Dairy Cattle System
Online Entry Guide
cattle exhibitors

World Dairy Expo's website has a new and improved entry system for dairy cattle exhibitors! The following guide will take you step-by-step through the online entry process. Online Entries are open August 1 through September 15, 2012.

www.WorldDairyExpo.com – Dairy Cattle Shows & Sales – Entry Information

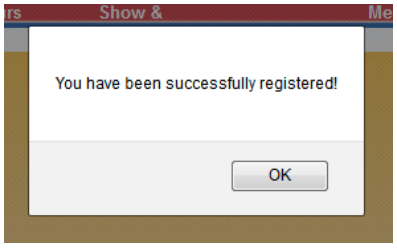
CATTLE EXHIBITOR LOG-IN

All exhibitors will create a new account this year, even if you have used the online entry system in the past. Click "Create New Account – Dairy Cattle Show Exhibitors Only". You will be required to review and accept the World Dairy Expo Rules, Regulations and Code of Conduct before you may proceed.

Cattle Exhibitor User Registration information

Enter your contact information including a 6-character password that you will remember. Confirm the security words within the reCAPTCHA box by typing the letters and symbols displayed, click Save. Only one account may be created for each email address. Each account may contain multiple exhibitors.

When your account login registration is complete you will receive

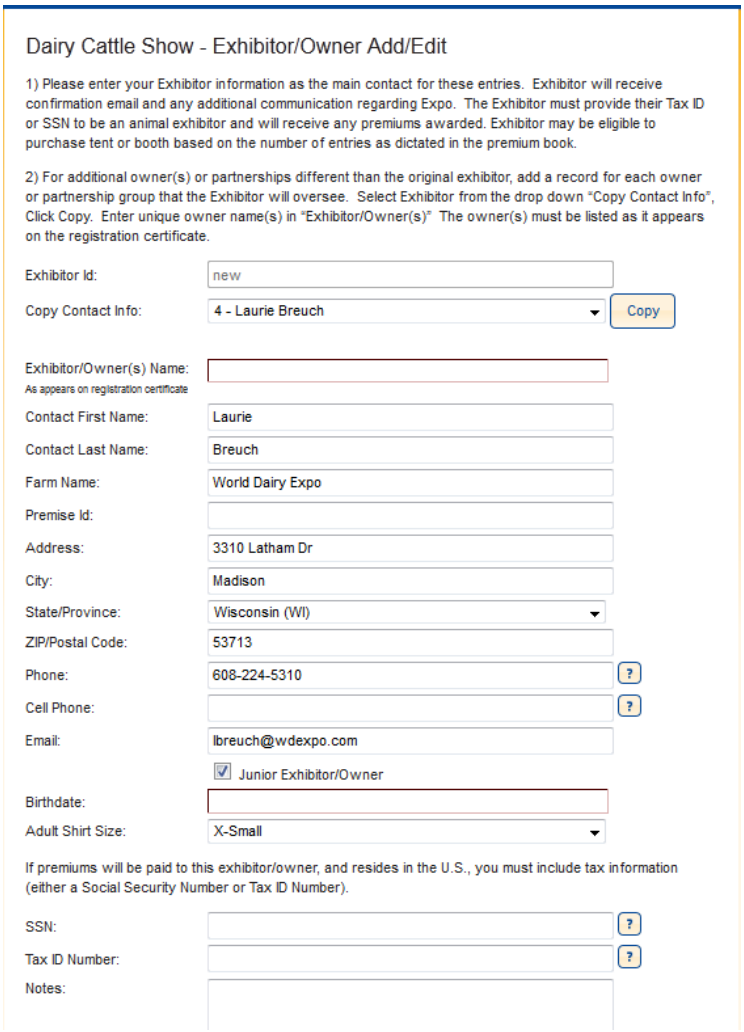


EXHIBITOR DASHBOARD

The World Dairy Expo Cattle Exhibitor Dashboard will house all of your entry information: Exhibitor/Owner information, Animal Entries, Group Classes, Futurity Entries, and Pass/Booth/Tent purchases. The dashboard will list all of these at a glance for your account. You may check back at any time after entry information has been saved and/or purchased.

1 – Exhibitor and Owner Registration

+ Add Exhibitor



Dairy Cattle Show - Exhibitor/Owner Add/Edit

1) Please enter your Exhibitor information as the main contact for these entries. Exhibitor will receive confirmation email and any additional communication regarding Expo. The Exhibitor must provide their Tax ID or SSN to be an animal exhibitor and will receive any premiums awarded. Exhibitor may be eligible to purchase tent or booth based on the number of entries as dictated in the premium book.

2) For additional owner(s) or partnerships different than the original exhibitor, add a record for each owner or partnership group that the Exhibitor will oversee. Select Exhibitor from the drop down "Copy Contact Info", Click Copy. Enter unique owner name(s) in "Exhibitor/Owner(s)" The owner(s) must be listed as it appears on the registration certificate.

Exhibitor Id: new
Copy Contact Info: 4 - Laurie Breuch [Copy]
Exhibitor/Owner(s) Name: (As appears on registration certificate)
Contact First Name: Laurie
Contact Last Name: Breuch
Farm Name: World Dairy Expo
Premise Id:
Address: 3310 Latham Dr
City: Madison
State/Province: Wisconsin (WI)
ZIP/Postal Code: 53713
Phone: 608-224-5310
Cell Phone:
Email: lbreuch@wdexpo.com
☑ Junior Exhibitor/Owner
Birthdate:
Adult Shirt Size: X-Small

If premiums will be paid to this exhibitor/owner, and resides in the U.S., you must include tax information (either a Social Security Number or Tax ID Number).

SSN:
Tax ID Number:
Notes:

Enter each unique animal owner/partnership, as listed on animal registration certificates, as its own Exhibitor. 1) Please enter your Exhibitor information as the main contact for these entries. Contact name will receive confirmation email and any additional communication regarding Expo. The Exhibitor must provide their Tax ID or SSN to be an animal exhibitor and receive any premiums awarded. Exhibitor may be eligible to purchase a tent or booth based on the number of entries as dictated in the premium book.

2) For additional owner(s) or partnerships different than the original exhibitor, add a record for each owner or partnership group that the Exhibitor will oversee. Select Exhibitor from the drop down "Copy Contact Info", Click Copy; Contact and address information will populate the fields below . Enter unique owner name(s) in "Exhibitor/Owner(s)". The owner(s) must be listed as it appears on the registration certificate.
Each Junior exhibitor shall be entered, include their birthdate and adult shirt size.

Save each Exhibitor. The Exhibitor/Owner(s) will be available as owners for the animals you enter. All owner/partnership combinations must be entered here to be available to select the animal owner.

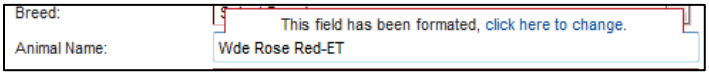
Cancel will close the form without saving data entered or changed.

2 - Single Class Registration

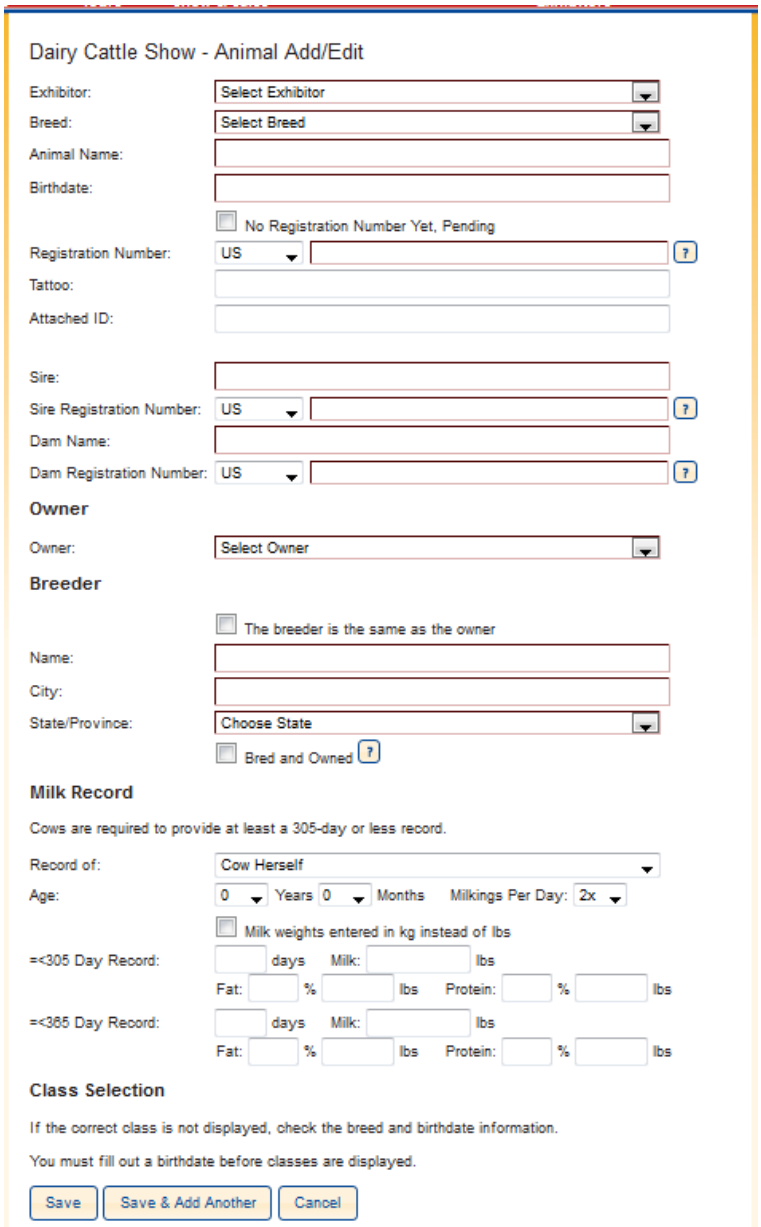
+ Add Animal

Enter each animal's information. All red outlined fields must be completed to save an animal.

Items to Note: **Text will be automatically formatted** for consistency in our database. If the text you enter should have different capitalization requirements, you will be allowed to click "Field has been formatted, Click here to change" that is briefly displayed above the text field, then enter the edited text requirements in the pop-up window. The following rules are applied for automatic formatting:



- Spaces at the beginning and end of the field or around hyphens are removed
- Duplicate spaces are removed.
- The first character of every word (after a space or hypen) is capitalized, all others are lower case.
- For cattle names the suffixes are all capitalized.



Exhibitor: Select the Exhibitor (entered on the previous page in the Exhibitor/Owner Name) to receive any awarded premiums. Exhibitor may be eligible to purchase tent/booth based on the number of animals entered under that exhibitor and as long as they have met the minimum number of head entered. See Premium Book for complete tent/booth details. Exhibitor need not be the same as animal owner.

Breed: Select the Breed of the animal.

Continue entering animal's information. Enter all registration numbers without leading zeros or letters.

Birthdate: Select the birthdate for the animal. The breed and birthdate must be completed to select a class(es) below.

Sire: The sire name will provide a list of options after the first few letters of their name is entered. You may select from the list provided or continue entering a new name that is not provided. If a name is selected from the list, the registration number will be entered automatically. Otherwise you will need to add the registration number.

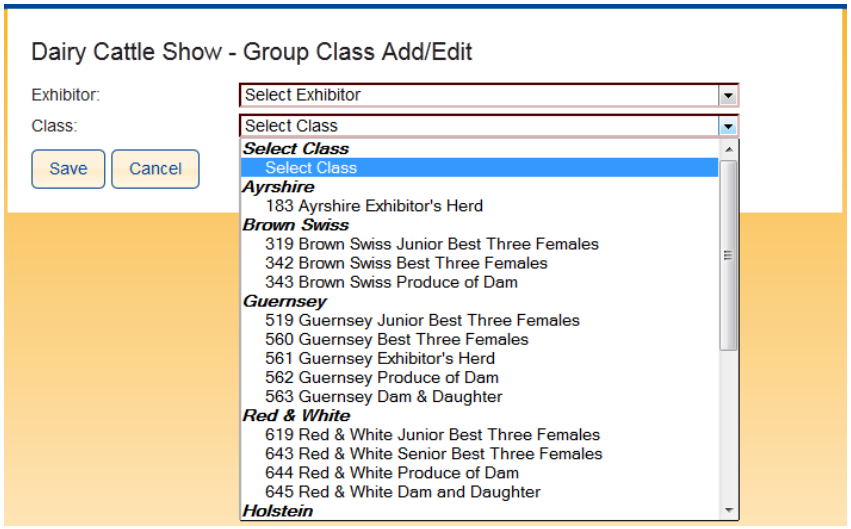
Owner: Choose the owner from the drop down list. The Owner must be listed exactly as it appears on the registration certificate. If the owner is not listed, you will need to add the owner back at your Exhibitor Dashboard – Add Exhibitor.

Breeder: If the breeder is exactly the same as the owner, select "Same as Owner". If the breeder is different, enter as it appears on the registration certificate.

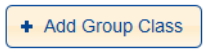
Milk Record: A 305-day or less record is required for all cows. Calves and yearlings may record their dam's production record. If a record is not provided for cow entry, a fee of $10 will be charged. A 365-day or less record may also be provided. If production weights are reported in kilograms, check the box "Milk weights entered in kg instead of lbs." The system will convert the record to lbs. Production records must be verified by the breed superintendents at the time of check-in to be eligible for production awards. For breed production classes, please review the requirements in the premium book.

Class Selection: A list of eligible classes will be displayed based on the breed and animals' birthdate. Select the class the animal is to be entered in.

Save: Save the animal entry record. Click "Add Animals" in the Exhibitor Dashboard to continue with the next entry.



3 - Group Class Registration



To enter Group classes you will use this easy process.

Exhibitor: Choose the exhibitor of the group.

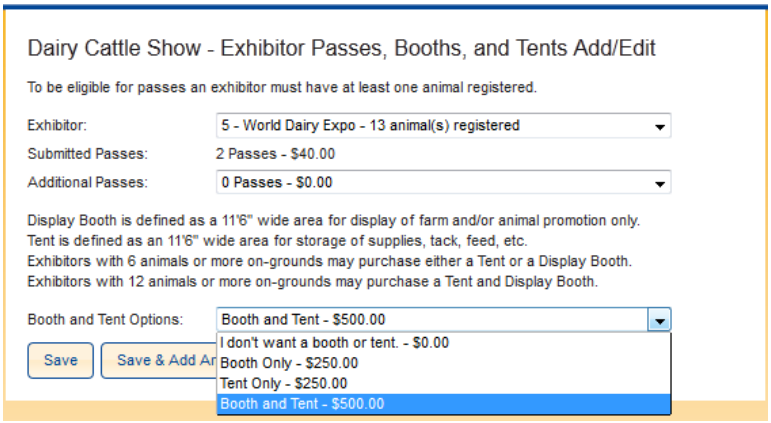
Class: Choose the appropriate class. If the class is a Dam & Daughter or Produce of Dam Class you will be required to enter the dam's name and registration number.

4 - Exhibitor Passes, Booth, Tent

+ Add Exhibitor Passes, Booth, or Tent

Passes: Select the Exhibitor to receive passes and the quantity. You may select each exhibitor to receive passes. The applicable cost is listed and will be charged at the time of check-out.

Booth / Tent: Exhibitor is eligible to purchase a booth or tent. Exhibitor must be a part of a string with 5 – 11 animals on-grounds. Exhibitor is eligible to purchase a booth and tent with entry of 12+ animals. See the premium book for complete Booth/Tent details. Actual booth or tent space will be allocated for the number of animals that arrive on-grounds.



5 - 2015 Futurity Registration

+ Add Futurity Animal

Enter each animal's information.
Items to Note: **Text will be automatically formatted** for consistency in our database. If the text you enter should have different capitalization requirements, you will be allowed to click "Field has been formatted, Click here to change" that is briefly displayed above the text field, then enter the edited text requirements in the pop-up window. The following rules are applied for automatic formatting:

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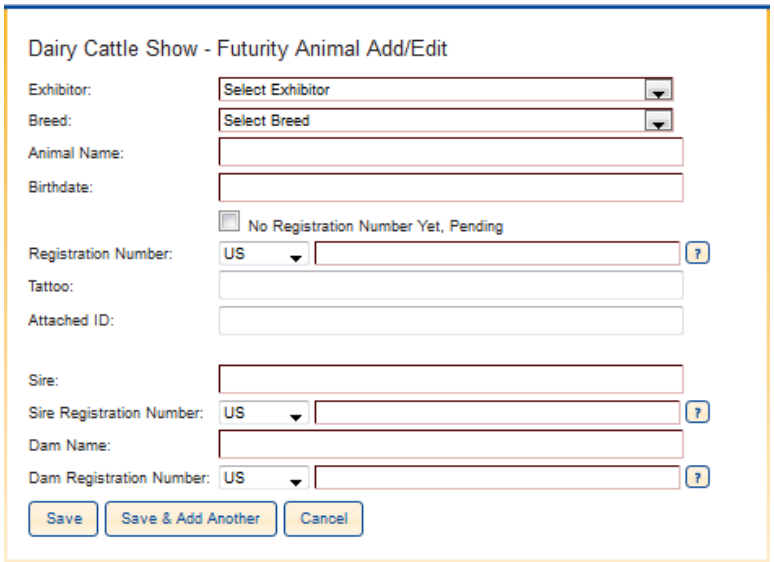


Exhibitor: Select the Exhibitor to receive confirmation and other communications.

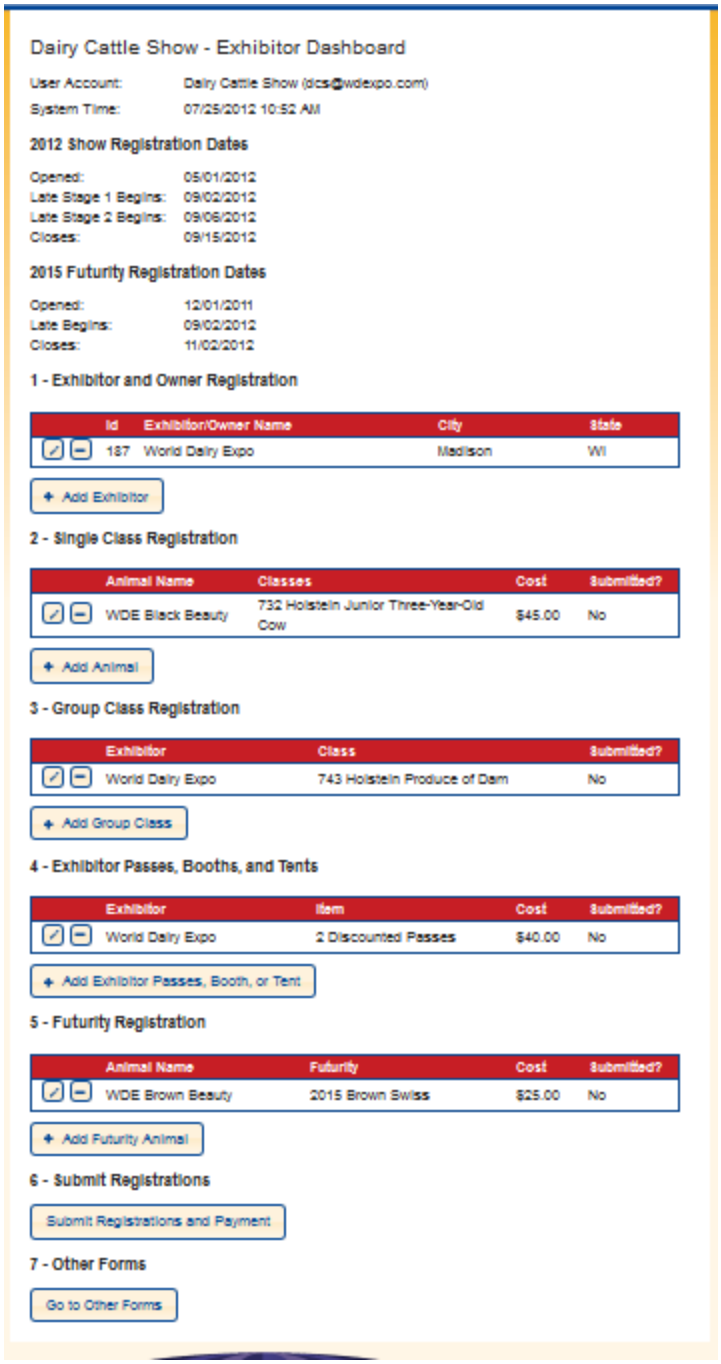
Breed: Select the Breed of the animal.

Continue entering animal's information. Enter all registration numbers without leading zeros or letters.

Birthdate: Select the birthdate for the animal.

Sire: The sire name will provide a list of options after the first few letters of their name is entered. You may select from the list provided or continue entering a new name that is not provided. If a name is selected from the list, the registration number will be entered automatically.

Review your Exhibitor Dashboard to ensure all entries have been made. Be assured that if you find that another entry is required after you have submitted registrations and payment, you will be able to log in again with your account information to add and submit further entries. The online entry system will be available to cattle exhibitors until September 15, 2012, 11:59 p.m., all applicable fees will apply. After this date, a paper entry may be submitted until your show.



6 - Submit Registrations

Submit Registrations and Payment

When all entry data has been entered, Click "Submit Registrations and Payment". You are required again to read and accept the World Dairy Expo Code of Conduct statement prior to submitting your entries to World Dairy Expo.

The Dairy Cattle Show – Exhibitor Checkout will display a listing of animal entries, group classes, Passes/Tents/Booths, and Futurities entered.

Enter your credit card billing information. Visa and Master Card are accepted.

PAYMENT RECEIPTS & CONFIRMATIONS

Payment receipt will be directly available for you to print and will also be emailed.

Entry Confirmation and further show details will be emailed to the address provided following acceptance by World Dairy Expo.

7 - Other Forms

Additional forms include:

- Stalling Request
- 2013 Judge Nomination
- Geographic Dairy Cattle Exhibitor Committee Nomination
- Youth Showmanship Contest Entry
- Youth Fitting Contest Entry

You may complete these forms at anytime after you have submitted entry registration and payment, until their deadline.

Questions? Contact World Dairy Expo, phone: 608-224-6455 or email: lbreuch@wdexpo.com

Thank you for using the Online Dairy Cattle System Entry Registration!