

## How To Place Quick Group Orders

Quick Groups is a feature on the showworks website that allows a whole family or chapter to complete one order in mass.

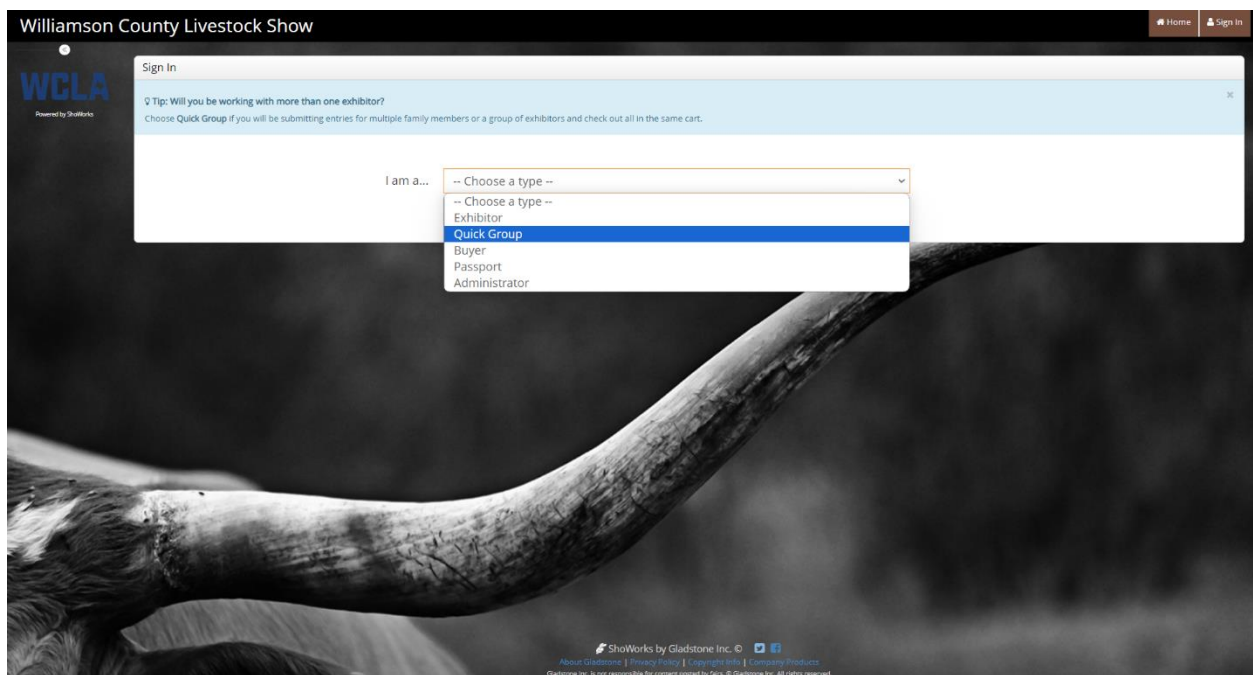
There are some important things to keep in mind with this process:

\*This is much easier if each exhibitor has an account already made. We **STRONGLY** recommend creating an account for each individual exhibitor first.

\*Only the Username and Password holder have access to the group.

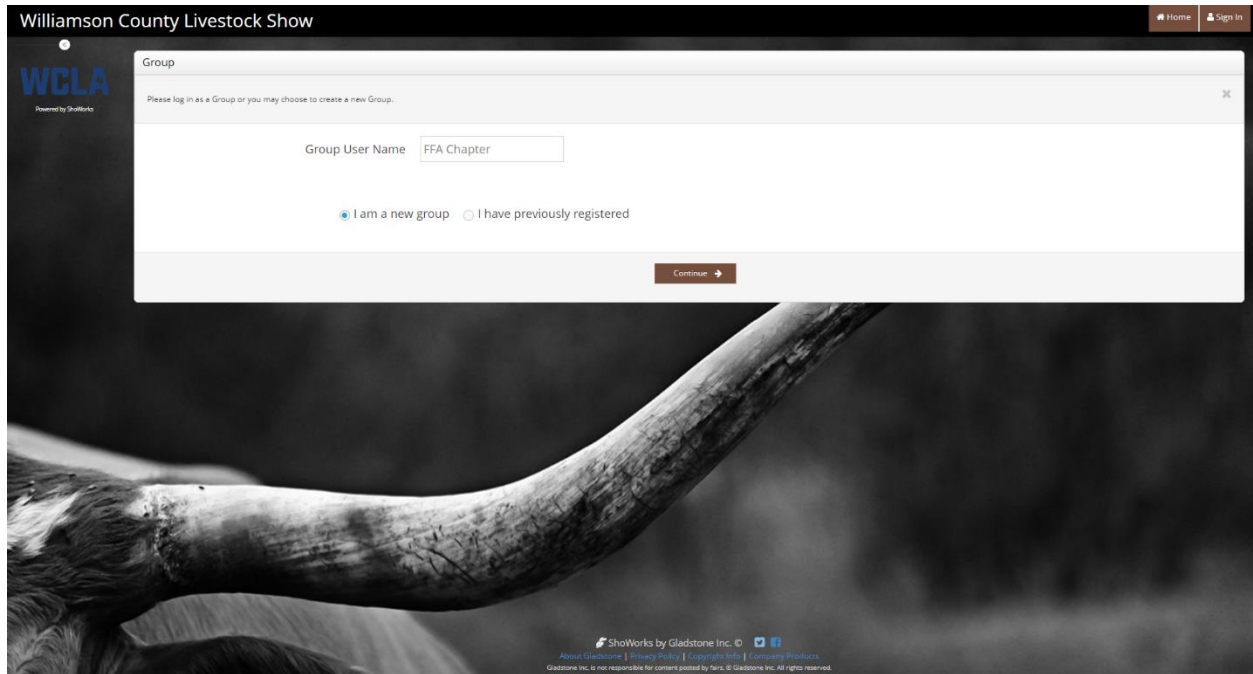
Once all exhibitors have registered for their own account, [Begin here](#).

You will select “Quick Group”



Enter the User Name for the group, you will need this every time you access the group

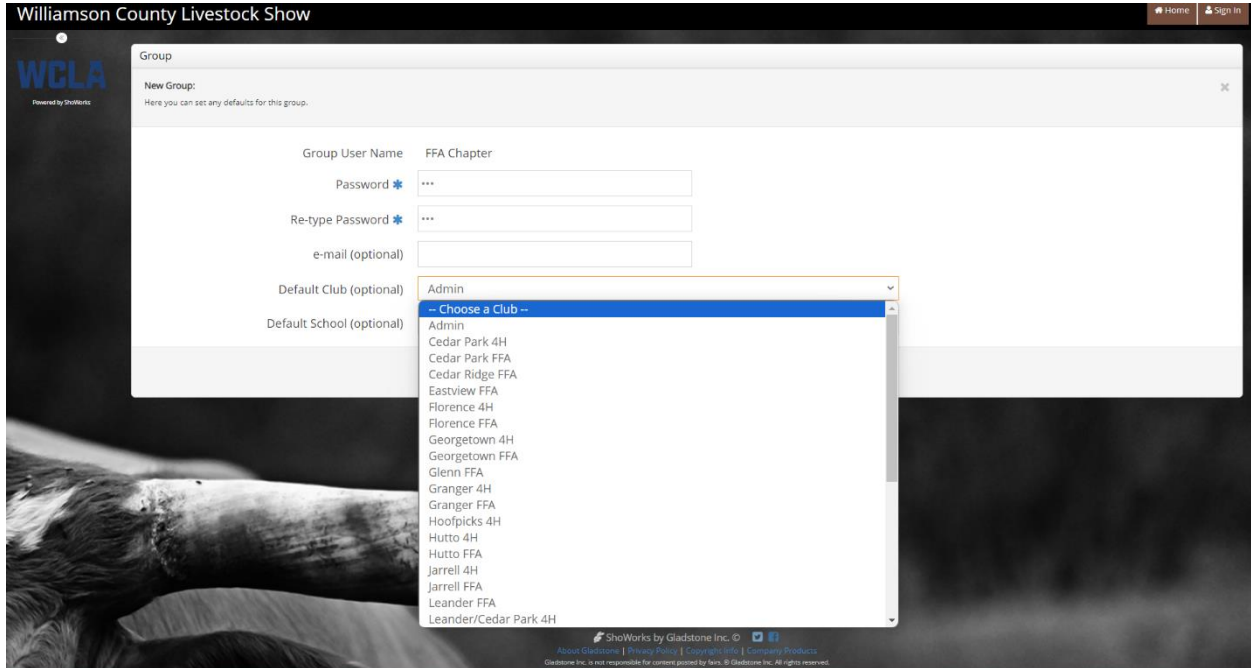
The same rules apply as individual accounts here. At the start of each new year, EVERYONE is a NEW GROUP



Enter all information

Ensure you retain your password for the group. We no longer are able to retrieve passwords and will have to go through the company to gain access to your group again.

We recommend putting an email on file for the group, this is how you will be sent receipts if you do not save them at the conclusion of the order.



The screenshot shows a web browser window with the title "Williamson County Livestock Show". The page features a dark header with a "Home" button and a "Sign In" button. On the left, there is a logo for "WCLA" with the text "Powered by ShoWorks". The main content area is a "New Group" form. The form includes the following fields:

- Group User Name: FFA Chapter
- Password: [Redacted]
- Re-type Password: [Redacted]
- e-mail (optional): [Empty]
- Default Club (optional): Admin (selected)
- Default School (optional): [Empty]

A dropdown menu is open for the "Default Club" field, showing a list of options:

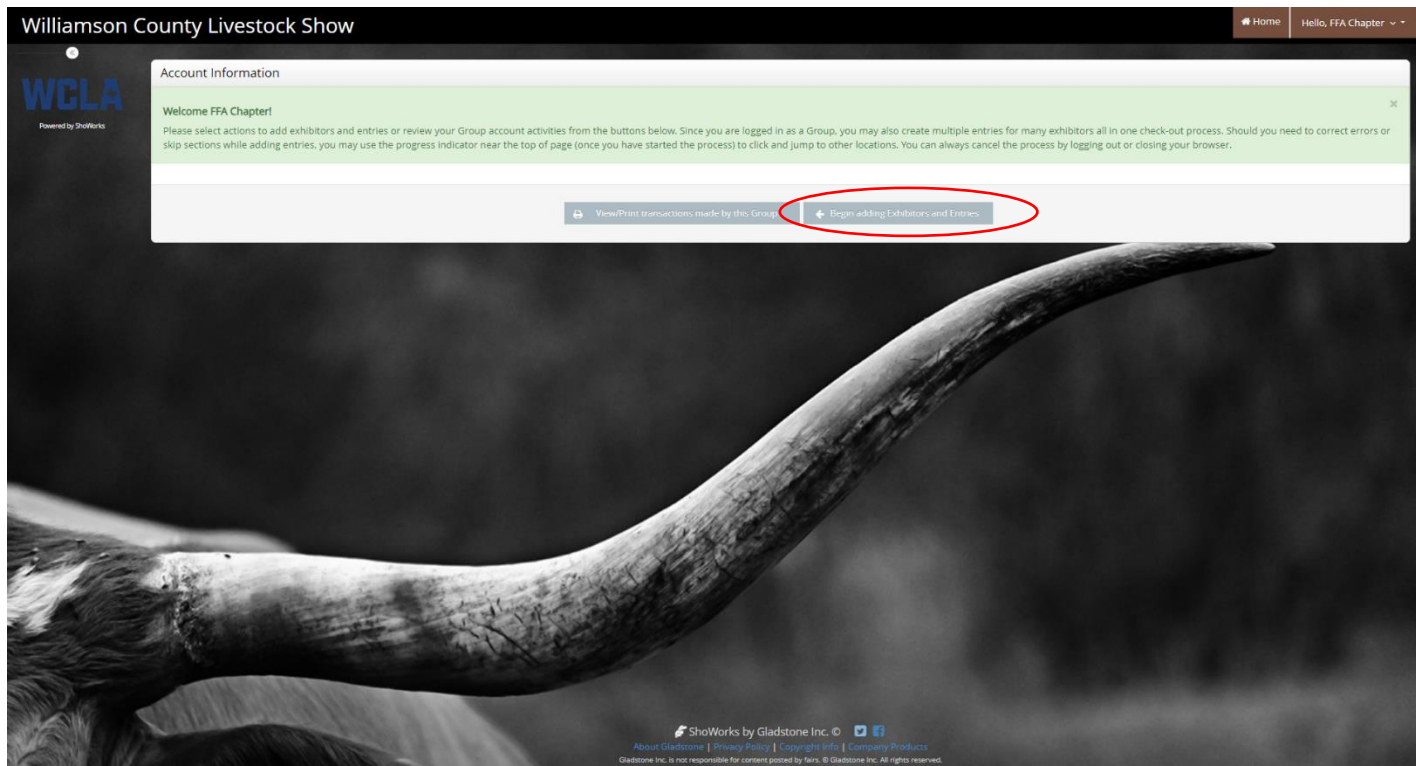
- Choose a Club --
- Admin
- Cedar Park 4H
- Cedar Park FFA
- Cedar Ridge FFA
- Eastview FFA
- Florence 4H
- Florence FFA
- Georgetown 4H
- Georgetown FFA
- Glenn FFA
- Granger 4H
- Granger FFA
- Hoofpicks 4H
- Hutto 4H
- Hutto FFA
- Jarrell 4H
- Jarrell FFA
- Leander FFA
- Leander/Cedar Park 4H

At the bottom of the page, there is a footer with the text: "ShoWorks by Gladstone Inc. ©", "About Gladstone | Privacy Policy | Copyright Info | Company Products", and "Gladstone Inc. is not responsible for content posted by users. © Gladstone Inc. All rights reserved."

Ensure all information was entered correctly and continue

The screenshot shows a web application interface for the Williamson County Livestock Show. At the top left, the text 'Williamson County Livestock Show' is displayed. To its right are navigation links for 'Home' and 'Sign In'. On the left side, there is a logo for 'WCLA' with the text 'Powered by DuPont' below it. The main content area is a form titled 'Group' with a yellow header. Below the header, the text 'Group Information:' is followed by a note: 'Please check the following information for accuracy. You may make changes by choosing the "Back" button in your browser. This information is for your benefit only and not recorded in the final entries process.' The form contains several input fields: 'Group User Name' with the value 'FFA Chapter', 'e-mail (optional)', 'Default Club (optional)' with the value 'Admin', and 'Default School (optional)'. At the bottom of the form is a 'Continue' button with a right-pointing arrow. The background of the page is a dark image of a cow's head with large horns. At the bottom center, there is a footer with the text 'ShoWorks by Gladstone Inc. ©' and social media icons for Facebook, Twitter, and LinkedIn. Below this, there are links for 'About Gladstone', 'Privacy Policy', 'Copyright Info', and 'Company Products'. A small disclaimer at the very bottom reads: 'Gladstone Inc. is not responsible for content posted by users. © Gladstone Inc. All rights reserved.'

Here is where you will begin the order, select “Begin adding Exhibitors and Entries”



If each exhibitor has their account created, you will login with their information and select “Already been registered”

If not, here is where you will create an account for each exhibitor. **REMINDER, if Ag Teachers are creating individual accounts, you must share the login information with the exhibitor. THEY WILL NEED ACCESS TO THIS ACCOUNT.** Also please refer to all important notes on generating accounts. It is best to NOT use school emails for exhibitors, they often miss communication from us.

Williamson County Livestock Show

Home Hello, FFA Chapter

Register Entries Items Review Pay Confirm Finish

Registration

Sign-in

Please specify an exhibitor for these entries.

First Name

Last Name

This is a new exhibitor  This exhibitor has already been registered

Continue

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From here you will continue through their accounts and into entries. From here it is the same process as placing individual orders. Please refer to “How to Place Orders” on our website.

You will go through #1, #2, #3, #4 the same.

You will complete steps 1-4 for each individual exhibitor.

Upon completion of #4, ensure the item is in your cart on the left hand side of the screen. Then you will select “Add Entries for a different exhibitor” to move on to the next individual.

Once all are in your cart, continue through steps 5-7. Remember, you are not complete until a receipt is generated after step 7.

Williamson County Livestock Show

Home Hello, FFA Chapter

Register Entries Items Review Pay Confirm Finish

**Your Entry Cart**

FFA  
Breeding Heifer... \$30.00  
1 Items  
TOTAL \$30.00

**Review of Cart**

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the **X** button next to the item that you want to remove. To edit an item, click the **✎** button.

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

**Tip**  
Since you are also logged in as a Group, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the **Add Entries for a different Exhibitor** button before attempting to check-out.

Item	Description	Amount	Edit	Remove
<b>FFA Items:</b>				
Breeding Heifer	Class: E10 - Heifer Entry Club: Leander FFA Quality Counts: 55555	\$30.00	✎	X
Total for FFA with 1 entries		\$30.00		
1 TOTAL ITEMS IN CART:		\$30.00		
BALANCE DUE:		\$30.00		

+ Add Items (Empty) See FFA Empty Cart Save this cart for later Check-out + Add Entries for a different Exhibitor

WCLA  
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