Click the Register icon to begin.
    - Select 'I am a new exhibitor or have yet to register this year' if this is your first time using ShoWorks for the current Matagorda County Fair.
    - Select 'I have previously registered this year' if you need to make additional entries or upload documents.
    - Follow the prompts on the screen to collect exhibitor information.
    - Any item that contains an asterisk (\*) is a required field.
    - If you are signing back in to ShoWorks, you will be asked to verify that your information is correct.
    - Note that ShoWorks does not keep password records, nor does the Matagorda County Fair, so exhibitors should record that information when they enter it.
    - Proof your registration information and click Continue.
  - OR 3. **Sign In Using Quick Group (for families entering multiple exhibitors)**
    - Click on the sign-in box in the top right corner of the Welcome screen.
    - Select Quick Group from the options.
    - When prompted, enter a group name, which should be your last name and family, for example, "Hansen Family."
    - You will also need to set a password that only you will have access to, so be sure to keep track of this password.
- 

### **Making Entries**

4. **Select Entries**
  - From the entries page, select the Department and Division from the dropdown menus provided.
  - Follow the prompts with asterisks to provide the required information.
  - Once you have made your selection and entered the needed information, click Add Entry to Cart.
  - The system will not allow you to enter more than the established entry limits.
  - If an exhibitor has multiple entries to make and plan to use a Texas Farm Bureau voucher, please make 2 separate transactions. One with the payment bypass code and one without. This will ensure that your payment bypass code will wave only one entry fee.

- Poultry exhibitors using vouchers will also need to make 2 separate transactions.
    - Follow instructions to make your entry. **DO NOT CLICK** to add the additional Poultry Fee charge to your cart and click Continue.
    - Type your Payment Bypass Code given on your voucher at checkout.
    - After checking out, click Edit your cart and select the Items Icon. Here you may add the Poultry Fee to your cart to purchase your birds.
  - 5. Family Tagging Information**
    - (Poultry and Rabbit Exhibitors are NOT allowed to Family tag)
    - In the Siblings Names field, type the names of all immediate family members if you are family tagging.
    - If you are family tagging, check Yes for the family tagged option.
    - If family tagging does not apply to you, type “N/A” in the field.
    - Once adding an entry to your cart, it will prompt you to add another entry under the same exhibitor. To make an entry under another exhibitor, click Edit your cart and select Add Entry for Another Exhibitor. You will see an icon to select to autofill information from the previous entry. You may click this if the address information is the same but be sure to enter personalized information such as Social Security number, school grade, or any necessary changes for the next exhibitor.
  - 6. Individual Exhibitor Sign-In**
    - If you are signing in as an Individual Exhibitor, please type “N/A” in the Siblings Names field and do NOT check the family tagged option.
  - 7. Entry Limit**
    - Please note that there is a limit of 2 entries per exhibitor.
  - 8. Late Entries**
    - Late entries will not be accepted online and must be turned into the Extension Office after the deadline, Thursday October 24, 2024, 5:00pm.
- 

## Review

- 8. Complete W-9 Form**
  - After selecting Add to Cart, you will be prompted to fill out a W-9 form.
  - To be eligible to enter the Matagorda County Fair, a completed W-9 form must be submitted in the Exhibitor’s name and Social Security number.
  - Click the blue boxes to enter the required information.
  - Make sure to click the signature box and type your name for the electronic signature.
  - When the form is complete, at the top right corner of the form click the blue Next button to continue.
- 9. Upload Release and Indemnity Form**
  - You will be asked to upload a Release Form PDF file.
  - This document is available for download on the Matagorda County Fair website under the Rules & Applications tab. <https://matagordacountyfair.com/>

- Download the form, fill it out, and save it to your device.
- Click Choose File to select the form to upload.
- Remember to click the Upload button to submit the form and then click Done.

#### 10. Review Entries

- Next, you will be asked to review the entries in your cart.
  - You can edit entries if information is incorrect, delete entries, or go back to add additional entries.
  - If all information is correct, proceed to the next step.
  - Those using the Quick Group option will see all entries listed by each individual exhibitor during the review.
- 

### Pay and Confirm

#### 11. Payment

- Once you have reviewed all your information and entries, proceed to payment.
- Payment is required by credit card.
- If you receive a voucher from the Texas Farm Bureau as a member, you will be given a payment bypass code on your voucher. The voucher will come with instructions on how to enter your information accordingly. Please note Texas Farm Bureau vouchers cover ONLY ONE entry fee per exhibitor. If an exhibitor has multiple entries, you must make 2 separate transactions, one with the payment bypass code and one without. This will ensure that the payment bypass code will wave only one entry fee.
- **Verification Notice:** Please be aware that there will be a verification process after the entry deadline to ensure that the voucher code was used only by Texas Farm Bureau members.
- When you click on Check-out, you will arrive at the Confirm screen.
- Type YES in the reply box before you can submit.

#### 12. Complete the Process

- You have now completed the entry process.
- Click on Go to My Account Summary to access the Transactions screen, which lists all the files you have uploaded.
- If you have more to add, click Upload Files to return to the Upload Screen to add or change your uploads.
- If you are finished with this session, sign out by clicking the Hello button in the top right corner of the screen.

### Contact Information

- If you have any questions regarding entries, please contact Piper at the Extension Office at 979-245-4100 or via email at [piper.hansen@ag.tamu.edu](mailto:piper.hansen@ag.tamu.edu)
- Our office hours are Monday to Friday, 8:00 AM to 5:00 PM.