

The file upload process this year might be new for some of our exhibitors. Here's what to do.

1. At different times during your entry submission session, you may be asked to upload a variety of forms and documents.
2. You will be prompted to upload Release of Liability and Exhibitor Eligibility Forms when you click on the "Add Entry to Cart" button. It's best to have the form ready to upload when you begin making your entries. Poultry and Open Carcass Contest exhibitors need not upload the Exhibitor Eligibility Form because the shows are open and do not require leader/advisor approval.
3. Once your entries are in the cart, proceed to checkout. At this time you'll be prompted to upload Bill of Sale and Animal Medication Forms for Market Animals and/or Registration Papers for purebred breeding/dairy animals. Photos and videos of your animal may be needed for our auction – you'll receive a request for those at a later time.
4. If you do not want to upload your forms at the time you check out, click "I don't want to do that" button. Otherwise, proceed to upload. If you get here without having your documents ready, don't upload anything and click "Done." You'll be taken to the feedback screen.
5. If you didn't upload your documents during the session, you can come back at a later date to do so. Sign-in to the ShoWorks online entry system and verify that your registration is correct. Click Continue. You'll see two buttons:

"View/Print Transactions" and "Create Entries".

Click the "View/Print Transactions" button. The next page will look like this. Click on Upload Files and proceed to upload. Please contact the Livestock Department via email at santacruzlivestockcommittee@gmail.com if you are not able to upload your documents.

Transactions

The following transactions were made by the Exhibitor [REDACTED]. You may choose to print receipts for any transaction or print

Upload Media	Receipt	Confirmation ID	Cart Time
Upload Files	Receipt	santacruzls-0198172029992	7/16/2020 5:20:29 PM

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