SCHEDULE SHOWORKS™ USER CONFERENCE & TRAINING

March 12th, 13th, 14th 2020 George H Bush Presidential Library, College Station, TX

See detailed outline on the following pages...

Thursday:

- **6:30am onward** Breakfast @ Hotel
- **8:15am** Shuttle loading @ Hotel
- **8:35am** Registration @ George H Bush Library and Museum
- **9am** Morning Session @ George H Bush Library and Museum
- **noon** Lunch @ George H Bush Library and Museum
- **1pm** Afternoon Session @ George H Bush Library and Museum
- **4:30pm** End Session, shuttle pickup to hotel (or 1.5-mile walk)
- **5:15pm-6:45pm**: "Winedown" @Hotel

Friday:

- **6:30am onward** Breakfast @ Hotel
- **8:15am** Shuttle loading @ Hotel
- **8:40am** Morning Session @ George H Bush Library and Museum
- **11:30am** Lunch @ George H Bush Library and Museum
- **12:15pm** Afternoon Session @ George H Bush Library and Museum
- **1:45pm** End Session, load bus, depart for Tour (Safari)
- **5:30pm** Arrive back at hotel

Saturday:

- **7:00am onward** Breakfast @ Hotel
- **8:15am** Shuttle loading @ Hotel
- **8:40am** Morning Session @ George H Bush Library and Museum
- **11:30am** Lunch @ George H Bush Library and Museum
- **12:15pm** Afternoon Session @ George H Bush Library and Museum
- **3:30pm** End Conference

SHOWORKS BOOT CAMP BASICS

1. Things to know before you begin (Getting Started)
    a. Starting ShoWorks
    b. Finding help from the manual, videos, Internet, and support
    c. Newsfeed, Facebook
    d. Software Updates
    e. About Screen (Activating, Registration, Service Plan)
2. Understanding your data files
    a. Data file location (application vs data file confusion)
    b. Opening & creating data files and starting a new year
        1. Sample file
        2. File>Open vs Double-click
        3. Creating a new data file each year
    c. Importing & merging records from other files and previous years
    d. Using ShoWorks across multiple computers & networking (**Article# 115002**)
    e. Protecting your data (saving/backing up and restoring data)
        1. File>Backup Data
        2. Save As…vs Save Copy As…
        3. Windows Explorer
        4. Robocopy and Dropbox
    f. Exporting your data to QuickBooks
    g. File (data) utilities (compacting, ending a year, custom utilities)
3. Understanding the layout and interface of ShoWorks
    a. Different ways to access parts of the program (menus, ribbon, I want to…)
    b. Tailoring ShoWorks to your fair using preferences

THURSDAY MORNING BREAK

4. Navigating your way through records
    a. Finding records (even when you have partial info)
        1. Record navigator/counter
        2. Back/Next buttons and their shortcut keys (Alt-N, Alt-B)
        3. Find button and shortcut keys (Alt-Z, Ctrl-F)
        4. Smart search
    b. Related records (how records are "linked" together – Child vs Parent records)
    c. Common mistakes such as unintentional changing/losing data (*Editing* when trying to *Find*)
5. Working with records
    a. Shortcuts keystrokes (see the last page of User Manual)
        1. Alt-E = Edit
        2. Alt-S or F9 or Shift-Enter = Save Record
        3. Alt-W = New Record
        4. Ctrl-' = Repeat last value
        5. F2 = Highlight field
    b. Editing/Saving/Adding/Deleting/Undoing records
        1. Cascade Delete
        2. Deleting sub-records
        3. "Esc" key is your friend

4. Proper Case
   5. Find/Replace
c. Selecting/Copying/Pasting records
   1. Pasting many records at once (**Article# 110227**)
d. Filtering & sorting records for fast and easy manipulation with right-clicking
   1. Filter For, Filter By, Filter Excluding
   2. Advanced Filter/Sort
6. Making menus and the interface adapt to you, not the other way around
a. Spreadsheet view vs Split View
b. Customizing the interface layout to fit your needs
   1. Customize Layout (adding fields, renaming fields)
   2. Arranging Columns in Spreadsheet View and in Split View
c. Printing from menus

THURSDAY AFTERNOON SESSION (1PM-4:30PM)

7. Data Entry – walking through each menu
a. Setup (logos, fees, user defined fields)
b. Departments, Divisions, Classes & Breeds
c. Points & Premiums
   1. Straight/Scheduled
   2. Proofing
   3. Jackpots, premium restrictions, etc. (**Article# 117033**)
   4. Trouble shooting (**Article# 117022**)
d. Clubs
e. Schools
f. Exhibitors (Last/First, Full Name, Exhibitor Age) (**Article# 110233**)
g. Entries (Drill down, Last/First, Pushpins/Padlocks, Quick-Add)
   1. Documents attached to exhibitors and entries (Photos, PDFs)
8. Using Tools to easily automate tasks
a. Using Quick Entries to work with many entries at once
b. Breaking classes by weight, age, ADG, etc.
c. Renumbering records
d. Update exhibitor age
e. Updating many divisions and classes at once
f. Spreadsheets (exporting and importing to update entries using Excel)
g. Writing checks and inserting signatures on checks
h. Adjusting checks
i. Adjusting bills
j. Publishing judging and sale results to your website, Facebook & Twitter

THURSDAY AFTERNOON BREAK

GENERATING REPORTS TO PRESENT USEFUL INFORMATION

9. Basic report functions (the ribbon bar)
a. Layout & Print Setup
b. Filtering & sorting the report "on the fly"
c. Exporting reports to other formats (Word, Excel, PDF, email, txt)
10. Managing reports for better organization

a. Preset vs Custom reports. See an entire file of all preset reports here:
http://www.fairsoftware.com/SWReports.pdf

b. Grouping and organizing your custom reports

c. Backing up and restoring custom reports

d. Exporting, importing and sharing ShoWorks reports among users (**Article# 113018**)

11. Building custom reports

a. A walkthrough of creating a custom report

b. Grouping, filtering & sorting the report and knowing the difference (**Article# 113010**)

c. Building mailing labels (or labels for entry tags)

BREAK-OUT SESSIONS – CHOOSE ONE

ADVANCED TRICKS & REPORTS	ORGANIZING YOUR FAIRBOOK AND WEBSITE

12. Using "Queries" to ask questions about your data
 13. Using SQL statements to "command" ShoWorks to update records programmatically
    a. Update weights, tags
    b. Update Place by a Ribbon value (**Article# 110234**)
 14. Using Microsoft Access and the Companion
 15. The Query
    a. Calculated fields
    b. Filter and criteria syntax
    c. Aggregate queries
 16. The Report
    a. Record Source
    b. Textboxes vs Labels
 17. Group levels
	18. Discussion of fair book
	 19. Website best practices

TAKING ONLINE ENTRIES AND OTHER INTERNET PERKS

19. Setting up your account(s) and how to best prepare for online entry (**Article #117028**)
20. Exhibitors and their passwords and why this is important (**Article# 121003**)
21. Configuring your data file
    a. Setup of screens, exhibitors, fees & payments
    b. Setup of divisions & classes
    c. Generating revenue with sponsorships and banner ads
    d. Uploading & enabling the website
22. Common mistakes made by the fair, avoiding and correcting them (**Article# 121004**)
23. The online entries process (live walkthrough)
24. User account (entry tags, loading/packing lists, mobile/cell phone check-in)
25. Administration
    a. Trends (graphical analysis and predicting traffic/rush times)
    b. Searching transactions and finding what you want
    c. Voiding transactions
    d. Feedback from your users to discover insight
    e. Sponsors for divisions and tracking their value
    f. Settings (logo, themes, options, payments)
26. Downloading & disabling the site
    a. Cleaning up data that was eNTEREd poORLy by the public
    b. Running online payment reports for accounting balances
27. Selling tickets & passes online
28. Taking auction payments from buyers online
29. Downloading and printing receipts inside of ShoWorks

FRIDAY MORNING BREAK

PASSPORT – AN EXHIBITORS PORTAL

30. What is "ShoWorks Passport"?
31. Web interface
32. App interface
    a. Awards Room
    b. Notifications

CHECK-IN AND JUDGING ENTRIES USING IPADS AND KIOSKS

33. A conceptual overview of how the iPad replaces the traditional clipboard
34. Installing and using ShoWorks across multiple iPads
35. Generating sheets from the desktop to the Cloud
36. Syncing sheets from the Cloud to the iPad
37. Sheet basics
    a. Moving among pages (departments, divisions, classes)
    b. Searching, locating entries
    c. Moving an entry into another division or class
    d. Champion recall
    e. QR Coding (barcode scanning) modes
    f. RFID Scanning (livestock ear tags) to be covered in separate session

38. Checking in, Judging, and Checking out entries with the iPad
39. Saving drafts, voiding, and completing sheets to sync back up to the Cloud
40. Configuring settings and preferences on the iPad
    a. Changing the ribbon colors and order
    b. Allowing the same ribbon or place to be used multiple times per class
    c. Allow editing of entries in kiosk after they have been confirmed
    d. Setting a time-out period for manual search in kiosk
    e. Scanning settings (see more in next topics)
    f. Changing printing layouts (entry tag layout, back tags, receipts) during kiosk self-check-in
    a. Setting a channel of the iPad when using multiple iPads
    b. Serial number (registering the iPad)
    c. Help overlays (to assist new users)
41. Viewing archived sheets for historical and audit protection
42. Kiosk mode for self-check-in of your exhibitors
43. Syncing sheets from the Cloud back down to the desktop
44. Cloud access directly from web browser (or Android, Surface, Laptop, etc.)

FRIDAY AFTERNOON SESSION (12:15PM-1:40PM)

BREAK-OUT SESSIONS – **CHOOSE ONE**

LIVESTOCK TAGS/RFID AND IDENTIFICATION	ACCEPTING DIGITAL ENTRIES (PHOTOS, VIDEOS, AND OTHER MEDIA) ONLINE
45. USDA Animal Traceability Rules 46. Animal Health Commission Rules 47. Types of Cattle Tags 48. Visual Tag Sizes 49. Popular Layout Options 50. Numbering System Example 51. Digital Weigh Scales 52. RFID/Electronic ID Readers 53. Matched Pair and Electronic ID tags	54. Uploading photos & videos from the exhibitor perspective 55. Configuring the judging criteria 56. Judging photos & videos online 57. E-blasting exhibitors the results 58. Downloading results and PDF contact sheets

TOURS (1:45PM - 5PM)

Aggieland Safari – Get WILD at the Serengeti of the South! Aggieland Safari's organization was born from a love of animal stewardship and dedication to conservation. Giraffes, hippos, and monkeys, oh my! Guests can explore the beautiful and spacious Adventure Zoo, Drive-Thru Safari, and Wildlife Recreation Center. Don't want to miss the unique animal feeding experiences, special events, and other fun activities. Visit the Adventure Zoo and explore the Bushwalk "Safari on Foot" that includes over 20 acres of up-close exhibits and walk-through animal experiences. Here you'll get a chance to feed tortoises, birds, and giraffes. Hop on a majestic camel and enjoy a beautiful and relaxing stroll about the lake and then head over to the 250-acre Drive-Thru Safari to connect with hundreds of animals in a way you've never imagined.

Museum Tour (no buses back to hotel – 1.5 mile walk) – A self-guided tour that tells the story of the life and times of George H. W. Bush, 41st President of the United States. Family-friendly and educational exhibits guide visitors through an interactive tour of the museum. View replicas of President Bush's Camp David Office and White House Press Room and receive a briefing on the Gulf War in the Situation Room. See a World War II Avenger Torpedo Bomber, a 1947 Studebaker, a slab of the Berlin Wall. View Have your picture made while seated at the desk in the replica Oval Office!

SATURDAY MORNING SESSION (8:40AM-11:30AM)

AZURE/RUNNING SHOWORKS ENTIRELY IN THE CLOUD

59. What is Azure?
60. Setting up a Virtual Machine
61. Networking multiple Virtual Machines

SATURDAY MORNING BREAK

RUNNING AN AUCTION/SALE EFFICIENTLY

62. The sale overview (how to best arrange multiple users)
63. Configuring divisions for the sale (commissions, shrinkage, head/pound, market price)
64. Setting the sale order (manual and with the wizard, including tweaking to fit)
65. Creating the sale (manual and with the wizard)
66. Printing pre-sale documents (buyer sheet, sale invoices)
67. Registering buyers
68. Recording the sale
    a. Multiple buyers & split transactions
69. Sale Ledger
70. Taking Add-ons
    a. Add-ons (one at a time) on the invoices
    b. Multiple Add-ons from one buyer
    c. Multiple Add-ons using the wizard
71. Recording the destinations and deposition of the animals
    a. Flooring (resale to packer) manually and with the wizard
    b. Destination manually and with the wizard
72. Adjusting sale items with fees and check-offs
73. Routing sale proceeds differently: Premium sales (exhibitor gets floor/packer price)
74. Selling animals that didn't make the sale (Outright sales)
75. Reselling previous purchased animals to charities or donations – "true Resale"
76. The buyer billing process
    a. Buyer activity vs. buyer bills vs. buyer statements, the difference between them
    b. Collecting buyer payments
    c. Writing, editing, deleting, and adjusting bills
    d. Consolidating bills for one buyer
    e. Finding & correcting mistakes and using automation (Financial Inspector) to find them

SATURDAY AFTERNOON SESSION (12:15PM-3:30PM)

BREAK-OUT SESSIONS – **CHOOSE ONE**

ACCEPTING DIGITAL ENTRIES (PHOTOS, VIDEOS, AND OTHER MEDIA) ONLINE	AUCTION ROUNDTABLE
77. (repeat of prior break-out)	78. A moderated and open discussion forum to share and critique different auction approaches.

SATURDAY AFTERNOON BREAK

CLOUD DOCUMENTS PDF/W-9/1099

79. Document types (Junior Release, Liability, Livestock Photos, W-9, 1099)
80. Configuring the account
81. E-blasting exhibitors
82. Downloading results and PDF contact sheets
83. Viewing documents inside of ShoWorks
84. W-9/1099

FINAL SESSION

OPEN DISCUSSION
85. An open-ended, networking opportunity, moderated at a low-level in attempt to generate ideas and uncover needs from the users.