

ONLINE REGISTRATION INSTRUCTIONS

ATTENTION: EACH EXHIBITOR WILL NEED THEIR OWN ACCOUNT!!

1. Go to www.nevadacountyfair.com
2. Click the PINK **Get Started with ShoWorks Online Registration** button on the home page
3. Click **Sign-In** (top right corner of page)
4. Select **Exhibitor** from the drop-down list.
5. **Enter** your first name in the first box and your last name in the second box. If you have **already set-up an account this year**, go to **step 6**. If you are a **first-time visitor**, go to **step 7**.
6. If you have **already set-up an account this year** and want to view/print what you have registered or add other items, select
 - a. **I have previously registered this year.**
 - b. Enter your password.
 - c. Click **Continue**.
 - d. Confirm or Edit Exhibitor Information.
 - e. You can either View/Print your past entries or
 - f. Create More following step 11
7. If this is your **first** time visiting ShoWorks **this year**, select
 - a. **I am a new exhibitor or have yet to register this year.**
 - b. Click **Continue**.
8. **Enter all of your Exhibitor Information**
9. Click **Continue**.
10. Click **Continue** again to confirm your Exhibitor Information.
11. Begin entering your entries by:
 - a. Selecting the Department
 - b. Selecting the Division
 - c. Selecting the class (item you have to enter). More than one can be selected if you have multiple items within a division.
 - d. Add Entry to Cart
12. Click **Continue** after entering your entries.
13. Click **Checkout** - DO NOT PANIC...YOU DO NOT OWE MONEY!
14. At bottom of page type **YES** inside box beside "I agree to the above statement."
15. Click **Submit**.
16. Select to check button beside "Also, email a copy of my receipt to" and enter your e-mail.
17. Click **Finish**.
18. **Please bring a printed copy of your registration with you when bringing your items to the fair.**