

# 2025 SHOWWORKS CONFERENCE OUTLINE – APRIL 9,10,11

## Resources:

- Follow along with the 2024 ShoWorks Training Videos - added to your account on or about April 9<sup>th</sup>. Login to [www.fairsoftware.com](http://www.fairsoftware.com) then My Account to download them.
- Zip file of ShoWorks data files and examples:  
<https://fairsoftware.com/conference/2025resources.zip>
- This outline:  
<https://fairsoftware.com/conference/2025conferenceoutline.pdf>

## Wednesday:

- **7:45am** Registration (shuttles from hotels to conference run from 7:45am-8:30am)
- **8:00am** Breakfast & Welcome
- **9:00am** Morning Session
- **11:45am** Lunch
- **1:00pm** Afternoon Session
- **4:30pm** End Session (shuttles from conference to hotels run from 4:15pm-5:00pm)
- **6:00pm** Cash Bar at Irma (shuttles from hotels to Irma 5:45pm-6:30pm)
- **6:30pm** Dinner at Irma
- **8:00pm**: End Dinner (shuttles from Irma to hotels 7:45pm-8:30pm)

## Thursday:

- **8:00am** Breakfast (shuttles from hotels to conference run from 7:45am-8:30am)
- **8:45am** Morning Session
- **11:45am** Lunch
- **12:45pm** Afternoon Session
- **1:45pm** End Session
- **1:50pm** Group Photo
- **2:00pm** Load Tour Buses (buses, trolleys, and shuttles depart conference 2:15pm)
- **5:30pm** Return to hotels

## Friday:

- **8:00am** Breakfast (shuttles from hotels to conference run from 7:45am-8:30am)
- **9:00am** Morning Session
- **10:30am** Breakout Sessions (small groups/round tables)
- **11:45am** Lunch
- **1:00pm** Breakout Sessions (small groups/round tables)
- **2:30pm** Afternoon Session
- **4:00pm** End Conference (shuttles from conference to hotels run from 4:15pm-5:00pm)

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. Facebook, Newsfeed
  - 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
    - I. Open Recent data file
    - II. File>Open vs Double-click
    - III. 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)
    - I. Sample file
    - II. File>Backup Data
    - III. Save As...vs Save Copy As...
    - IV. Windows Explorer
    - V. Robocopy and Cloud Drives
  - f. Exporting your data to QuickBooks Desktop/Online
  - g. File (data) utilities
    - I. Compacting data files
    - II. Ending a year and cleaning out unused data
    - III. Scrub data file
    - IV. Remove duplicate classes
    - V. Import preset objects/run functions
    - VI. Sending your data file to Gladstone
3. Understanding the layout and interface of ShoWorks
  - a. Different ways to access parts of the program (menus, ribbon, I want to..., news feed)
  - b. Tailoring ShoWorks to your fair using preferences (Options menu)

WEDNESDAY MORNING BREAK (10:15AM-10:30AM)

4. Navigating your way through records (using the Clubs menu to demonstrate)
  - a. Finding records (even when you have partial info)
    - I. Record navigator/counter
    - II. Back/Next buttons and their shortcut keys (Alt-N, Alt-B, Page Up/Down)
    - III. Find button and shortcut keys (Alt-Z, Ctrl-F)
    - IV. 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)
    - I. Enter key vs Tab/Shift Tab key
    - II. Alt+Q = first field
    - III. Alt+C = close menu
    - IV. Alt-E = Edit

- V. Alt-S or F9 or Shift-Enter = Save Record
- VI. Alt-W = New Record
- VII. Ctrl-' = Repeat last value
- VIII. F2 = Highlight field
- b. Editing/Saving/Adding/Deleting/Undoing records
  - I. First field (cream colored, unique)
  - II. Delete/Delete All
  - III. Cascade Delete
  - IV. Deleting sub-records
  - V. "Esc" key is your friend
  - VI. Proper Case/Upper Case
  - VII. Find & Replace
- c. Selecting/Copying/Pasting records
  - I. Select, Select All, Record Selector
  - II. Pasting many records at once (**Article# 110227**)
- d. Filtering & sorting records for fast and easy manipulation with right-clicking (use Quick Entry to demo)
  - I. Filter For, Filter By, Filter Excluding
  - II. Advanced Filter/Sort (example: 1<sup>st</sup> Place, Blue, DOB < 1/1/1997)
- 6. Making menus and the interface adapt to you, not the other way around (use Exhibitors menu to demo)
  - a. Spreadsheet view vs Split View
  - b. Customizing the interface layout to fit your needs
    - I. Arranging Columns in Spreadsheet View and in Split View
    - II. Customize Layout (adding fields, renaming fields)
    - III. Padlocks, Pushpins
  - c. Printing from menus

LUNCH (11:45AM – 1:00PM)

### WEDNESDAY AFTERNOON SESSION (1:00PM-4:30PM)

- 7. Data Entry – walking through each menu
  - a. Setup (logos, fees, travel, user defined fields)
  - b. Departments, Divisions, Classes & Breeds
  - c. Points & Premiums
    - I. Straight/Scheduled
    - II. Proofing
    - III. Jackpots, premium restrictions, etc. (**Article# 117033**)
    - IV. Trouble shooting (**Article# 117022**)
  - d. Clubs
  - e. Schools
  - f. Exhibitors (Last/First, Full Name, Exhibitor Age, Entries, Payments, etc.)
  - g. Entries (Drill down, Last/First, Pushpins/Padlocks, Quick-Add)
  - h. Tickets
- 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. Update exhibitor age
  - e. Updating many divisions and classes at once
  - f. Spreadsheets (exporting and importing to update entries using Excel)

- g. Writing checks and inserting signatures on checks
- h. Adjusting checks
- i. Adjusting bills
- j. Financial Inspector

### WEDNESDAY AFTERNOON BREAK (2:15PM – 2:30PM)

#### 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 custom reports for better organization
  - a. Grouping and organizing your custom reports
  - b. Backing up and restoring reports
  - c. Exporting, importing and sharing ShoWorks reports among users (**Article# 113018**)
  - d. See an entire file of all preset reports here: <http://www.fairsoftware.com/SWReports.pdf>
- 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. Repeated rows (ex: Exhibitor, Total Premiums, Group by Dept, Home/Hobby, Ashley Parr)
  - d. Building mailing labels (or labels for entry tags) - see example *mailingLabelsRepeatedRows*

#### AZURE/RUNNING SHOWWORKS ENTIRELY IN THE CLOUD

- 18. What is Azure?
- 19. Setting up a Virtual Machine
- 20. Networking multiple Virtual Machines

TAKING ONLINE ENTRIES AND ADD-ONS

18. Setting up your account(s) and how to best prepare for online entry (**Article #117028**)
19. Exhibitors and their passwords and why this is important (**Article# 121003**)
20. 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
21. Common mistakes made by the fair (changing things), avoiding and correcting them (**Article# 121004**)
22. The online entries process (live walkthrough)
23. User account (entry tags, loading/packing lists, mobile/cell phone check-in)
24. 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. Settings (logo, themes, options, payments)
25. Downloading & disabling the site
  - a. Cleaning up data that was eNTEREd poORLy by the public
  - b. Running online payment reports for accounting balances
  - c. Downloading and printing receipts inside of ShoWorks
26. Selling tickets & passes online
27. Registering Buyers online
28. Taking payments auction bills from buyers online
29. Online Add-ons

PASSPORT – AN EXHIBITOR’S PORTAL

30. What is “ShoWorks Passport”?
31. Web interface
32. App interface
  - a. Awards Room
  - b. Notifications
33. Using Passport to check-in/weigh-in livestock from their mobile device

THURSDAY MORNING BREAK (10:15AM-10:30AM)

CHECK-IN AND JUDGING ENTRIES USING IPADS AND KIOSKS

21. A conceptual overview of how the iPad replaces the traditional clipboard
22. Installing and using ShoWorks across multiple iPads
23. Generating sheets from the desktop to the Cloud
24. Syncing sheets from the Cloud to the iPad
25. Sheet basics
  - a. Moving among pages (departments, divisions, classes)
  - b. Searching, locating entries
  - c. Moving an entry into another division or class
  - d. Champion recall
  - e. QR Coding (barcode scanning) modes

- f. RFID Scanning (livestock ear tags)
- 26. Different types of scanners/hardware
  - a. QR Coding (barcode scanning) modes
    - I. Built-in camera
    - II. Hand-held laser scanner
    - III. Finger/Ring laser scanner
  - b. RFID Scanning (livestock ear tags)
- 27. Checking in, Judging, and Checking out entries with the iPad
- 28. Saving drafts, voiding, and completing sheets to sync back up to the Cloud
- 29. 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
  - 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)
- 30. Viewing archived sheets for historical and audit protection
- 31. Kiosk mode for self-check-in of your exhibitors
- 32. Syncing sheets from the Cloud back down to the desktop

#### LUNCH (11:45AM – 12:45PM)

#### THURSDAY AFTERNOON SESSION (12:45PM-1:45PM)

##### CLOUD DOCUMENTS (PDF, W-9, 1099, PHOTOS, VIDEOS, ETC)

- 18. Setting up your FairVault account
- 19. Configuring the document codes (types of documents, photos, videos) & Exhibitor walk through
- 20. Administrating your FairVault account & Accessing your exhibitor's documents in the cloud

##### MEDIA JUDGING ONLINE

- 21. Judging photos & videos online
- 22. E-blasting exhibitors the results
- 23. Downloading results and PDF contact sheets

##### GROUP PHOTO 1:45PM

A great chance to honor the event with your presence! Gather outside if weather permits.

#### TOURS (2PM - 5PM)

**Wildlife Bus Tour** – Wildlife sightseeing to the Yellowstone East Gate stopping at Buffalo Bill's original hunting lodge.

**Cody Firearms Experience w/ brief Cody Trolley Tour** – This group will begin at the firearms experience followed by a brief city trolley tour.

**Cody Trolley Tour** – This group will take a historic tour of the City of Cody, followed by a stop in downtown for shopping.

**Museum Tour** – A guided tour of the Buffalo Bill Center of the West (host of the conference).

## FRIDAY MORNING SESSION (9:00AM-11:45AM)

### RUNNING AN AUCTION/SALE EFFICIENTLY

24. The sale overview (how to best arrange multiple users)
25. Configuring divisions for the sale (commissions, shrinkage, head/pound, market price)
26. Setting the sale order (manual and with the wizard, including tweaking to fit)
27. Creating the sale (manual and with the wizard)
28. Printing pre-sale documents (buyer sheet, sale invoices)
29. Registering buyers
30. Recording the sale
  - a. Multiple buyers & split transactions
31. Sale Ledger
32. Taking Add-ons
  - a. Add-ons (one at a time) on the invoices
  - b. Multiple Add-ons from one buyer
  - c. Multiple Add-ons using the wizard
  - d. Taking Add-ons online
33. 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
34. Adjusting sale items with fees and check-offs
35. Routing sale proceeds differently: Premium sales (exhibitor gets floor/packer price)
36. Selling animals that didn't make the sale (Outright sales)
37. Reselling previous purchased animals to charities or donations – "true Resale"
38. 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 MORNING BREAK (10:15AM-10:30AM)

### BREAKOUT GROUPS (CHOOSE ONE)

**[RFID & EID/Ear Tag Readers] Class 101 - Classroom 10:30am-11:45pm**

*by Mike Hnatt – ShoWorks*

An overview of standard RFID/EID ear tags for livestock and the wand readers.

**[Check-in and Judging with iPads] Class 102 - Pavilion 10:30am-11:45pm**

*by Andi Hershey – Ohio State Fair*

Using the iPad for check-in and judging entries both livestock and homemaking/creative arts entries. It will also cover the Kiosk mode of the iPad for self-check-in and other methods to make the process streamlined.

**[Setting up your fair book and premiums] Class 103 - Auditorium 10:30am-11:45pm**

*by Colleen Robert – (multiple fairs in Oregon)*

How the fair organizes the divisions and classes, premiums. Examples from many fairs will also be provided in your resources packet that is downloadable.

**[Auction Strategies] Class 104 - Gallery 10:30am-11:45pm**

*by Randy Harmon – ShoWorks*

Overview of auction process. Setting the sale order, add-ons, floors/buy backs, billing, resale, etc.

LUNCH (11:45AM – 1:00PM)

## FRIDAY AFTERNOON SESSION (1:00PM-4:00PM)

BREAKOUT GROUPS (NOT THE SAME, SIMILAR YET WITH DIFFERENT PRESENTERS)

### [RFID & EID/Ear Tag Readers] Class 201 - **Classroom** 1pm-2:15pm

by Mike Hnatt – ShoWorks

Using the iPad for check-in and judging entries both livestock and homemaking/creative arts entries. It will also cover the Kiosk mode of the iPad for self-check-in and other methods to make the process streamlined.

### [Setting up your fair book and premiums] Class 202 - **Pavilion** 1pm-2:15pm

Andi Hershey – Ohio State Fair

How the fair organizes the divisions and classes, premiums. Examples from many fairs will also be provided in your resources packet that is downloadable.

### [Cloud Documents, FairVault, Media Judging] Class 203 - **Auditorium** 1pm-2:15pm

by Spencer Schultz – ShoWorks

Further in-depth demonstration and discussion on collecting documents from exhibitors like W9, YQCA, vaccination/health inspection certificates, photos, videos, various PDFs, and the generation of 1099s. Additionally, this session will look at how photos/videos of entries can be judged remotely/online from a web browser – useful when culling/sifting or pre-judging entries.

### [Auction Strategies] Class 204 - **Gallery** 1pm-2:15pm

by Randy Harmon – ShoWorks

Overview of auction process. Setting the sale order, add-ons, floors/buy backs, billing, resale, etc.

## FRIDAY AFTERNOON BREAK (2:15PM – 2:30PM)

### ADVANCED TRICKS AND REPORTING

39. Using Microsoft Access and the Companion
40. The Report
  - a. Record Source
  - b. Textboxes vs Labels
  - c. Modifying an existing report (example: Entry Tags into cards, mailing labels w/family name)
41. The Query
  - a. Build a query on top of a query (example: # of entries, by department/division, by place for place 1 to 6, sum of total premiums \$)
  - b. Calculated fields
  - c. Filter and criteria syntax
  - d. Aggregate queries
42. Group levels
43. Using “Queries” to ask questions about your data
44. Using SQL statements to “command” ShoWorks to update records programmatically
  - a. Update Place by a Ribbon value (**Article# 110234**)
  - b. Delete records
  - c. Update (round) weights, tags, backup field values (example, copy Place to Sub-Place)
  - d. See supplemental resource “SQL Examples.txt”
45. Publishing Results

### Q&A WRAP/CLOSING DISCUSSION