



# SCHEDULE SHOWWORKS™ USER CONFERENCE & TRAINING

April 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> 2018 Buffalo Bill Center of the West/Best Western Ivy – Cody, WY

*See detailed outline on the following pages...*

## Wednesday:

- **7:45am** Shuttle loading @ Best Western Ivy (Lobby)
- **8am** Registration and Breakfast @ Buffalo Bill Center (Dinning Hall)
- **9am** Morning Session @ Buffalo Bill Center (Auditorium)
- **noon** Lunch @ Buffalo Bill Center (Dinning Hall)
- **1pm** Afternoon Session @ Buffalo Bill Center (Auditorium/Gallery)
- **4pm** End Session, shuttle pickup to hotel or walk around the museum
- **5pm** Last shuttle to hotel (1/2 mile walk otherwise)
- **6pm-7pm:** Wine & Cheese "Winedown" @ Best Western Ivy (ballroom)

## Thursday:

- **7:15am** Shuttle loading @ Best Western Ivy (Lobby)
- **7:30am** Breakfast @ Buffalo Bill Center (Dinning Hall)
- **8:15am** Morning Session @ Buffalo Bill Center (Auditorium)
- **11:30am** Lunch @ Buffalo Bill Center (Dinning Hall)
- **12:30pm** Afternoon Session @ Buffalo Bill Center (Auditorium/Gallery)
- **2pm** End Session, load bus, trolley, or walk around the museum
- **2:15pm** Depart for tours
- **5pm** Shuttle from tours and museum, picks up others and drop off at hotel (1/2 mile walk otherwise)

## Friday:

- **8am** Shuttle loading @ Best Western Ivy (lobby)
- **8:15am** Breakfast @ Buffalo Bill Center (Dinning Hall)
- **9am** Morning Session @ Buffalo Bill Center (Auditorium)
- **noon** Lunch @ Buffalo Bill Center (Dinning Hall)
- **1pm** Afternoon Session @ Buffalo Bill Center (Auditorium/Gallery/Map Floor)
- **4pm** Conference ends, shuttle pickup to hotel or walk around the museum
- **5pm** Last shuttle to hotel (1/2 mile walk otherwise)

SHOWWORKS BOOT CAMP BASICS

1. Things to know before you begin (Getting Started)
  - a. Starting ShoWorks
  - b. Finding help from the manual, videos, Internet, and support
  - c. Newsfeed, Facebook
  - d. Software Updates
  - e. About Screen (Activating, Registration, Service Plan)
2. Understanding your data files
  - a. Data file location (application vs data file confusion)
  - b. Opening & creating data files and starting a new year
    1. Sample file
    2. File>Open vs Double-click
    3. Creating a new data file each year
  - c. Importing & merging records from other files and previous years
  - d. Using ShoWorks across multiple computers & networking (**Article# 115002**)
  - e. Protecting your data (saving/backing up and restoring data)
    1. File>Backup Data
    2. Save As...vs Save Copy As...
    3. Windows Explorer
    4. Robocopy and Dropbox
  - f. Exporting your data to QuickBooks
  - g. File (data) utilities (compacting, ending a year, custom utilities)
3. Understanding the layout and interface of ShoWorks
  - a. Different ways to access parts of the program (menus, ribbon, I want to...)
  - b. Tailoring ShoWorks to your fair using preferences
4. Navigating your way through records
  - a. Finding records (even when you have partial info)
    1. Record navigator/counter
    2. Back/Next buttons and their shortcut keys (Alt-N, Alt-B)
    3. Find button and shortcut keys (Alt-Z, Ctrl-F)
    4. Smart search
  - b. Related records (how records are “linked” together – Child vs Parent records)
  - c. Common mistakes such as unintentional changing/losing data (*Editing* when trying to *Find*)
5. Working with records
  - a. Shortcuts keystrokes (see the last page of User Manual)
    1. Alt-E = Edit
    2. Alt-S or F9 or Shift-Enter = Save Record
    3. Alt-W = New Record
    4. Ctrl-' = Repeat last value
    5. F2 = Highlight field
  - b. Editing/Saving/Adding/Deleting/Undoing records
    1. Cascade Delete
    2. Deleting sub-records
    3. “Esc” key is your friend
    4. Proper Case
    5. Find/Replace
  - c. Selecting/Copying/Pasting records

1. Pasting many records at once (**Article# 110227**)
- d. Filtering & sorting records for fast and easy manipulation with right-clicking
  1. Filter For, Filter By, Filter Excluding
  2. Advanced Filter/Sort
6. Making menus and the interface adapt to you, not the other way around
  - a. Spreadsheet view vs Split View
  - b. Customizing the interface layout to fit your needs
    1. Customize Layout (adding fields, renaming fields)
    2. Arranging Columns in Spreadsheet View and in Split View
  - c. Printing from menus

## WEDNESDAY MORNING BREAK

7. Data Entry – walking through each menu
  - a. Setup (logos, fees, user defined fields)
  - b. Departments, Divisions, Classes & Breeds
  - c. Points & Premiums
    1. Straight/Sliding Scale
    2. Proofing
    3. Jackpots, premium restrictions, etc. (**Article# 117033**)
    4. Trouble shooting (**Article# 117022**)
  - d. Clubs
  - e. Schools
  - f. Exhibitors (Last/First, Full Name, Exhibitor Age) (**Article# 110233**)
  - g. Entries (Drill down, Last/First, Pushpins/Padlocks, Quick-Add)
    1. Documents attached to entries (Photos, PDFs)
8. Using Tools to easily automate tasks
  - a. Using Quick Entries to work with many entries at once
  - b. Breaking classes by weight, age, ADG, etc.
  - c. Renumbering records
  - d. Updating many divisions and classes at once
  - e. Spreadsheets (exporting and importing to update entries using Excel)
  - f. Writing checks and inserting signatures on checks
  - g. Adjusting checks
  - h. Adjusting bills
  - i. Publishing judging and sale results to your website, Facebook & Twitter

## WEDNESDAY AFTERNOON SESSION (AUDITORIUM/GALLERY – 1PM-4PM)

### GENERATING REPORTS TO PRESENT USEFUL INFORMATION

9. Basic report functions (the ribbon bar)
  - a. Layout & Print Setup
  - b. Filtering & sorting the report “on the fly”
  - c. Exporting reports to other formats (Word, Excel, PDF, email, txt)
10. Managing reports for better organization
  - a. Preset vs Custom reports. See an entire file of all preset reports here:  
<http://www.fairsoftware.com/SWReports.pdf>
  - b. Grouping and organizing your custom reports
  - c. Backing up and restoring custom reports

- d. Exporting, importing and sharing ShoWorks reports among users (**Article# 113018**)
- 11. Building custom reports
  - a. A walkthrough of creating a custom report
  - b. Grouping, filtering & sorting the report and knowing the difference (**Article# 113010**)
  - c. Building mailing labels (or labels for entry tags)

## WEDNESDAY AFTERNOON BREAK

### BREAK-OUT SESSIONS – CHOOSE ONE

#### SETTING UP THE FAIRBOOK

- 12. Examples of fair books and how arranging divisions and classes to streamline reporting and clarity will be presented from a broad range of experience.

#### ADVANCED TRICKS & REPORTS

- 13. Using “Queries” to ask questions about your data
- 14. Using SQL statements to “command” ShoWorks to update records programmatically
  - a. Update Age to a predetermined date (**Article# 110233**)
  - b. Update Place by a Ribbon value (**Article# 110234**)
- 15. Using Microsoft Access and the Companion
- 16. The Query
  - a. Calculated fields
  - b. Filter and criteria syntax
  - c. Aggregate queries
- 17. The Report
  - a. Record Source
  - b. Textboxes vs Labels
- 18. Group levels

## THURSDAY MORNING SESSION (AUDITORIUM – 8:15AM-11:30AM)

### TAKING ONLINE ENTRIES AND OTHER INTERNET PERKS

19. Setting up your account(s) and how to best prepare for online entry (**Article #117028**)
20. Exhibitors and their passwords and why this is important (**Article# 121003**)
21. Configuring your data file
  - a. Setup of screens, exhibitors, fees & payments
  - b. Setup of divisions & classes
  - c. Generating revenue with sponsorships and banner ads
  - d. Uploading & enabling the website
22. Common mistakes made by the fair, avoiding and correcting them (**Article# 121004**)
23. The online entries process (live walkthrough)
24. User account (entry tags, loading/packing lists, mobile/cell phone check-in)
25. Administration
  - a. Trends (graphical analysis and predicting traffic/rush times)
  - b. Searching transactions and finding what you want
  - c. Voiding transactions
  - d. Feedback from your users to discover insight
  - e. Sponsors for divisions and tracking their value
  - f. Logo changes
26. Running a custom survey to gain additional insight from your exhibitors
27. Downloading & disabling the site
  - a. Cleaning up data that was eNTEREd poORLy by the public
  - b. Running online payment reports for accounting balances
28. Selling tickets & passes online
29. Taking auction payments from buyers online
30. Downloading and printing receipts inside of ShoWorks

## THURSDAY MORNING BREAK

### CHECK-IN AND JUDGING ENTRIES USING IPADS AND KIOSKS

31. A conceptual overview of how the iPad replaces the traditional clipboard
32. Installing and using ShoWorks across multiple iPads
33. Generating sheets from the desktop to the Cloud
34. Syncing sheets from the Cloud to the iPad
35. Sheet basics
  - a. Moving among pages (departments, divisions, classes)
  - b. Searching, locating entries
  - c. Moving an entry into another division or class
  - d. QR Coding (barcode scanning) modes
  - e. RFID Scanning (livestock ear tags) to be covered in separate session
36. Checking in, Judging, and Checking out entries with the iPad
37. Saving drafts, voiding, and completing sheets to sync back up to the Cloud
38. Configuring settings and preferences on the iPad
  - a. Changing the ribbon colors and order
  - b. Allowing the same ribbon or place to be used multiple times per class
  - c. Allow editing of entries in kiosk after they have been confirmed
  - d. Setting a time-out period for manual search in kiosk

- e. Scanning settings (see more in next topics)
- f. Changing printing layouts (entry tag layout, back tags, receipts) during kiosk self-check-in
- a. Setting a channel of the iPad when using multiple iPads
- b. Serial number (registering the iPad)
- c. Help overlays (to assist new users)
- 39. Viewing archived sheets for historical and audit protection
- 40. Kiosk mode for self-check-in of your exhibitors
- 41. Syncing sheets from the Cloud back down to the desktop
- 42. Cloud access directly from web browser (or Android, Surface, Laptop, etc.)

## THURSDAY AFTERNOON SESSION (AUDITORIUM/GALLERY – 12:30PM-2PM)

### BREAK-OUT SESSIONS – CHOOSE ONE

#### LIVESTOCK TAGS/RFID AND IDENTIFICATION

- 19. USDA Animal Traceability Rules
- 20. Animal Health Commission Rules
- 21. Types of Cattle Tags
- 22. Visual Tag Sizes
- 23. Popular Layout Options
- 24. Numbering System Example
- 25. Digital Weigh Scales
- 26. RFID/Electronic ID Readers
- 27. Matched Pair and Electronic ID tags

#### ACCEPTING DIGITAL ENTRIES (PHOTOS, VIDEOS, AND OTHER MEDIA) ONLINE

- 28. Uploading photos & videos from the exhibitor perspective
- 29. Configuring the judging criteria
- 30. Judging photos & videos online
- 31. E-blasting exhibitors the results
- 32. Downloading results and PDF contact sheets

### TOURS (2PM - 5PM)

**Wildlife Tour** – Wildlife sightseeing to the Yellowstone East Gate stopping at Buffalo Bill's original hunting lodge. Nestled on the eastern boundary of Yellowstone National Park and in the Absaroka Wilderness, where the North Fork of the Shoshone River cuts a pathway through the signature steep cliffs of ancient volcanic rock, lies what Teddy Roosevelt once described as "The most scenic 50 miles in the United States". Here you will find almost every large animal species native to North America in a concentrated surrounding in world's first national forest. This also includes the very first ranger station and Sleeping Giant Ski Area, which is one-year shy of being the very first ski resort in the United States. Expect to see (in order of probability): Big Horn Sheep, Buffalo, Elk, Moose, Grizzly Bear, and Wolves.

**Wild Mustangs** – A true American wild mustang safari to the McCullough Peaks Wild Mustang Area in effort to catch the mustangs playing, fighting, or relaxing. As with all wildlife viewing, sightings are not guaranteed, but probable. Weather permitting. Binoculars will be furnished!

**Heart Mountain Interpretive Center** – A solemn but impactful and educational visit the site of a former World War II Relocation Camp to tour the museum, gallery, and walk amidst original exhibits which document the lives of 14,000 Japanese Americans who were rounded up and imprisoned here during a 3-year period.

**Museum Tour** – A self-guided tour of the Buffalo Bill Center of the West (host of the conference). The story of the West is uniquely American—an account with which all Americans can identify. This is truly a world-class museum that is the second most visited site in the Yellowstone region next to Yellowstone itself. It is no stretch of lore to claim that people have missed their flights home by spending too much time here, as well as many who rethink and reschedule their visit to Cody, just to see more of this amazing museum!

## FRIDAY MORNING SESSION (AUDITORIUM – 9AM-NOON)

### CLOUD DOCUMENTS PDF/W-9/1099

33. Document types (Junior Release, Liability, Livestock Photos, W-9, 1099)
34. Configuring the account
35. E-blasting exhibitors
36. Downloading results and PDF contact sheets
37. Viewing documents inside of ShoWorks
38. W-9/1099

## FRIDAY MORNING BREAK

### RUNNING AN AUCTION/SALE EFFICIENTLY

39. The sale overview (how to best arrange multiple users)
40. Configuring divisions for the sale (commissions, shrinkage, head/pound, market price)
41. Setting the sale order (manual and with the wizard, including tweaking to fit)
42. Creating the sale (manual and with the wizard)
43. Printing pre-sale documents (buyer sheet, sale invoices)
44. Registering buyers
45. Recording the sale
  - a. Multiple buyers & split transactions
46. Taking Add-ons
  - b. Add-ons (one at a time) on the invoices
  - c. Multiple Add-ons from one buyer
  - d. Multiple Add-ons using the wizard
47. Recording the destinations and deposition of the animals
  - a. Flooring (resale to packer) manually and with the wizard
  - b. Destination manually and with the wizard
48. Adjusting sale items with fees and check-offs
49. Routing sale proceeds differently: Premium sales (exhibitor gets floor/packer price)
50. Selling animals that didn't make the sale (Outright sales)
51. Reselling previous purchased animals to charities or donations – “true Resale”
52. The buyer billing process
  - a. Buyer activity vs. buyer bills vs. buyer statements, the difference between them
  - b. Collecting buyer payments
  - c. Writing, editing, deleting, and adjusting bills
  - d. Consolidating bills for one buyer
  - e. Finding & correcting mistakes and using automation (Financial Inspector) to find them

## FRIDAY AFTERNOON SESSION (AUDITORIUM/GALLERY – 1PM-4PM)

### BREAK-OUT SESSIONS – CHOOSE ONE

#### AUCTION ROUNDTABLE

53. A moderated and open discussion forum to share and critique different auction approaches.

#### IPAD HANDS-ON

54. Bring your own iPad and demo the use in an interactive setting where we will check-in entries, judge entries, and simulate kiosk check-in. Scanning both static exhibits (QR codes) and livestock ear tags will also be made with a demo of RFID hand-held readers.

## FRIDAY AFTERNOON BREAK

### BREAK-OUT SESSIONS – CHOOSE ONE FRIDAY AFTERNOON BREAK

#### OPEN DISCUSSION

55. An open-ended, networking opportunity, moderated at a low-level in attempt to generate ideas and uncover needs from the users.

#### ADVANCED TRICKS & REPORTS

56. Using “Queries” to ask questions about your data
57. Using SQL statements to “command” ShoWorks to update records programmatically
- c. Update Age to a predetermined date (**Article# 110233**)
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58. Using Microsoft Access and the Companion
59. The Query
- d. Calculated fields
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  - f. Aggregate queries
60. The Report
- c. Record Source
  - d. Textboxes vs Labels
61. Group levels