

2010 RIO GRANDE VALLEY LIVESTOCK SHOW
Online Entry Instructions

Welcome to the 2010 Rio Grande Valley Livestock Show online entry site.

Please note – All entries for the 2011 Rio Grande Valley Livestock Show will only be accepted thru our on-line system at www.rgvlivestockshow.com .

Please disable any popup blocking software that you may be running.

NOTE: All entries made on-line must have Exhibitor Summary Sheets, Official Entry Applications, Entry Certification Forms, copies of Registration Certificates for all registered animals and payment received by the Livestock Show on or before:

January 15, 2010 for Market Steers, Market Rabbits, Market Hogs, Market Lambs, Market Goats, Jr. Breeding Rabbits and Horticulture.

February 15, 2010 for all other divisions

4H/ FFA Club Administrators

If you have forgotten your password/login ID, or did not receive your information, email Cheryl Imel, Livestock Secretary, at cimel@rgvlivestockshow.com.

Before you get started, here are some important things to know/remember:

What you need to have for each exhibitor is:

1. Name (First Name, Middle Initial or Name and Last Name)
2. Complete mailing address
3. Phone Number
4. Social Security No.
5. Age and date of birth

Do Not Give Out your user id and password to anyone!

Exhibitors will not be allowed to access this system.

You will be required by the system, when adding exhibitors, to enter a password for each exhibitor. You will need to remember this password for each exhibitor. We strongly suggest you enter the same password for all the exhibitors you are entering. ***DO NOT GIVE THESE PASSWORDS OUT TO THE EXHIBITORS!*** If you have not used the on-line entry system before but are doing so this year, the password for your exhibitors will be rgvls.

Be sure to print the reports of your entries for your records. Submit the Summary Sheet, Official Entry Applications, Entry Certification Form and copy of Registration Certificates for all your clubs entries along with your payment to The Rio Grande Valley Livestock Show, P O Box 867, Mercedes, TX 78570, or deliver them to 1000 North Texas, Mercedes, no later than the entry deadline. Please pay with one check or money order, no cash please.

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4H & FFA Rio Grande Valley Livestock Show Online Entry Directions

Regardless which entry method you are using, the on-line entry system or the way you have in the past, Market Steer, Market Hog, Market Rabbits, Market Lamb, Market Goat, Jr. Breeding Rabbits and Horticulture entries must be received in the Livestock Show Office by January 15. All other entries are due February 15.

IMPORTANT:

1. Use Proper/Title Case when entering online: do not use all CAPS or all lowercase.
2. You must disable Pop-Up Blocking software you may be running.
3. *If at any time you decide to exit the system before completing the Online Entry Process, you must 'Save Cart' or all information will be lost.*
4. DO NOT USE THE 'ENTER' KEY TO NAVIGATE THROUGH THE SCREENS! USE YOUR MOUSE OR 'TAB' KEY INSTEAD!

INSTRUCTIONS:

1. You can access the on-line entry system through our website, www.rgvlivestockshow.com. Click on "Premium List" from the list on the left of your screen, and then click on the "On-Line Entries" link.
2. When the ShoWorks window comes up, Click Login/Logoff
3. Select ' I am a Club Leader'
4. Select Your Club
5. Enter the password that has been assigned to you
6. Click 'LOG IN'
7. Read instructions in box and then choose 'Begin Adding Exhibitors and Their Entries'
8. Enter Exhibitor's First Name and Last Name.

Note: Exhibitor name must be unique. The system will not let you enter two exhibitors with the same name. If you have exhibitors with the same name please use a middle initial or middle name for the exhibitor. You can add initial or middle name after the first name in the First Name information box.

FFA/4H Shop Division – Please enter member of a team as an exhibitor. Enter Team Name (Team 1) in the Sub-Class information box. Clip all team member applications together. List each exhibitor on your summary Sheet.

Choose 'New Exhibitor' and set up a new password. The same password may be used for all exhibitors from the same club/chapter; given there are no duplicate names within the club/chapter. You will create the password yourself. We strongly suggest that you use the same password for all exhibitors. (If you are new to the on-line system and the exhibitor has exhibited at RGVLS, the password will be rgvls.

9. Enter information in the Exhibitor Screen as required, making sure you provide an accurate Social Security Number.

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10. Click "CONTINUE"
11. Review all information and make sure it is correct. If information is not correct, use your back button to take you to the previous screen and make any corrections. You will have to re-enter your password.
12. Click "CONTINUE"
13. Select the Division in which you would like to Enter.
14. Some Divisions will have a "CLASS" for you to select, and some will ask for animal information. Fully complete each field that is listed. Some information requested is optional and some is required. If the information is required, you will not be able to continue until the required information is entered.
 - A. All Valley Cotton Style Show – Indicate Junior (9 – 13 years of age) or Senior (14 – 19 years of age) exhibitor in the Sub-Class box.
 - B. Jr. Breeding Goat - Enter the Left and Right Ear Tattoo numbers in the Sire Registration Information box (T83/J H J). Indicate if the animal is "Full Blood" or "Percentage" in the Breed box. Animal Name and Registration ID is required. You will need to attach a copy of the registration papers to the official entry application.
 - C. Jr. Breeding Rabbits - tattoo numbers are required. Please enter tattoo numbers in Registration ID box.
 - D. Jr. Breeding Sheep - Validation Tattoo's are required as well as the Premis ID Tag numbers. Enter the Validation Tattoo in the Validation box, Premis ID numbers in the Registration ID box.
 - E. Jr. Breeding Cattle Division –Animal's registered name and registration ID is required. You will need to attach a copy of registration certificate to the official entry application.
 - F. FFA – 4H Shop Division – A description of the project is required. Please include dimensions in the description.
 - G. Horticulture – Exhibitors may enter 3 plants but bring only 1 to the Show. Please submit only one entry per exhibitor. If entering more than one plant, please indicate the other classes being entered in the Description box. Remember to attach all required photos for each project being entered to the official entry application. Make sure the exhibitor's name, Club/Chapter Name, date the pictures were taken and the classification of the plant is on the back side of each photo. Please Note – the exhibitors name or the name of your club or chapter can not be use in the pictures.
 - H. Photography – Each exhibitor may enter up to 3 categories, one picture per category. Black and White photos are only allowed in the Black and White category. Indicate if the exhibitor is a Sub-Junior (5 to 9 years of age), Junior (10 to 14 years of age) or Senior (15 to 19 years of age) exhibitor in the Sub-Class information box. Be sure to put name of exhibitor, club/chapter, address, phone # on the back of each photo.
15. Click 'Add To Cart'

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Choose from three different options:

- A. 'Add Different Entries' – entries in different divisions or different sex
 - B. 'Add Similar Entries' – Entries within the same division or sex
For choices A and B above, follow the same instructions as original entry.
 - C. 'Continue' – Entries for this exhibitor have been completed
16. By clicking 'Continue' you will be taken to the Fees Window.
 17. Entry Fees are calculated when you select your Division and Class.
 18. The Fees Table is for Additional fees. You can purchase extra stalls for Steers, Breeding Cattle and you can reserve a horse stall for the Youth/Open Horse Show.
 19. Click 'Continue'
 20. At this point, you will be able to review all the exhibitors and entries that you have entered.
 21. You may continue to 'Add More Entries' for the current exhibitor or you may "Add Entries for a Different Exhibitor".
 22. At this point you may also save the information 'Save this Cart for Later' and return at a different time to complete the entry process.
 23. Click 'Checkout' when you have entered all your entries and ready to check out.
 24. Print the reports for your records.

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CHECK LIST

SUBMIT THE FOLLOWING DOCUMENTS TO THE RIO GRANDE VALLEY LIVESTOCK SHOW OFFICE BY ENTRY DEADLINE.

January 15, 2010 for Market Steers, Market Rabbits, Market Hogs, Market Lambs, Market Goats, Jr. Breeding Rabbits and Horticulture.

February 15, 2010 for all other divisions

- Summary Sheets (Forms are available at www.rgvlivestockshow.com)
- Completed Official Entry Applications (Forms are available at www.rgvlivestockshow.com)
- Completed Entry Certification Form (Forms are available at www.rgvlivestockshow.com)
- Copy of Registration Certificates for
 - Jr. Breeding & Open Cattle Divisions
 - Jr. Breeding Gilts, if animals are registered or a copy of State Swine Validation certificate if the animal is not registered.
 - Jr. Breeding Goats & Open Boer Goats
 - Required photographs for each Horticulture entry with exhibitor name, FFA Chapter/4H Club, date photo taken and class information on the back of each photo.
- ONE** Club / Chapter Check or Money Order. Checks from individual exhibitors will not be accepted. (NO CASH PLEASE)

Rio Grande Valley Livestock Show
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956-565-2456