# Student Art Entry Process
## School Entry

Start by going to the www.azstatefair.com
Hover over the participate tab
    A drop down menu should appear
    Click on Competitive Exhibits – this takes you to our rule books.
    Please view the general rules as well as the Student Art Rules at this time.

When you are ready to enter your school follow the instructions below.
Step 1 - You should be on the page https://www.azstatefair.com/competitive-exhibits/
    The bottom of the page there will be an "I AGREE" Button
        Click the "I AGREE" button.
            This takes you to the Showorks Entry Program.
Step 2 - Click the Register Button.
    First Name – School Name ie "Hamilton"
    Last Name – School Name with Group ie "Elementary School Group"
        If your school has more than one teacher entering students – number them ie Group 1
    Click on - I am a new exhibitor or have yet to register this year- click this button for entry the
first time you entered.
        If you have to go back in and add kids, click the I have previously registered. This will
    then ask you for your password.

Step 3 - If you clicked the new exhibitor- it will ask you for your information including address, phone
and email. Please put the school address and then for the phone and email- please list the responsible
teacher. It will also ask you for the Birthdate -  you can simply put yours or one of the students.

**Step 4 - Select Department – <u>STUDENT</u>**
**Division**- <u>Grade Level for student you are currently entering.</u>
**Class-** <u>Which ever you are entering</u> ie Painting, mural
**Description** – <u>You need to enter the child's name</u> ie Nicole Hanger
**Title** – <u>Name of item</u> ie Painting – "All the Sunshine" Whatever the child has titled this piece of artwork.
**Market Value** – <u>Cost of item</u>. Should the item become damaged, this is the reimbursement price.
**Click Add 1 entry to cart**.

**<u>Repeat Step 4 for each student.</u>**