

Agent and Teacher Guide to Georgia State Livestock Show Entries



On-Line Entry Procedures State Livestock Shows

Step 1: Be aware of entry deadlines:

Market Lambs	July 10
Market Goats	August 1
Steer	October 1
Beef Heifer	October 1
Commercial Dairy Heifer	November 15
Market Hog	December 5
Breeding Ewe	December 10

Rule Books and Tag Order Forms are on the 4-H and Ag Ed web pages at:

<http://www.georgia4h.org/public/edops/stateanimaled/shows/LivestockRules/>
<http://aged.ces.uga.edu/>

TAG ORDER FORMS ARE ALSO INCLUDED WITH THIS PACKET.

Step 2: **Order ear tags at least two weeks before the entry deadline. No tags will be shipped from our office within 7(seven) days of the entry deadline. Tags ordered within 7 (seven) days must be picked up at the Animal and Dairy Science Building.** Entry forms will be sent with tag orders. Make copies of the entry card.

Step 3: Tag animals and fill out the entry form. Only registered heifers **DO NOT** need to be tagged.

Step 4: Log on to the entry web site and enter the animals at:
<http://www.georgia4H.org/public/apps/JrNatReg>

Tips on using the on-line entry system

The system should be up by June 15, 2012.

The first time you go to the web page you will be given the option to create a username and password. **If you used the systems last year, it has been reset.** You will need to create a new username and password. (You are permitted to use the same one you used last year, but you have to enter it again for the 2012-2013 season.) **Remember the username and password! You will use this to access your entries for the rest of the year.**

Create a password and username that makes sense to you. **There will be only one username and password per county 4-H or school FFA.** More than one person can log in at the same time under the same password.

First enter the contact information for the agent or teacher who is responsible for the livestock projects. You will be asked to enter a contact name, address, phone and email address for each county or chapter. **This address will be used to mail premium checks!!!!!!** **The labels print out exactly like you enter it so please use proper sentence case when entering.** The address should also show up on the agent/teacher signature line of the **printed online entries** so that you won't have to write it on all of the forms.

Enter exhibitor name and address information once for each exhibitor in sentence case. **DO NOT enter any information in all CAPITAL LETTERS or all lower case!!!!!!** Then enter the animals. For example: if an exhibitor has 2 lambs, 2 steers and a market hog, enter the exhibitor name and address and lamb entries before the July 10 lamb deadline. You can return to the site in September to enter the 2 steers. Just click on the exhibitor name and add the steers. In November you can return to enter the hog. **EXHIBITOR NAME AND ADDRESS IS ENTERED ONLY ONCE!**

Exhibitor names can be entered early. Information on animals can be added, deleted or changed at any time up to the entry deadline. Entry or change of animal information will close at midnight on entry deadline day.

Trouble Shooting Tip– If you make an entry or change and it does not show up on your screen, hit the refresh button. Depending on how you have your browser is set up, your computer may be storing the last page and reloading it.

Step 5: After entering the exhibitor and animals into the system before the entry deadline for the particular show, you have 7 (seven) days to mail a signed copy of the entry form with the correct entry fees. **The entry fees must be attached to a signed entry form. Due to the volume of exhibitors and the increased number of returned checks and returned check fees that we incur each year, ALL ENTRIES FROM A COUNTY OR CHAPTER MUST BE MAILED TOGETHER WITH ONE CHECK OR MONEY ORDER FOR ALL OF THE ENTRIES FROM THAT COUNTY OR CHAPTER. NO INDIVIDUAL CHECKS WILL BE ACCEPTED. NO EXCEPTIONS.**

Options for completing the entry process (use the option that best fits your situation):

Option 1: Use a copy of the entry form attached.

Tag the animals and get the exhibitor and parents to fill out and sign the entry form.

Take the entry form to your computer. Enter the information before the entry deadline.

Make a copy of the entry form for your records.

*Mail the original, **signed** form with the entry fees within 7 (seven) days after the entry deadline.*

Print out a copy of the on-line form for the exhibitor (so they know what you entered).

Option 2: Tag the animals and use the entry form as a worksheet.

Enter the animals in the online system before the entry deadline.

Print out a copy of the completed entry form containing the information you entered.

Get the printed copy signed by you, the parent and the exhibitor and then make a copy for your reference.

Mail the **signed**, printed copy with entry fees within 7 (seven) days after the entry deadline.

You may use either the handwritten entry or the printout, but a signed entry form must be sent with payment within 7(seven) days after the entry deadline. You must enter the animals in the online system before midnight of entry deadline day.

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Step 6: After the entry deadline, the online system will be closed to any additions or changes. (Exception: Registration numbers on beef heifers can be added up to November 1.) If you lose a tag or have other corrections they will need to be mailed, e-mailed or faxed to Ronnie Silcox. No changes are made over the phone. **All changes must be in writing.**

Step 7: You can log into the system and check entries as often as you wish up to show time. Following the show, placings and premiums for your exhibitors will be posted there also.

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