When you add an entry in a division that requires documentation, you'll see this message.   Keep adding entries until you are ready to check out.

Entries

Upload attachments needed

You have chosen a type of entry that requires you to upload file(s). After you have checked out (submitted your entries), your files all at once.

✱ required

Department	Junior Meat Goats
Division	4-H Market Goats
Class ✱	-- Choose a Class --
Description	
Club ✱	Boulder Creek 4-H
Scrapie Tag ID ✱	CA10040098

Add 1 Entry to Cart + −

If this is your first entry, you'll see this pop up:

e Entries 🏠 Hon

Document Required

Entry into this division requires that you upload a scanned document/form for fair use.

Click the button below **'Okay, let's continue'** to complete this task.

I don't want to do this   Okay, let's continue

pload attachments needed

You have chosen a type of entry that requires you to upload file(s). After you have checked out (submitted your entries), you will be given a ch

our files all at once

The documents that are required for Youth Exhibitors are the Release of Liability and Exhibitor Eligibility Forms. Make sure you have your documents ready.   "Okay, let's continue" button. If you do not have your documents, click "I don't want to do this". Your entry will be cancelled. Come back into the system when you have your documents with you.

If you do click the "continue" button, you'll see this page. You must upload both files in order to move on.

Cancel   Done

Please submit your **Release of Liability Form** in this upload box:

PDF | Choose File | No file chosen   Upload

Please submit your **Youth Exhibitor Eligibility Form** in this upload box:

PDF | Choose File | No file chosen   Upload

Once your required forms are uploaded, you can add more entries or Continue to the next step.

You'll have an opportunity to review your entries and make changes as necessary. Use the Check-Out button to finish and pay entry fees if applicable.

Review of Cart

Continue to Check-out
The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click t

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
Livestock Test's items:			✏	
4-H Market Goats	Class: 010 - One Market Goat, 60 pounds and over Club: Boulder Creek 4-H Scrapie Tag ID: CA10040098	$0.00	✏	✖
Total for Livestock Test with 1 entries		$0.00		
1 TOTAL ITEMS IN CART:		$0.00		
BALANCE DUE:		$0.00		

➕ Add more Entries for Livestock Test   ↺ Empty Cart   💾 Save this cart for later   Check-out ➜

You'll see this screen. By typing "yes" at the bottom of the screen and clicking Submit you agree to the statements listed here.

If you need to upload documents for your entry (e.g., Bill of Sale, Registration Papers, Proof of Ownership, etc.), you can do it here by clicking the Upload Files button. If you don't have your documents handy, you can sign out without uploading your files. Go the blue button in the upper right corner that says "Hello, your name" and click on the down arrow to Sign Out.

If you click Upload Files, you'll be presented with a page like this. For the Market Goat entry, the bill of sale and medication statement documents are required. If you've already uploaded your files, you will see a link to view them on the right of the screen. If you uploaded the wrong document, you can delete it here and then upload the correct document.

If you have trouble getting your forms uploaded, you can email them to santacruzlivestockcommittee@gmail.com and we'll upload them for you.

If you need to upload files that were not uploaded when you entered your livestock, you can go it by going back into the system. Once you have verified that your registration information is correct, you will see this page. Click on View/Print transactions made by this Exhibitor.

Welcome Livestock Test!

Please choose to review your Exhibitor account activities or create entries. Should you need to correct errors or skip sections progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can alwa closing your browser.

🖶 View/Print transactions made by this Exhibitor | Create Entries ➜

The next page you'll see is this. Use the Upload Files button upload your forms and/or documents.

Upload Media	Receipt	Confirmation ID	Cart Time
	🖶 Receipt	santacruzls-1218173557560	8/6/2021 5:35:57 PM
⬆ Upload Files	🖶 Receipt	santacruzls-1218173105430	8/6/2021 5:31:05 PM

☰ Review All | 🗏 Packing List

Filter Reports by: | All ⌄

After you have clicked Upload Files, you'll see this page. Make sure that the Division that is shown is the one for which you have documents to upload. If it is not, click Next. If you have no documents to upload after all, click Next until you get to Done. If it is the correct division, click Choose File and select the file from your computer that you want to upload. Next click the Upload button.

WEN: 35060D   **Division:** CC010-Beef - Open Carcass   **Class:** 10 Open Beef Carcass

Proof of Ownership

PDF | Choose File No file chosen | Upload   Entry Description

Confirm

If uploading, make sure upload(s) is 100% before pressing Done.

Cancel | Done

* Size limits are 8 MB for Photo, 6MB for PDF files, and 120 MB for Video.