

# INSTRUCTIONS FOR TEACHERS ENTERING MULTIPLE STUDENT ENTRIES

1. Login as **QUICK GROUP** with the School and Teacher's name. (ex: Brown Elementary - Mrs. Smith)
2. Select **I AM NEW** select **QUICK GROUP** then select **CONTINUE**. ENTERING AS A **QUICK GROUP** WILL LINK ALL YOUR STUDENT'S ENTRIES TOGETHER IN (1) ONLINE ACCOUNT.
3. Create a **PASSWORD**. USE THE SAME PASSWORD FOR YOUR SCHOOL AND EVERY STUDENT YOU ENTER.
4. Enter your **E-MAIL** USE THE SAME EMAIL FOR YOUR SCHOOL AND EVERY STUDENT YOU ENTER.
5. To begin registering select **BEGIN ADDING EXHIBITORS AND THEIR ENTRIES**.
6. For every entry enter all **\*REQUIRED INFORMATION**. USE THE SAME ADDRESS, PHONE, EMAIL AND PASSWORD THAT YOU CREATED PREVIOUSLY IN THE **QUICK GROUP** THEN CONTINUE.
7. Select **DEPARTMENT** then **DIVISION** then **CLASS** from each drop-down box for each entry. Provide **TITLE** and/or **DESCRIPTION** if applicable (not a required field unless it has \*).
8. Select **ADD ENTRY TO CART** and **SAVE YOUR CART** and **CONTINUE**. THIS WILL SAVE YOUR ONLINE ACCOUNT.
9. If you have another entry for the same student select **ADD MORE ENTRIES FOR EXHIBITOR** and repeat steps 6-9. **OR** if ready to add a different student's entry select **ADD ANOTHER EXHIBITOR** and repeat steps 6-9.
10. Once you've completed submitting all entries, select **SAVE YOUR CART** then select **CONTINUE** to review your cart. **OR** If you would like to come back later to add more entries or to check-out select **SAVE THIS CART FOR LATER**. YOUR ENTRIES WILL NOT BE REGISTERED WITH THE FAIR UNTIL YOU HAVE COMPLETED THE ONLINE ENTRY AND CHECK OUT TO CONFIRM YOUR ENTRIES.
11. Double-check and verify Exhibitor and Entry information. Select **EDIT YOUR CART** and continue to edit and/or delete an entry. Select **CONTINUE** and **SAVE YOUR CART**.
12. Once you have finalized your entries and ready to submit select **CHECK-OUT**. Select **CONTINUE** through all required authorization and any additional options applicable.
13. Credit card payments are preferred to guarantee your entry submission. If you would like to pay with a credit card select **PAY NOW** and follow to complete payment. **CONTINUE** through all the prompts to final checkout.
14. If you would like to mail in a check payment or hand deliver a cash payment select **PAY LATER** and follow the prompts as stated. **CONTINUE** through all the prompts to final checkout. **Prior to logging out of ShoWorks print out a detailed receipt and mail in the check payment beginning December 2, 2019 or hand deliver your payment to our Entry Office at 46-350 Arabia Street, Indio beginning January 13, 2020 but no later than January 18, 2020 at 1 p.m.** This receipt can only be printed after you have completed the final check out.
15. An email of the receipt and all confirmed entries will be sent to the email address provided. Entries cannot be changed or updated after final check out. Detailed receipts are available and can be retrieved if you log back in to ShoWorks.

## ENTRY DEADLINE IS SATURDAY, JANUARY 18th, 2020

All entries and payments must be received by this date to be qualified and eligible to show at the 2020 fair.  
No late entries will be accepted.



Need help with entries or have questions? Contact Laura  
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