

Online Entry instructions for the  
Dutchess County Fairgrounds

“dutchessfair.com”



**DUTCHESS FAIR** AUGUST 25-30, 2020  
161 : 23 : 07 : 43  
DAYS HRS MINS SECS

**DUTCHESS FAIR**  
"Cheers to 175 Years!"  
Open 10 AM – 10 PM  
Join us August 25-30, 2020 as we celebrate this milestone in the Dutchess Fair's history.  
[THE FAIR](#)

For the Fair:

Click on “Participate”  
and then

“Exhibitors and Competitions”

Go to entries by clicking any red “Enter Online” box.

For ENY:

Click “The Fairgrounds”

and then  
“Events”

under the ENY you will find the entry link.

The screenshot shows a web browser window with the URL [dutchessfair.com/participate/exhibitors-competitions/](https://dutchessfair.com/participate/exhibitors-competitions/). The page features a blue navigation bar with the Dutchess Fair logo and menu items: THE FAIR, EXPLORE, PARTICIPATE, THE FAIRGROUNDS, ABOUT, CONTACT. The main content area is titled "Exhibitors & Competitions" and includes the following text:

2021 Exhibitor Guide TBA | 2021 Exhibitor Forms TBA

*\*Due to COVID-19 Protocol for 2021, on-line entries only\**

**Tips:**

- In the ShoWorks entry program we strongly encourage you to use the Passport option. You can keep track of your entries right on your phone or tablet! As well as receive notifications regarding shows and results.
- This is free service and keeps your information from year to year!
- Parents, please create a passport for each child so as they grow, they will have their own passport and records!
- Keep passwords simple, please remember they are case sensitive!
- Mail in paper entry form from years past will not be accepted.

Fairground's contact:  
Liz Tegtmeier, [entries@dutchessfair.com](mailto:entries@dutchessfair.com), 845-876-4000  
or (July 1- September 3) Entry office 845-876-2789.

(online entry is currently not available - please check back)

[General Rules & Information](#)

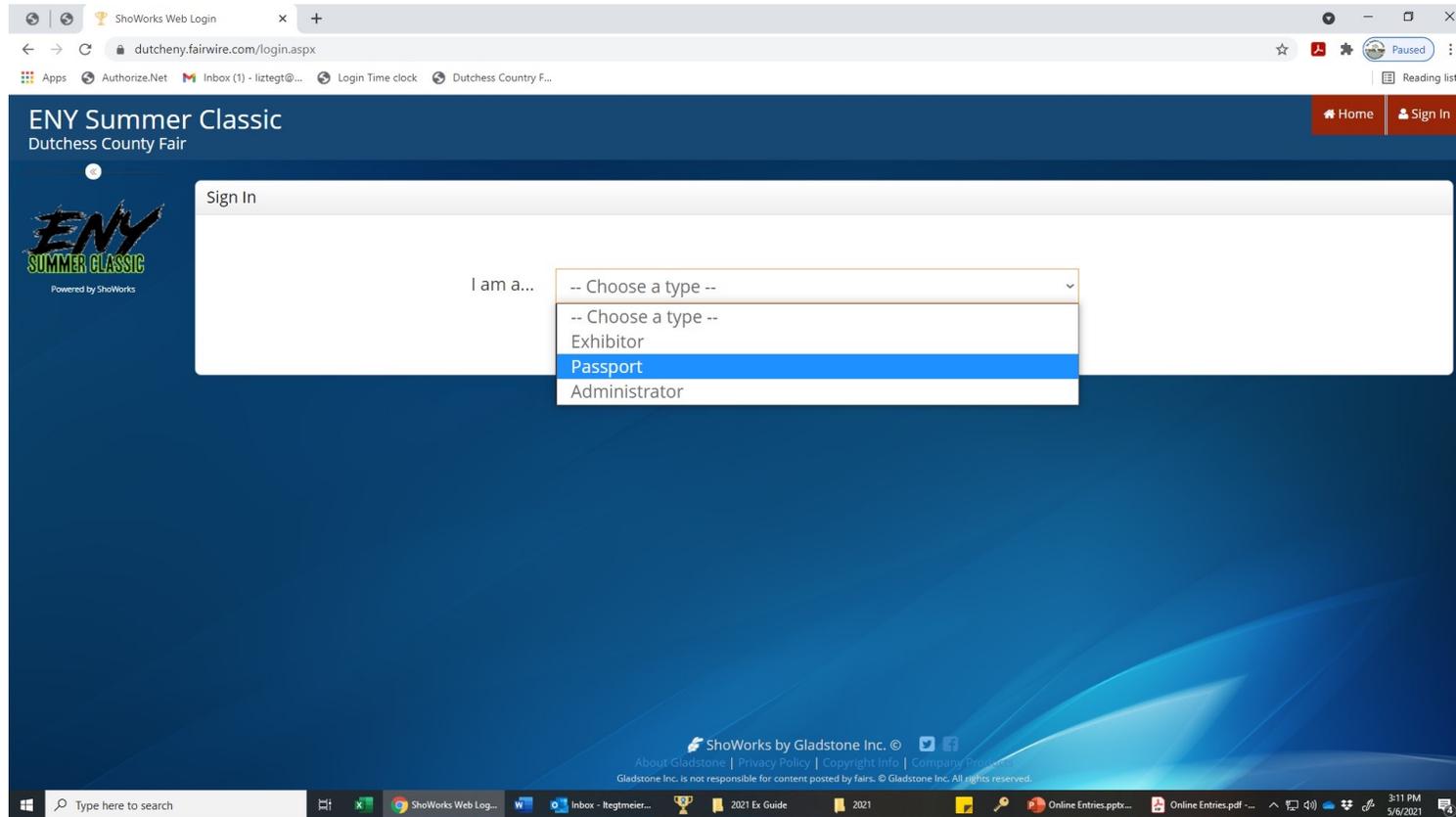
On the right side of the page, there are three promotional banners:

- FAIR DATES**  
AUG. 24-29, 2021  
10:00 AM - 10:00 PM
- ALL EVENTS RAIN OR SHINE**
- NO PETS PLEASE**
- DRONE NO FLY ZONE**

At the bottom right, there is a warning banner:

**IT'S TOO HOT**  
TO LEAVE YOUR DOG IN THE CAR  
AFTER JUST 10 MINUTES...

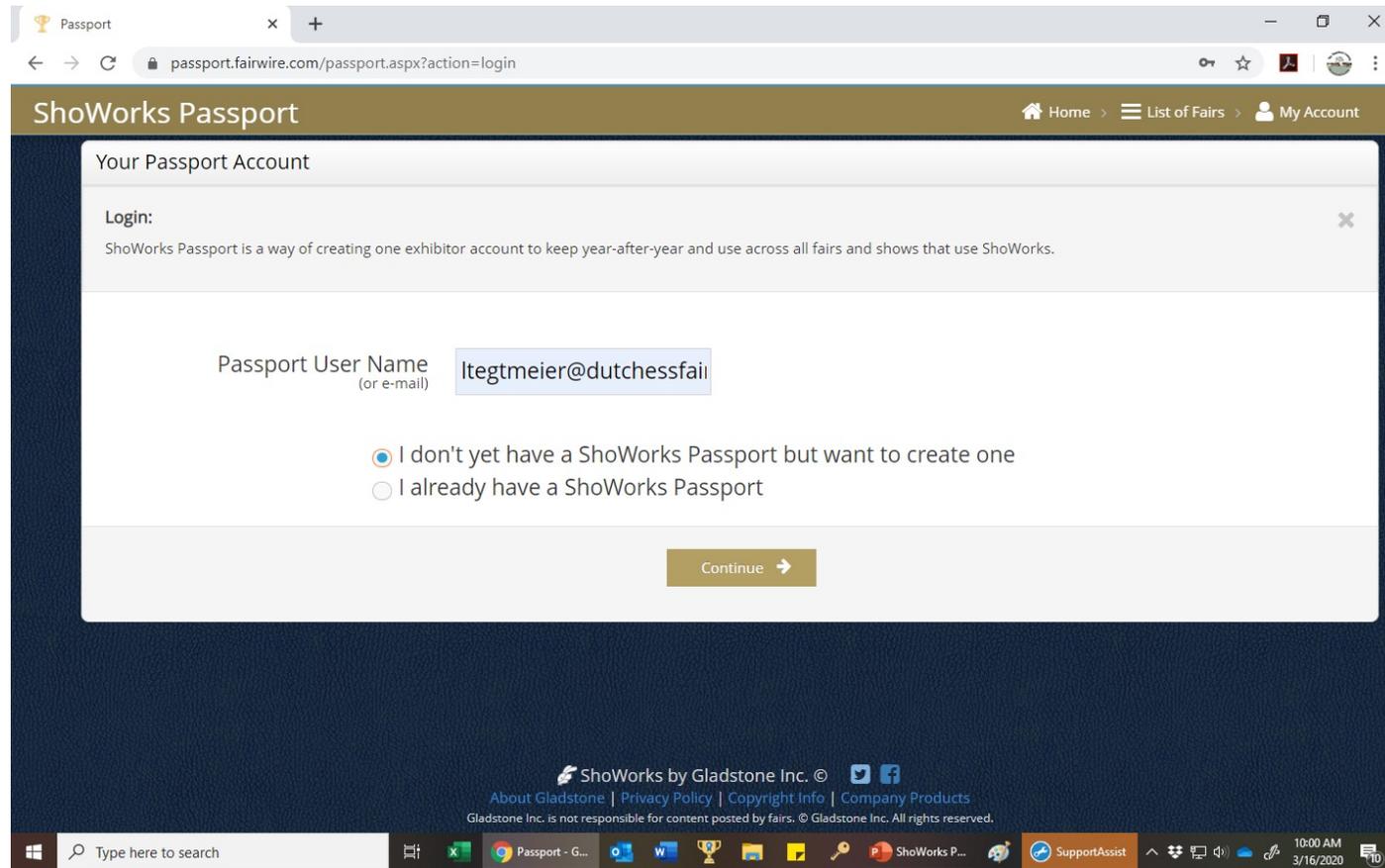
OUTSIDE IN CAR



This will bring you to the Home Page for Online Entries. For this slide show I will use the “ENY Summer Classic” home screen because it will soon be open for entries. The Fair may be slightly different in logos and color scheme.

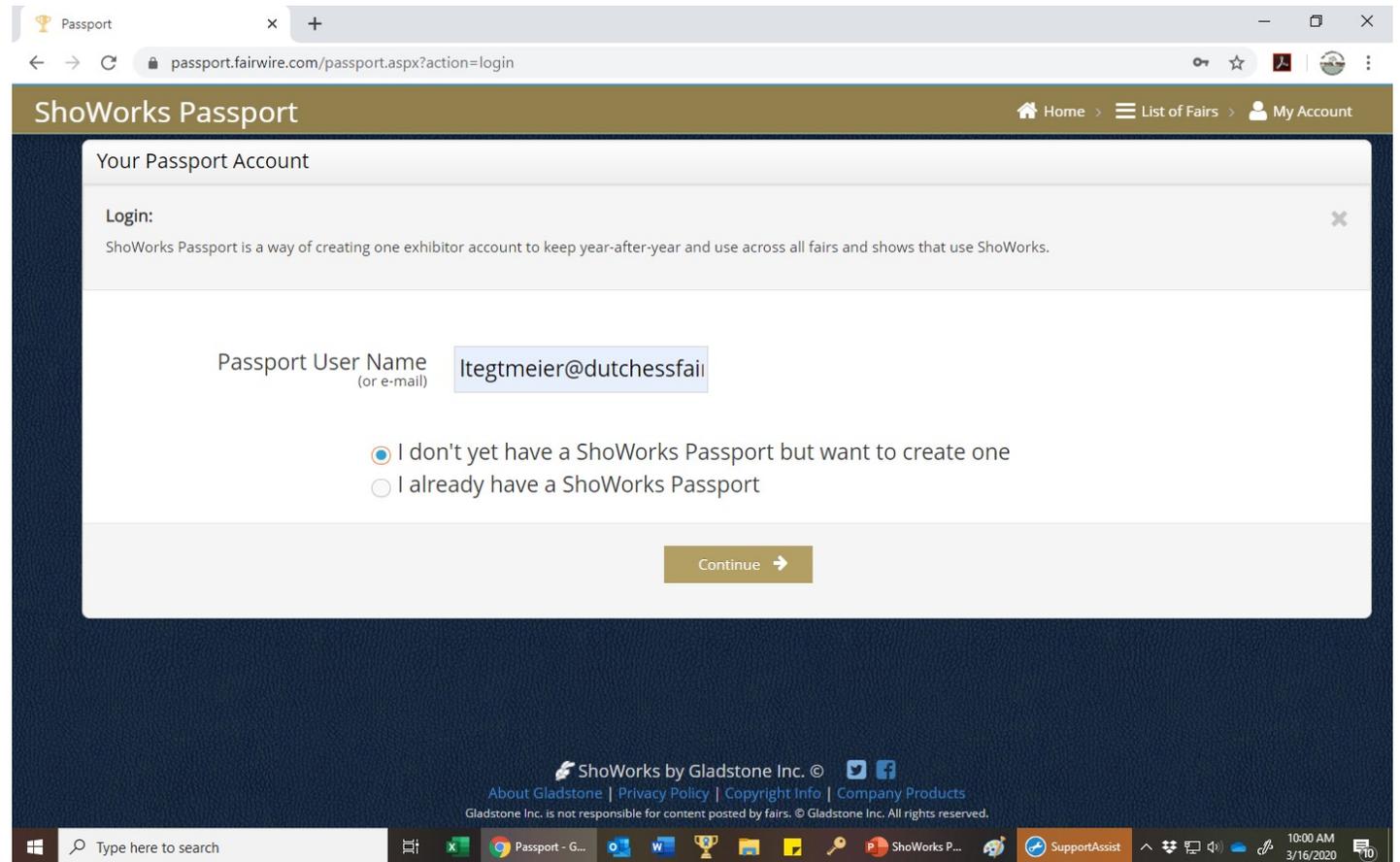
- ➔ In the “I’m a.....:” drop-down list choose the Passport option if you have already created a passport, you will simply have to add your password.
  - ➔ If you have not setup passport yet this is your opportunity to do so. I recommend passport because it allows notifications and to keep your account (free) to use from year to year.
  - ➔ The following 5 slides guide you through (Easy!) Passport set-up.
-

Type in Username (email is best) and click  
“I don't yet have a ShoWorks Passport but want to create one”  
To proceed to the next step in passport click “Continue”



To proceed to the next step click “Continue”

\*\*If you are a parent of exhibitors, it is best to create a passport for each child. In this case you may want to use a user id other than email so that you can put your email on every account. User Id's need to be unique. Example: Johnny Doe could be “Jdoe”. Passwords can be the same for every child.



# Your Passport Account

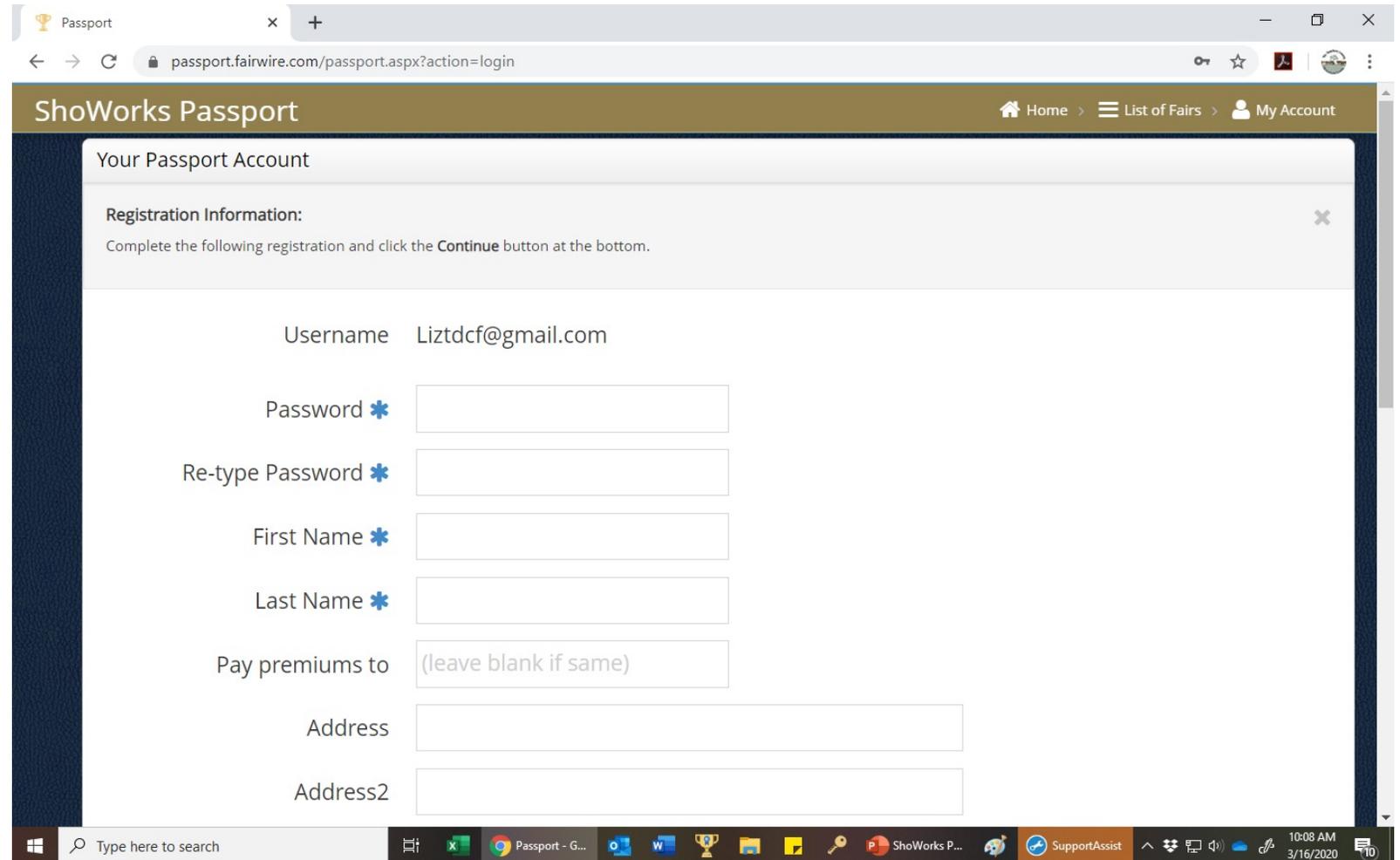
Fill in your account information. Fields marked with a “\*” are required! Remember your password, keep it simple! There are no restrictions on the password it is be as simple as “1”.

Please Note: The top right corner:

The **Home** button will always get you back log in screen.

**List of Fairs** you can simply search “Dutchess” to find our competitions.

**My Account** will always get you back to your “Personal Information” screen.



The screenshot shows a web browser window with the URL `passport.fairwire.com/passport.aspx?action=login`. The page title is "ShoWorks Passport". In the top right corner, there are navigation links: "Home", "List of Fairs", and "My Account". The main content area is titled "Your Passport Account" and contains a "Registration Information" section with the instruction: "Complete the following registration and click the **Continue** button at the bottom." The form fields are as follows:

- Username: Liztdcf@gmail.com
- Password \* (required)
- Re-type Password \* (required)
- First Name \*
- Last Name \*
- Pay premiums to: (leave blank if same)
- Address
- Address2

The Windows taskbar at the bottom shows the search bar and several open applications, including "Passport - G...", "ShoWorks P...", and "SupportAssist". The system tray on the right indicates the time is 10:08 AM on 3/16/2020.

On this screen simply re-check you account information and click “continue”.

The screenshot shows a web browser window with the URL `passport.fairwire.com/passport.aspx?action=login`. The page title is "ShoWorks Passport" and the navigation bar includes "Home", "List of Fairs", and "My Account". The main content area is titled "Your Passport Account" and features a green confirmation message: "Confirm Registration Information Changes: The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time." Below this message, the account details are listed:

Username	Liztdcf@gmail.com
First Name	Liz
Last Name	Dcf
Pay premiums to	Dutchess County Fair
Address	PO Box 389
Address 2	
City	Rhinebeck
State	NY
Zip Code	12572

The Windows taskbar at the bottom shows the search bar, task view, and several open applications including Chrome, Word, and SupportAssist. The system tray displays the time as 10:21 AM on 3/16/2020.

On the left is your Passport “Home” page. Please keep all information current! To edit this information simply click on the blue “Edit Info” link.

Click on “List of Fairs” in the Search box type “Dutchess” You will see all the competitions we are taking entries for. Currently entries for the ENY Summer Classic are open. Dutchess County Fair entries will open June 1, 2021. To make your entries click on the show and proceed with the entry process.

The screenshot shows the 'Your Passport Account' page. The header includes 'ShoWorks Passport' and navigation links for 'Home', 'List of Fairs', and 'My Account'. The main content area is titled 'Your Passport Account' and contains sections for 'Personal Information', 'Activity', and 'Entries'. The 'Personal Information' section displays the user's name 'Liz Dcf (Liztdcf@gmail.com)', address 'Dutchess County Fair, PO Box 389, Rhinebeck, NY 12572', and a 'Check-in' button. The 'Activity' section shows 'Member Since: 3/16/2020 9:24:42 AM', 'Last Updated: 3/16/2020 9:24:42 AM', and 'Last Fair Participated In: Unavailable'. The 'Entries' section includes instructions on how to claim past entries and a link to view compatible fairs.

The screenshot shows the 'List of Fairs' page. The header is the same as the previous page. The main content area is titled 'Fairs that accept ShoWorks Passport' and features a search box with 'Dutchess' entered. Below the search box is a table with columns for 'Fair', 'State/Prov', 'Active', 'Open', and 'Close'. The table lists two fairs: 'Dutchess County Fair' (Closed, Open 06/01/2020, Close 08/31/2020) and 'Dutchess County Fair (ENY Summer Classic)' (Active, Open 02/01/2020, Close 06/30/2020).

Fair	State/Prov	Active	Open	Close
Dutchess County Fair	NY	Closed	06/01/2020	08/31/2020
Dutchess County Fair (ENY Summer Classic)	NY	✓	02/01/2020	06/30/2020

Welcome to ShoWorks Online En | Exhibitors & Competitions | Passport Fairs | Create Entries

dutcheny.fairwire.com/entry.aspx

# ENY Summer Classic

Dutchess County Fair

Home Passport Hello, Liz

Save Edit

Your Entry Cart

LIZ DCF: 0 Items

ENY SUMMER CLASSIC Powered by ShoWorks

## Entries

\* required

Department: Cattle

Division: Cattle Showmanship

Class: -- Choose a Class --

Animal Birth Date:

Tag ID:

Description:

Animal Name:

1:52 PM 3/16/2020

\*Choose your Department, Division and Class by using the drop-down menus.

\*Use “Add Entry to Cart” button to save the class to your cart.

\*The “Cart” will appear along the left-hand column of the screen.

\*The fields with a blue (\*) are required!

## Important Notes:

- ✓ You can navigate through the entry process by using the round buttons at the top of the screen. A check mark will appear when that part of the process is complete. You can go back to review any step at any time.
- ✓ If you do not have the required information your “Cart” can be saved by clicking the “Save” button. You can go in later with your name and password and update the information.
- ✓ **All** 4-H departments and divisions will have “4-H” at the front of the department and division!
- ✓ Suggestion – People always forget their password, for the entry program just keep it simple. Please remember, passwords are case sensitive!
- ✓ In the next step “Step 3 - Items” You only need to fill in if you need any extra’s (for ENY Summer Classic it may be a camping spot for the DC Fair it may be a horse show stall.) These extra’s will be added to your cart.

ShoWorks will now give you a summary of your cart information. Review and double check your information! You can “Save this cart for later” or “Checkout” at this point. Remember to complete your entries before the closing date!

**Your Entry Cart**

JOHN DOE:  
 Hobbies & Craf... \$1.00  
 Vegetables \$1.00  
 Open Beef \$0.00  
 3 Items \$2.00  
**TOTAL \$2.00**

**Review of Cart**

**Continue to Check-out**  
 The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✏ button.

**⚠ You are not finished yet! You will still need to confirm in the upcoming steps.**

Item	Description	Amount	Edit	Remove
<b>John Doe's items:</b>				
Hobbies & Crafts-Section B	Class: 014 - Family Fun, Theme: Winter Wonderland	\$1.00	✏	✖
Vegetables	Class: 0003 - String Beans, Green, 1 quart	\$1.00	✏	✖
Open Beef	Class: 00004 - Early Senior Heifer, calves calved between 09/01/2017- 10/31/2017 Breed: Hereford Gender: Female Birth Date: 9/01/2017 Tag ID: 1234 Animal Name: Mo Registration ID: 123456 Electronic ID: 1234	\$0.00	✏	✖
<b>Total for John Doe with 3 entries</b>		<b>\$2.00</b>		
<b>3 TOTAL ITEMS IN CART:</b>		<b>\$2.00</b>		
<b>PAYMENTS:</b>		<b>-\$0.00</b>		
<b>BALANCE DUE:</b>		<b>\$2.00</b>		

+ Add more Entries for John Doe   Empty Cart   Save this cart for later   **Check-out** →

Follow the online instructions through the checkout process. Just as you would when online shopping!

When you get to the “Confirm” step you must type “yes” to agree that you have made the correct entries. Also, by typing yes you agree to follow all the rules and regulations as listed . Please type “yes” and click “Submit”.

Confirm

Secure | https://dutchefairwire.com/confirm.aspx

⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
<b>John Doe's items:</b>		
Open Beef	Class: 00004 - Early Senior Heifer, calves calved between 09/01/2017- 10/31/2017 Breed: Hereford Gender: Female Birth Date: 9/01/2017 Tag ID: 1234 Animal Name: Mo Registration ID: 123456 Electronic ID: 1234	\$0.00
Total for John Doe with 1 entries		\$0.00
1 TOTAL ITEMS IN CART:		\$0.00
PAYMENTS:		-\$0.00
BALANCE DUE:		\$0.00

**Signature**

Online submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please see your Exhibitor Guide or DCF Website.

I agree to the above statement (type 'YES' if you agree)

By typing 'YES' you agree and are bound by the above statement. This action serves as your signature.

2018 Hort | Confirm - Google ... | Inbox - Itegtmeier... | Document1 - Word | ShoWorks 2016 | 1:54 PM 3/16/2018

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

🖨️ Don't forget to print!

Transaction Summary for Dutchess County Fair	
<b>Confirmation ID: dutche-8075140224666</b>	
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	3/16/2018 2:02:24 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to:

[🖨️ Print Detailed Receipt](#)   [Finish →](#)

We strongly recommend you email your entry details by checking and filling out the appropriate box! Then click the “Finish” button.

At this time, you can rate the ShoWorks  
entry process.  
Thank you for entering online!

### Why do your entries online?

- ❖ It is fast, easy, and saves time!
- ❖ You will have a permanent record of your entry that is accessible at any time.
- ❖ If your information is incomplete, you can save and complete.
- ❖ Remember, your entry must be completed by the closing date.
- ❖ Secure online payments and processing 24/7.
- ❖ No deciphering of handwriting means fewer data errors.
- ❖ Saves paper, a fantastic way to go green!



# Please Remember!

\*Your login information, write it down! Keep your case sensitive password simple (Can even be as simple as “1”)

\*Review or have your leader check your entries before completing!

\*You can add classes up until midnight of the closing date!

\*You can not delete classes, if a class is entered by mistake email [entries@dutchessfair.com](mailto:entries@dutchessfair.com) to be removed from class.

\*All 4-H departments/divisions begin with “4-H”

Liz Tegtmeier’s contact information:

- [ltegtmeier@dutchessfair.com](mailto:ltegtmeier@dutchessfair.com) or [entries@dutchessfair.com](mailto:entries@dutchessfair.com)
- Entry office phone number 845-876-2789 (June – September)
  - Otherwise, 845-876-4000