

Instructions for Group Online Entries

Create New User Account

You will be required to establish a username and password for logging in to the account. Future account login will require the User Name, Password and Email address entered at the time the account is created. After creating your account, you must accept the terms of service. After accepting the terms, you will receive an email with account login information for future reference. Next, you will see a screen that gives basic instructions on how to navigate the site.

Select **Entries**. Select **Junior** or **Open Show**.

If you select Open Show:

Select breed. That will open a list of classes for that breed. Select **add** to choose the class and enter the required information for the animal. Most fields are required. If you do not know the information, please enter N/A in the field. This will allow you to continue with registration.

You may request the Early Release option. Open Show early release begins at 6:00 p.m. Saturday and concludes at 7:00 a.m. Sunday. Refer to General Rules & Regulations for details. Please make a selection to let us know if you are a first time exhibitor.

*If you are entering the **Any Other Breed** category, there is not a box to enter your breed so please put the breed in the **Entry Comment** section.*

If you select Junior Show:

Select Division by the number that corresponds with the breed and animal type (Prospect Animals, Market Animals and Heifers have different division numbers for Junior Classes) *See information pages on the Junior Show page of the website for more details on divisions.*

Select **add** to choose the class and enter the information for the animal. Most fields are required. If you do not know the information, please enter N/A in the field. This will allow you to continue with registration.

For both shows:

After adding an entry, a confirmation message appears to confirm the entry has been added.

Continue to add animals by following the above instructions. *If you are entering an animal in the open and junior show, you can copy the entry information to the next entry by using the button at the top of the page.*

The entries selected can be reviewed prior to submitting them by Clicking on the **Review Entries** link. The pending entries screen is where the user has the ability to make changes to the entries.

Log Out Home Manage Grp Acct Review Entries

Pending Entries

Total Entry Fees	Total Entry Count	Total Pen/Stall Fees	Total Pen/Stall Count	Total Entry and Pen/Stall
\$ 140.00	3	\$ 0.00	2	\$ 140.00

		Entry Type	Show Type	Breed/Div	Class	Class Desc	Entry Fee	Pen/Stall Fee	Add Pen/Stall	Animal Name
Edit	Remove	L	001	PZ	00001	Cow/Calf Pair- Cow born in '14	\$ 60.00	\$ 0.00	<input checked="" type="checkbox"/>	Danil
Edit	Remove	L	001	PZ	00002	Cow/Calf Pair- Cow before '14	\$ 60.00	\$ 0.00	<input checked="" type="checkbox"/>	Dotty
Edit	Remove	L	101	321	00002	Cow/Calf Pair- 4+ years	\$ 20.00		<input type="checkbox"/>	Dotty

Pen/ Stall Fees- Please click on link to tell us how many stalls you will need. If you have the same animal in both the open and junior show, just check one box. There is no additional fee for this but it tells us how many animals are coming.

When you have completed all entries, select **Misc Items**. On this screen you can select optional items such as barn display or fee for “display only cattle.” Each exhibitor is required to pay a \$10 Exhibitor Fee. There is only one fee per exhibitor, even if you are entering in both Open and Junior Show or if multiple breeds are being shown. All entry fees include in-barn bedding and tie-out space. Exhibitors are responsible for their own bedding at tie-outs.

When you are ready to check out, select **Manage Grp Acct** and select the box to affirm that you have read and understand the rules and regulations set forth by the Fair and will abide by them. Select **Check out Group**.

We will not be selling parking passes online this year. There will not be a parking fee on entry day (Thursday) and parking passes will be available for \$6 per day for single entry or \$9 for multiple entries.

Review your total. *Special comments can be included with the entry by typing brief information in the box above the **Checkout** button.*

To pay by credit card

Click the **Checkout** Button and you will be redirected to a secure site where you can enter your credit card information. You will receive an email confirmation shortly after your payment is processed.

To pay by check

Do not click the checkout button. Click on the print pending entries button located just above the checkout button. Print a copy of your entries. Mail this print out with a check payable to World Beef Expo in US dollars to:

**World Beef Expo
P.O. Box 1
Burnett, Wisconsin 53922**

Your entries are not considered complete until your payment is received. Post mark date of payment will determine entry date. You will receive an email confirmation after your payment is processed.

If you have questions, contact us at info@worldbeefexpo.com or call 920-479-0658.