

INSTRUCTIONS FOR QUICK GROUP ENTRY - TEACHERS/LEADERS/ADVISORS ENTERING MULTIPLE EXHIBITORS AND ENTRIES

1. Login as “Quick Group” with the Chapter/Club/Group and Teacher’s name (Sacramento FFA – John Smith)
2. Select “I AM NEW” choose Quick Group, then select continue.
3. Create a password. Use the same password for your Chapter/Club/Group and for all individuals you are entering as the exhibitors.
4. “E-mail” – Submit the same email for the Chapter/Club/Group and for all Exhibitors.
5. Entering as a “Quick Group” will link all the exhibitor’s entries together in one online account under the Quick Group.
6. To create an entry and begin registering an exhibitor, select the “Begin adding Exhibitors and their Entries” button.
7. Enter all *Required Information, using the same address, phone, email and PASSWORD for each exhibitor as you have entered for your Quick Groups, then CONTINUE.
8. Select DEPARTMENT, THEN DIVISION, THEN CLASS from each drop-down box for each entry.
9. Enter all required information,
10. Select “ADD ENTRY TO CART”. SAVE YOUR CART AFTER ENTERING YOUR FIRST EXHIBITOR AND ENTRY. THIS WILL SAVE YOUR ONLINE ACCOUNT.
11. Proceed with “ADD MORE ENTRIES” for Exhibitor - Or - “ADD ANOTHER EXHIBITOR” and repeat steps 6-10.
12. When finished entering all exhibitors and entries SAVE YOUR CART and then CONTINUE to REVIEW YOUR CART. “SAVE CART” button is located at the top left corner of the screen.
13. CHECK and VERIFY all entries and confirm exhibitors.
14. When you have finished entering all Exhibitors and Entries you are ready to “CHECK-OUT”.
15. CONTINUE through all additional options and complete only as applicable.
16. Photo and/or Video option is prompted after check-out for online entry.
17. [CLICK HERE](#) FOR DETAILS AND INSTRUCTIONS FOR UPLOADS
18. Print out a detailed ShoWorks receipt for your online account. Your receipt for your entries can be printed once you have completed check-out.
19. An email for receipt, including all confirmed entries, will be sent to the email address provided.
20. Online Entries cannot be changed/updated after you have checked out. Detailed receipts are available. Log in using your same log-in information.

ENTRY DEADLINE IS THURSDAY, JULY 8TH, 2021

NEED HELP WITH ENTRIES OR HAVE QUESTIONS?

CONTACT ***Laura***

[***la2277moore@gmail.com***](mailto:la2277moore@gmail.com)