



## ONLINE ENTRY INSTRUCTIONS

If you need to log off to complete the entry process later, you must press SAVE or you will lose all your work.

ASTs and CEAs - do not enter as a Quick Group.

**Online entries must be made by December 15<sup>th</sup>, 2023. All entry forms must be posted marked on or before December 15<sup>th</sup>.**

### Online Entry for Junior Livestock and Skillathons (4-H/FFA Members only)

1. You must be a County Extension Agent or Agriculture Science Teacher to enter Junior Livestock Show exhibitors. In the top right-hand corner of the Home Screen, click the blue button "Sign In." Log in as the club leader to begin the entry process. In the drop-down menu, select "Club." From there, a club name drop-down menu will appear, select the club name.

2. Once you have logged in, begin adding exhibitors. Even if the exhibitor has participated at Rodeo Austin in previous years, the exhibitor still needs to be entered as a "new exhibitor."

3. When you have completed all entries, print the entry receipt for each exhibitor's entries. You can view your transactions and re-print receipts if necessary.

4. You must complete a W-9 form and Certificate of Entry Acknowledgement for each exhibitor and submit with entries. These forms may be downloaded at <https://rodeoaustin.com/youth-ag-programs/competitions/livestock-show/>

5. In addition to completing the online entry process, the following paperwork must be submitted to Rodeo Austin at ATTN: Competitive Events, 9100 Decker Lake Rd. Austin, TX 78724.

- Online entry receipt
  - Check payment unless paid online
  - W-9 form signed by exhibitor
  - Certificate of Entry Acknowledgement Form signed by exhibitor, parent/guardian, and AST or CEA.
- All three signatures are required.

### Online Entry for Ultimate Scramble Championship (4-H/FFA Members only)

1. You must be a County Extension Agent or Agriculture Science Teacher to enter Calf Scramble exhibitors. In the top right-hand corner of the Home Screen, click the blue button "Sign In." Log in as the club leader to begin the entry process. In the drop-down menu, select "Club." From there, a club name drop-down menu will appear, select the club name.

2. Once you have logged in, begin adding exhibitors. Even if the exhibitor has participated at Rodeo Austin in previous years, the exhibitor still needs to be entered as a "new exhibitor."

3. Ultimate Scramble Championship is listed under Junior Livestock Department. When you have completed all entries, print the entry receipt for each exhibitor's entries. You can view your transactions and re-print receipts if necessary.

4. Both the exhibitor and the parent/guardian must also sign the Rodeo Austin Liability Form. The form is provided on the Ultimate Scramble Championship web page at <https://rodeoaustin.com/youth-ag-programs/competitions/ultimate-scramble/>.

5. In addition to completing the online entry process, the following paperwork must be submitted to Rodeo Austin at ATTN: USC, 9100 Decker Lake Rd. Austin, TX 78724.

- Online entry receipt signed by exhibitor, parent/guardian, CEA/AST.
- Check payment from the school/county or money order unless paid online. Personal checks will not be accepted.
- Rodeo Austin Liability Form signed by exhibitor and parent/guardian.

#### **Online Entry for ALTERNATES - Ultimate Scramble Championship (4-H/FFA Members only)**

1. When all 168 participant spots are taken, the online entry system will no longer be available for regular USC entry. At this point, alternates will be accepted on a first-come, first-serve basis.

2. To enter alternates online, follow the same online entry process as described in the above section, with the exception of mailing in paperwork and payment.

3. The call for alternates for Ultimate Scramble Championship is listed under Junior Livestock Department. When you have completed entries, print the entry receipt for each exhibitor's entries. The exhibitor, parent/guardian, and CEA/AST **must** sign the entry receipt. Keep the signed entry receipt in the event that the exhibitor is chosen to be an alternate.

4. **DO NOT** send in paperwork and payment for alternates unless the alternate is selected to participate in USC. Alternates will be notified if they are selected.

#### **Online Entry for Ag Mechanics (4-H/FFA Members only)**

1. You must be a County Extension Agent or Agriculture Science Teacher to enter Ag Mechanics projects. In the top right-hand corner of the Home Screen, click the blue button "Sign In." Log in as the club leader to begin the entry process. In the drop-down menu, select "Club." From there, a club name drop-down menu will appear, select the club name.

2. Once you have logged in, begin adding Ag Mechanics teams. There are two ways to enter teams:

- **Option 1:** Move the toggle to say "I am a team/company". From there you will enter you 4-H Club or FFA Chapter name and add each team entry.
- **Option 2:** Add team entries to an existing exhibitor's entry. The exhibitor does not have to be a participant on the team.

3. When you have completed all entries, print the entry receipt for each exhibitor's entries. You can view your transactions and re-print receipts if necessary.

4. Each club/chapter must complete a W-9 form and each exhibitor must complete a Rodeo Austin Liability Form and submit with entries. These forms may be downloaded at <https://rodeoaustin.com/youth-ag-programs/competitions/livestock-show/>

5. In addition to completing the online entry process, the following paperwork must be submitted to Rodeo Austin at ATTN: Competitive Events, 9100 Decker Lake Rd. Austin, TX 78724.

- Online entry receipt
- Check payment unless paid online
- W-9 form for club/chapter
- Rodeo Austin Liability Form signed by exhibitor and parent/guardian.

### **Online Entry for Contests (4-H/FFA Members only)**

1. You must be a County Extension Agent or Agriculture Science Teacher to enter contest entries. In the top right-hand corner of the Home Screen, click the blue button "Sign In." Log in as the club leader to begin the entry process. In the drop-down menu, select "Club." From there, a club name drop-down menu will appear, select the club name.
2. Once you have logged in, begin adding Judging teams. There are two ways to enter teams:
  - **Option 1:** Move the toggle to say "I am a team/company". From there you will enter you 4-H Club or FFA Chapter name and add each Judging team entry.
  - **Option 2:** Add Judging team entries to an existing exhibitor's entry. The exhibitor does not have to be a participant on the team.
3. When you have completed all entries, print the entry receipt. You can view your transactions and re-print receipts if necessary.
4. Each exhibitor must complete a Rodeo Austin Liability Form and bring with them to the contest check-in. These forms may be downloaded at <https://rodeoaustin.com/youth-ag-programs/competitions/livestock-show/>
5. In addition to completing the online entry process, the following paperwork must be submitted to Rodeo Austin at ATTN: Competitive Events, 9100 Decker Lake Rd. Austin, TX 78724.
  - Online entry receipt
  - Check payment unless paid online