



2014 FARM SHOW
DIRECTIONS FOR REGISTERING HORTICULTURAL EXHIBITS, DEPARTMENT 28 ONLINE

The teacher/ instructor **MUST** complete steps 1-10 before REGISTERING any students

PLEASE NOTE: The process required to register your students in Dept 28 (Horticultural Exhibits) is a three step process. It is extremely important that you follow the steps in ORDER!

Before you start, you will need to find your school's Federal ID number (NOT TAX EXEMPT NUMBER). You will need to enter that as part of your school's information. Please check with your Business Office to verify this number. As you are typing your information, double check the information before you select enter or save. In most cases, you will not be able to go back to change information once it has been entered.

NOTE: IF YOU MAKE AN ERROR ON ANY OF THE SCREENS, YOU WILL NEED TO CALL THE FARM SHOW COMPLEX AT 717-787-2905 IN ORDER THAT A STAFF PERSON CAN CORRECT ANY ERRORS.

1. Go to the Farm Show web site at www.farmshow.state.pa.us
2. Click on the Online registration link found under the Exhibitors tab.
3. Sign up to Create a new account (First time only) by completing your name and creating a password. Your password must be at least 5 letters. Click on "Create User".
4. You may need to reconfirm your name and password.
5. You will see "Your account has been successfully created"
6. Log in by typing in your Name and password
7. Click on "Step 1-Add Exhibitor" – Top Line; then scroll to bottom of page.
8. Complete the required information highlighted with red – this is the TEACHER information.
 - a. Under the drop down menu labeled Exhibitor Type – Select SCHOOL.
 - b. DO NOT type in the Primary or School Exhibitor Number for school box.
 - c. Under Farm/Organization Name – type in school name or FFA Chapter
 - d. The instructor completing the form MUST provide the nine-digit Federal ID Number for the school. This program will not accept registrations without blocks marked in red being completed.
 - e. Fill in the Box "Pay To" with FFA Chapter name
 - f. For County – you need to click on first letter of county name until correct county is listed.
9. Click on Agreement button box
10. If you do not see any red stars**, you as the Teacher/Instructor have successfully completed the exhibitor screen. Click on "Save this Exhibitor" button.

EXTREMELY IMPORTANT NOTICE

An Exhibitor Number will be listed in front of the teacher name; you will need this number for ALL of the student exhibitors that will be entered. This number will be the "Primary or School Exhibitor ID" number necessary for each student. This number will associate EACH STUDENT with you and your FFA Chapter/School

YOU ARE NOW READY TO ENTER YOUR STUDENTS

To register student exhibitors, follow step 11-22. You must follow these steps for EACH INDIVIDUAL student. Students must provide their Social Security number on this registration or they can not be paid premiums. (Teachers may use the school Federal ID number for identification, if student is reluctant to provide Social Security number).

11. FOR EACH STUDENT EXHIBITOR – click on “Add Exhibitor” to add a student.
 - a. Under the drop down menu “Exhibitor type” select MEMBER.
 - b. Under “Primary or School Exhibitor ID” type in the exhibitor number, which is the 5-digit number listed beside your name. **YOU WILL NOT SEE THIS NUMBER ANYPLACE ELSE; MAKE SURE IT IS ENTERED CORRECTLY FOR EACH STUDENT.**
Complete all the fields – you will need a telephone number for each student – a school telephone number can be typed in that block. You can use either the school Federal ID number or their own Social Security Number where requested. Complete the birth date field.
 - c. When screen is complete, **REVIEW YOUR INFORMATION**, check the box “I have read the agreement” and click on “Save this Exhibitor.”
 - d. Exhibitor screen appears.
 - e. Repeat steps a through d above for each student. (Some cells may be pre-populated for you).

YOU HAVE REGISTERED YOUR STUDENTS FOR DEPT 28 (HORTICULTURAL EXHIBITS).

THE LAST STEP IS TO REGISTER EACH ENTRY THAT YOUR STUDENTS WILL EXHIBIT.

12. Click on “Add Exhibits” – Top Line (NOTE: Additional classes are for livestock exhibitors ONLY)
13. Select Exhibitor for exhibit – From the pull-down menu, select your student’s name.
14. Under the box “Group/Individual” Click on INDIVIDUAL
15. Under the “Select Exhibit Type” box, Click on COMMODITY
16. Click on “Select the Department” box and, then select 28 (Horticultural Exhibits)
17. From the “Section” box, select either Section 01 or 02 from drop down menu and then Select the Class number from dropdown menu.
18. Click “Save this Exhibit”
19. If you are entering additional exhibits for the same student, proceed to step 22.
20. Again, complete the blocks for Exhibit Type, Department/Section/Class and then click on “Save this Exhibit”. A new screen for the same student will appear.
21. Continue until all classes are entered for each individual student.
22. **REPEAT PROCESS** using steps 14-22 until you have registered all your students’ entries.
23. When all classes are entered for ALL your students, click on “Pay Bill” button at the top of the page.
24. Select your Method of Payment by Clicking on the Check
25. Under Generate Statement section, select Exhibitor’s name on drop down menu
26. Click on the ID Exhibitor number to the left of each student’s name near the bottom of the page.
27. Click on “Generate Statement” button at bottom of page.
28. The first page will give you the statement of what is owed (which should state zero “0”)
29. The second page and any additional pages will be the Exhibitor Entry Form, listing all the classes entered for each of your students.
30. Print off the page for each student.
31. Verify the exhibits entered for each student.
32. Send a copy of the statement for verification to:

Farm Show Complex -Department 28
% Helen Lattanzio
2300 North Cameron Street
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717-783-9657