



January 3-6, 2024

Livestock Show

Entry Instructions

Thanks for your interest in the 2024 SandHills Stock Show.

Following are some simple instructions to help the County Extension Agents and Ag Teachers complete our online entry process.

- Step 1: **Entry Forms.** All entry forms are on our website at www.sandhillsssr.com, under the Stock Show tab. Use these to collect your information that will be needed for the on-line process.
- Step 2: **On-line Entries.** The link is on our website under the Stock Show Tab.
- Step 3: **Sign-In.** All on-line entries must be completed by a County Extension Agent or Ag Science Teacher. NO individual entries will be accepted. When you click "Sign In" on the top right hand of the page, a new page will pop up that says "I am a..." choose "CLUB", a drop down menu of Club names will appear. Find yours in the list, your password is you club/chapter name.

If your club/chapter is not listed, call Lesia Schnitker 806-269-1421 or Dena Floyd 432-940-1162 and we will get you added.

Step 4: Select Begin Adding Exhibitors & Entries

Step 5: Select "This is a New Exhibitor" then type their name in the box. You will then continue to select a password for the exhibitor, please take note of this password for later use. You will also be required to fill in their address, phone number, DOB etc. Once you have that completed and reviewed select "Continue."

Step 6: **Add Entries.** Select the division you are entering from the drop down menu. After you make that selection, other fields will come up that are required to be filled out. Once fields are completed, select "Continue."

From this point you can:

- "Add Different Entry" – this will take you back to select a division. Select this if the exhibitor has entered a steer, and also has a heifer.
- "Add Similar Entry" – which will basically duplicate the entry, though you may be required to enter additional information, i.e. class number.
- "Continue" – Select this once all entries for an exhibitor have been completed.

Step 7: **Additional Items.** Once you have selected continue from adding entries, you will be directed to the additional items page. At this point you can select to pay your 2022 dues for the Texas Jr. Hereford Assn. or the Texas Jr. Polled Hereford Assn.

One processing fee is required per club/chapter. You **must** put this on one exhibitor. It will not be automatically added to your cart.

Once you make these selections, select "Continue."

Step 8: **Cart.** You are now at the Cart for your club/chapter. Here you can review the entries you have entered for all exhibitors to this point. Your options from here are as follows:

- "Add More Entries for Exhibitor" – Select if you realize you forgot an entry.
- "Empty Cart" – Unless you just REALLY messed up, I would never touch this.
- "Save this Cart" – If you want to come back and work on more later.
- "Check-Out" – Only do this after all exhibitors and entries have been entered for the club/chapter.
- "Add Entries for a Different Exhibitor" – Select this to enter another exhibitor and their entries.

Step 9: **Check-Out.** We do NOT offer an online payment option. Print out the receipt for each exhibitor and mail that with one check from the Club/Chapter to SandHills Stock Show and Rodeo.

Step 10: **Read the statement** and type "YES" into the "I agree with the above statement" box, then click "SUBMIT"

Step 11: **Receipt.** A detailed receipt of your entries will come up on your screen, along with "Completed," we **STRONGLY** recommend that you print this receipt and keep in your records.

Step 12: **Mail in forms.** Mail your payment, receipts and copy of heifer registration papers post marked by November 15, 2023 to:

SandHills Stock Show and Rodeo
218 West 46th Street
Odessa, TX 79764