

## Santa Cruz County Fair 2023 Livestock File Upload Instructions

All market, breeding and dairy animal exhibitors will be asked to upload several documents during their online entry session. Other exhibitors will be notified via email of the forms they are required to submit at Check-In. **Please have the following forms ready to upload when you begin your entry submission:**

Exhibitor Eligibility (requires leader/advisor signature)  
Release of Liability

These forms are available at [2023 Livestock Forms](#). You will also see other forms in the file. Please print, sign and scan the Exhibitor Eligibility and Release of Liability forms ONLY for this step.

Upon entering your first division/class entry, you will get a message that says **“Upload attachments needed”**. If you select **“I don’t want to do that”**, you will not be able to proceed. Select **“OK, Continue”**. A screen like this will be displayed. Note that the name of the form is shown above the blue Upload bar. **“Choose”** the correct file from your device and click on the Upload button. Continue through all three required forms. Once all three forms have been uploaded, click on the **“Done”** button. You will not be able to proceed past this point without uploading the forms.

red and secured by FairVault Cancel Done

Please submit your Exhibitor Eligibility Form in this upload box:

**PDF** Choose File Code of Condu...rm - 2022.pdf Upload

275.66KB/s | 00:00:00 100% 137.8 KB

Upload Complete

Please submit your Release of Liability in this upload box:

**PDF** Choose File Checklist - 2022.pdf Upload

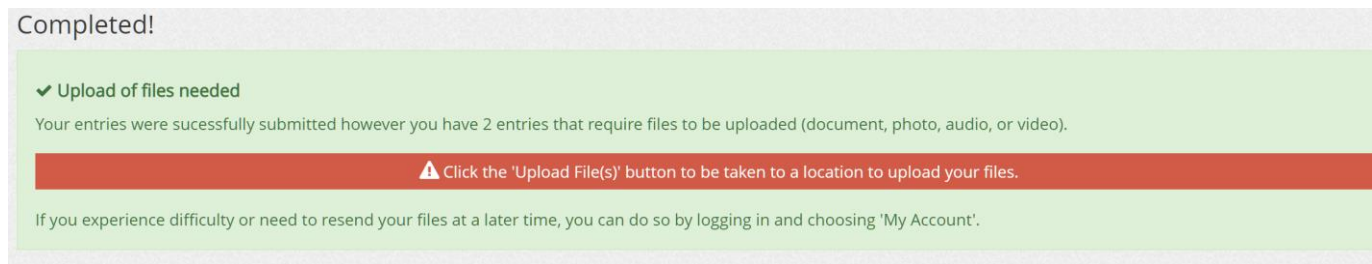
291.07KB/s | 00:00:00 100% 145.5 KB

Upload Complete

Add the entry to your cart and continue adding entries as necessary.

## Division-Specific Forms

If the division you entered requires additional forms, you will see a message box like this once you check out.



Market animal entries require

- 1) a bill of sale, other proof of ownership or the Bred and Fed Proof of Ownership if you raised your animal yourself.
- 2) a Declaration of Medication form.

Breeding animal entries require registration papers for purebred animals and proof of ownership for unregistered animals. Note the presence of a Photo upload bar. Photos will be used for market animals in the online auction system for add-ons only this year.

If you have entered more than one species or division, note the name of the division at the top of the screen. Also note that the upper left corner shows "1 of X." If X is 2 or more, you'll need to click on the number on the right to walk through each entry that requires forms. An instructional video is available if you "Press for Instructions".

If you don't have all of the required, division-specific forms at the time of entry, you can come back into the system to upload them later, but they must be uploaded by August 24. The photo must be uploaded by August 24.


## Uploading Forms in Another Session

When you log into your account, you'll see this message. Click on the grey View/Print button to add more forms.

Account Information

Welcome Livestock Test! ✕





Please choose to review your Exhibitor account activities or create entries. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing your browser.



 View/Print transactions made by this Exhibitor

[Create Entries →](#)

Use the Upload Files buttons shown below to add your forms. If you have more than one transaction confirmation, check all of them. The file upload page will look just like the one shown above.

The following transactions were made by the Exhibitor 'Livestock Test'. You may choose to print receipts for any transaction or print a packing list for all entries.

Upload Media	Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
 Upload Files	 Receipt	santacruz-2168150948300	6/17/2022 3:09:48 PM	1	3	0	\$7.21
 Upload Files	 Receipt	santacruz-2168143009530	6/17/2022 2:30:10 PM	1	2	0	\$0.00
				2	5	0	\$7.21

 Review All  Packing List

Filter Reports by:

If you have trouble at any point in your entry submission session(s), please do not hesitate to contact us at [santacruzlivestockcommittee@gmail.com](mailto:santacruzlivestockcommittee@gmail.com).