

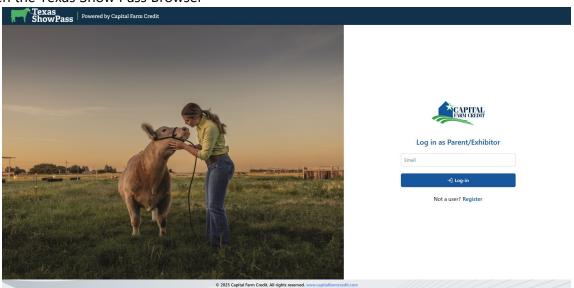
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# Logging In to your Portal

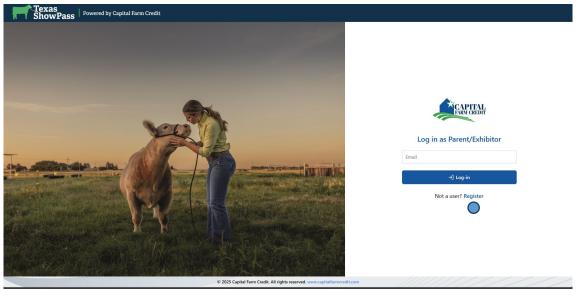
Logging into your Portal has never been easier! Below is a step-by-step process of Registering/Logging into your Texas Show Pass San Antonio Stock Show & Rodeo Entry account!

Open the Texas Show Pass Browser



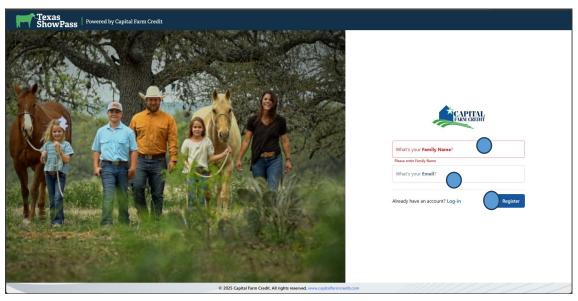
Log In Page

Click the "Not a user? Register" option.



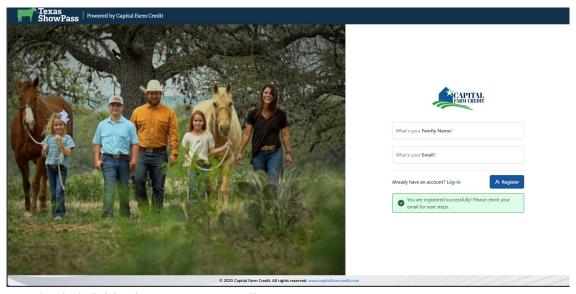
Click Register Option

After clicking "Register," enter your Family Name and email address, then click "Register.".



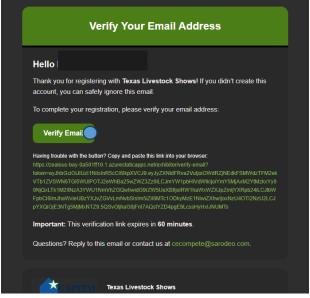
Provide family name and email address and hit the register Button

After clicking "Register," a notification will appear on the webpage directing you to check your email for a one-time login link.



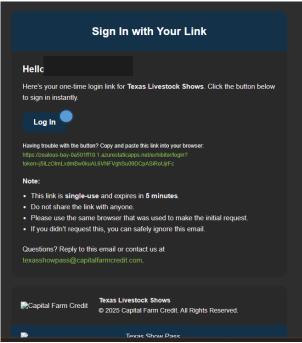
A one-time login link has been sent to your email

After clicking "Register," you will need to verify your email address before logging in.



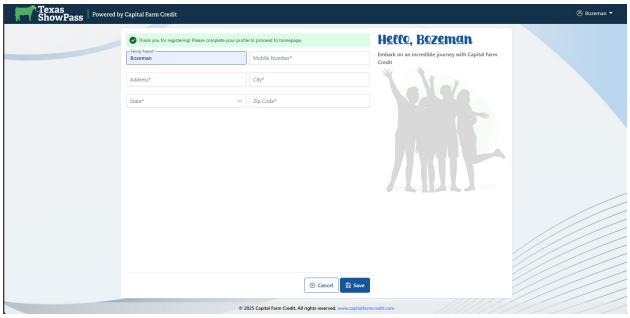
Email that is sent to parent to verify email

Click the email verification link to open the entry portal login page. When you enter your email to log in, the system will send you a login link via email. You will receive a new login link each time you access the system.



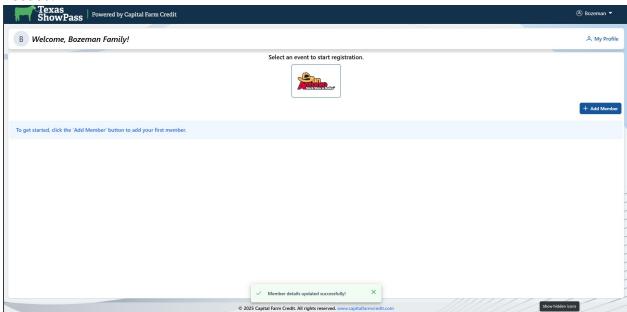
Email that is sent to parent to log in to portal

When logging into your parent portal, you will be prompted to fill out your parent contact information.



Family Information

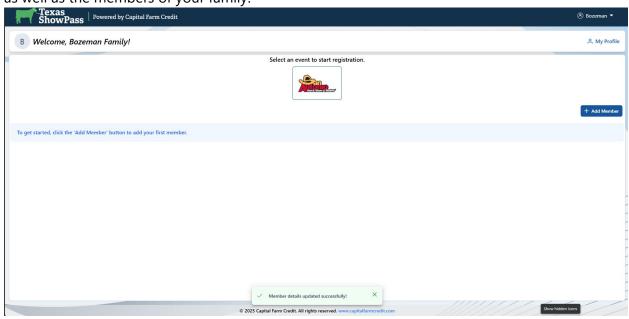
After filling out your contact information, you can begin adding family members and exhibitors to your family profile. Please keep your contact details up to date to ensure we can reach you if needed.



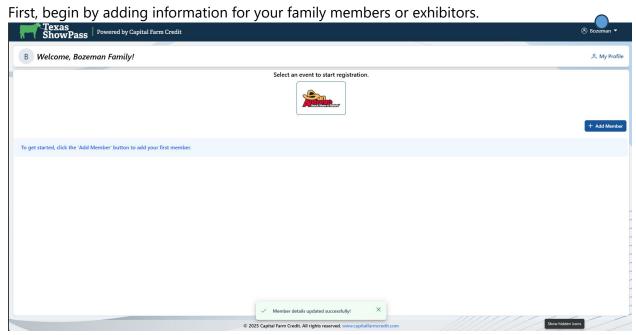
Where you will be able to add members, click shows in which you want to enter, as well as update family contact information.

# Exploring the Portal

After logging in to your portal you will be directed to your home page. Here you can see shows as well as the members of your family.

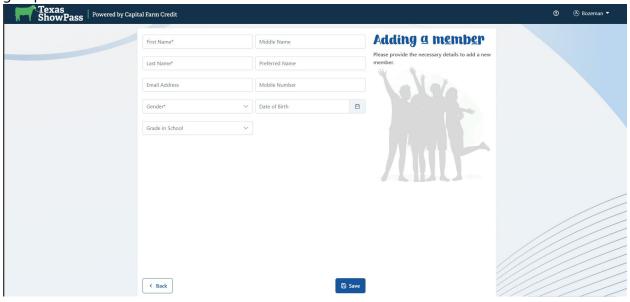


Home Page



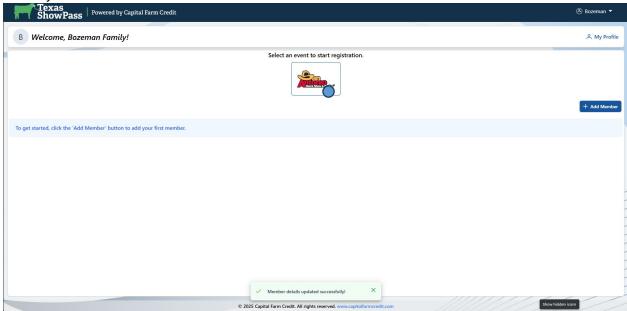
Click on the + add member option to start creating members.

After clicking the add member button you will be able to add family members/exhibitors to your group!



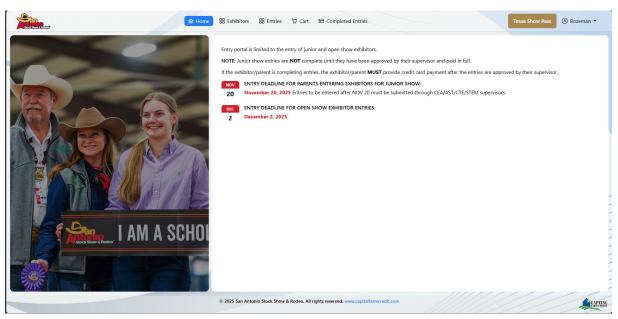
+ Member Page

After creating family member or exhibitor profiles, return to the home page and click on the "San Antonio Stock Show & Rodeo" option at the top of the page. This will take you to the area where you can create entries.



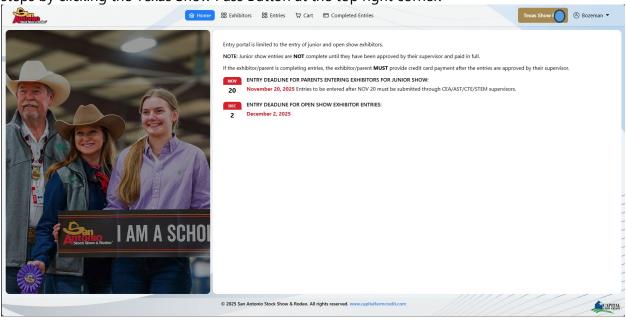
Click on the San Antonio Logo to navigate to the San Antonio Entry System

This is the home page where you will be able to navigate to do entries for our livestock show, contest, and pass orders. This is also where you can also find important dates/deadlines for our show.



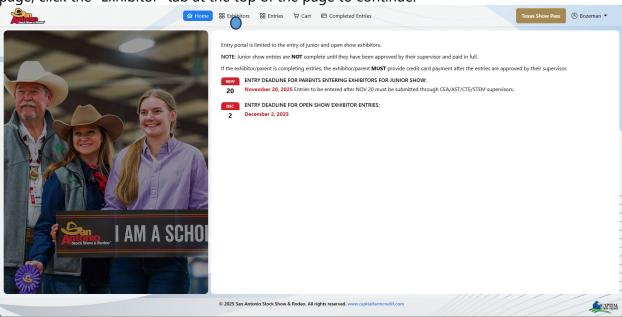
Home Page

You can always go back to your family members/exhibitor lists you created in the beginning steps by clicking the Texas Show Pass Button at the top right corner.



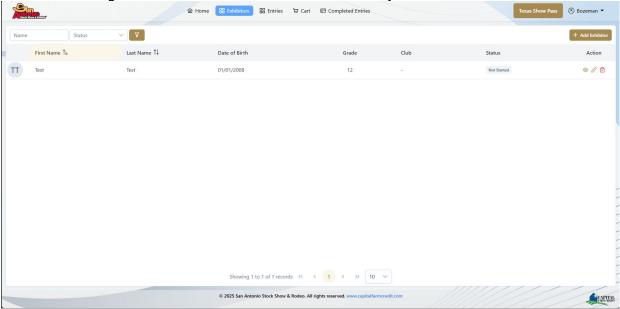
Go back to the Family Member Information by clicking on the Texas Show Pass Button.

After creating family members and exhibitors, explore the other system options. From the home page, click the "Exhibitor" tab at the top of the page to continue.



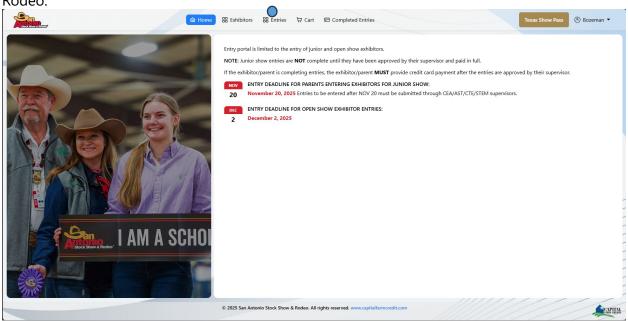
Click on Exhibitor Tab

On the Exhibitor page, you can view all exhibitors and family members you created earlier in the program. You can also add additional exhibitors here. Newly created family members will need their status changed to active—see the "How to Edit a Family Member" section for instructions.



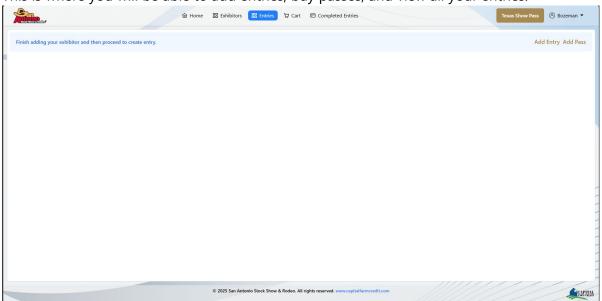
Exhibitor Page

Click on "Entries" to add the entries you wish to submit for the San Antonio Stock Show & Rodeo.



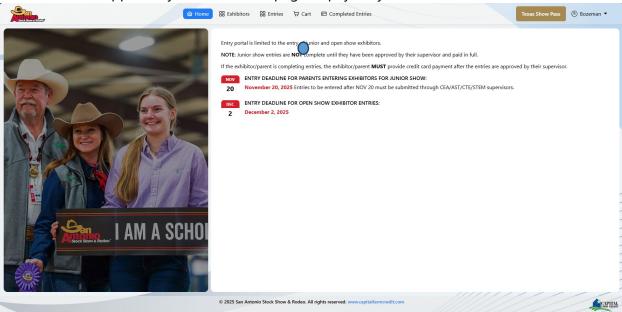
Clicking on Entries takes to you the page where you can enter the junior/open, contests, and add passes.

This is where you will be able to add entries, buy passes, and view all your entries.



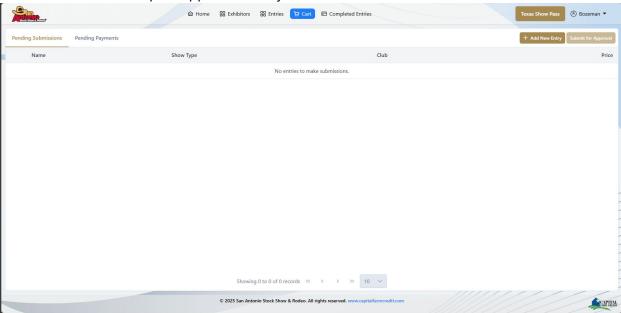
Educator Entries screen and options to choose from to keep track of your progress.

The Cart page allows you to submit your completed entries for approval by your AST/CEA/STEM instructor. After approval, you will use this page to pay for your entries.



Click on the Cart option

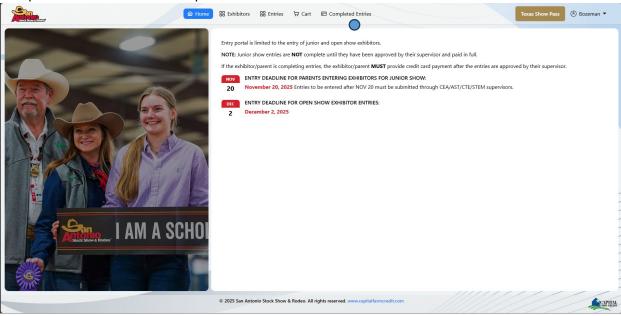
On the Cart page, you can add additional entries if needed, view and pay for pending payments, and see entries that require approval from your CEA/AST/STEM instructor.



Cart Page

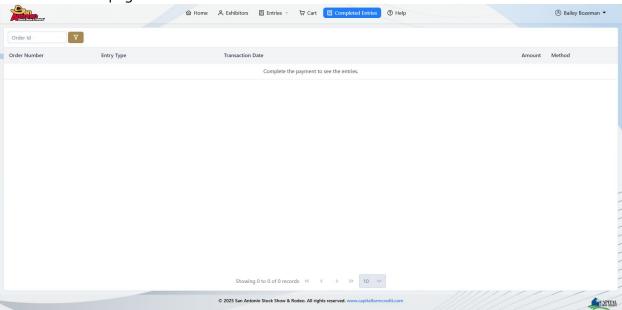
On this page, once entries are submitted and approved there will be an option to pay with card. PLEASE NOTE: If you are creating the entry you must pay for the entry.

Once you have completed all the entries for your family/exhibitors you will be able to see those completed entries on the completed entries tab.



Click on the completed entries tab to see all entries paid by parents.

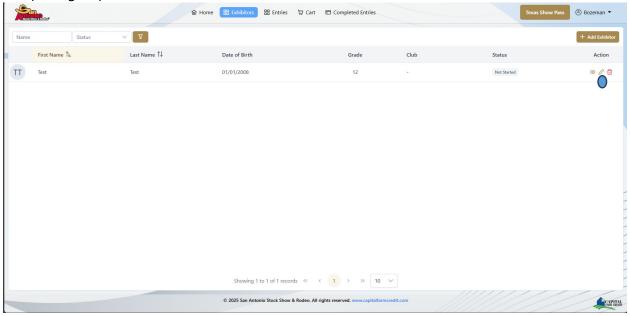
On the Completed Entries tab, you can view details such as the order number, transaction date, payment amount, and payment method. You can also download a PDF or print your completed entries from this page.



Completed Entries tab

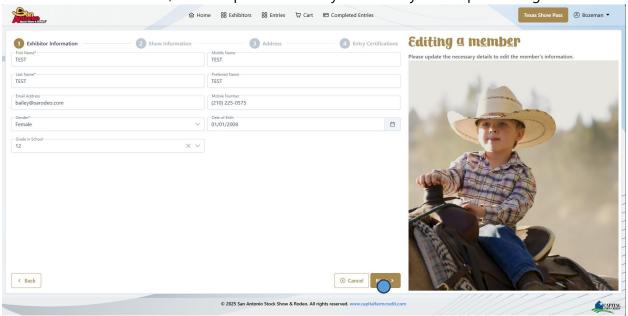
### Editing an Exhibitor

Back on the Exhibitor page, you may notice that the exhibitor created in the Family Member section still has a status of "Not Started." To continue entering exhibitor information and completing required forms, click the Edit icon next to their name.



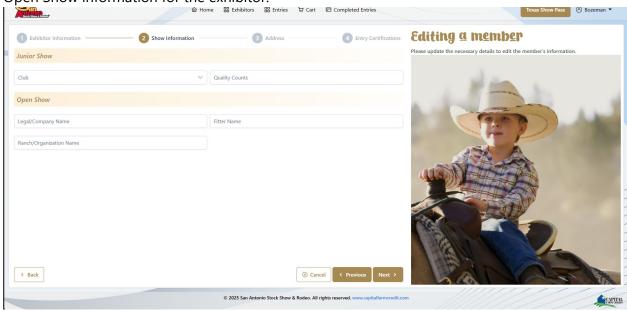
Click on the edit icon to continue the process of exhibitor information.

After clicking the Edit icon, carefully review the exhibitor's information—including email, phone number, date of birth, grade, and name. This data is pulled from the information you entered earlier in Texas Show Pass, so it's important to verify its accuracy before proceeding.



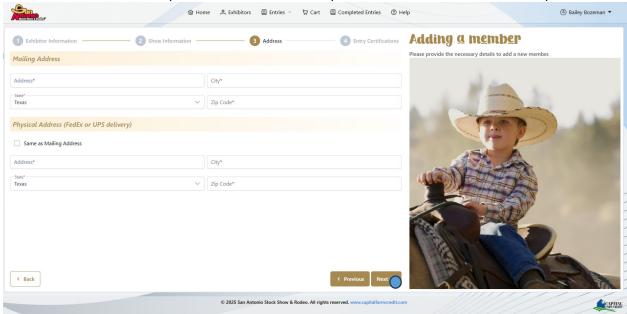
Exhibitor Information after clicking edit icon on exhibitor page. Click next once ready to move on

After verifying the exhibitor's information, you'll proceed to enter the show details. This includes selecting the club and entering the Quality Counts number. If applicable, you'll also input any Open Show information for the exhibitor.



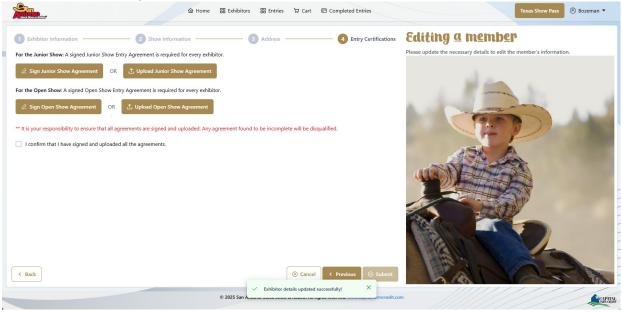
Input Junior Show and/or Open Show information for exhibitor – after filling out applicable information hit next

Once you've entered the applicable show information, you'll move on to the address section. This is the address where passes will be mailed, so please ensure it is accurate and up to date..

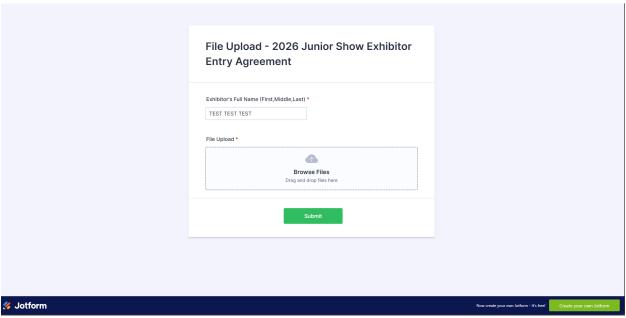


Address Information Page – after filling out applicable information hit next

On the Entry Certification page, you'll be able to sign or upload the required Show Agreements. Click on the "Show Agreements" link to access our new JotForm upload process..

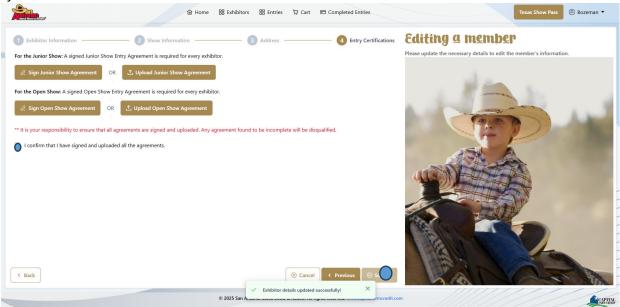


Sign/Upload forms here – you will not be able to create entries without these forms being uploaded or signed.



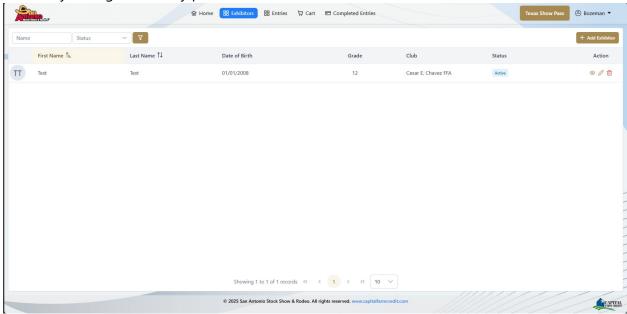
JotForm Upload System

Once you have uploaded and submitted the JotForm Upload please navigate back to the entry system.



After signing/uploading the document on JotForm please verify that you have uploaded the completed document and hit the submit button.

When you return to the Exhibitor page, you'll see that your exhibitor is now marked as "Active" and ready to begin the entry process.



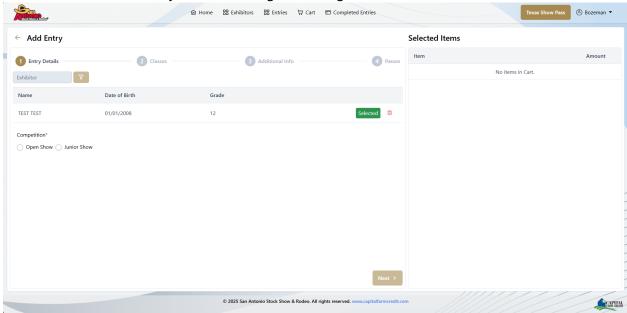
Exhibitor Active

### Creating an Entry

Now that your exhibitors are active, it's time to start creating entries.

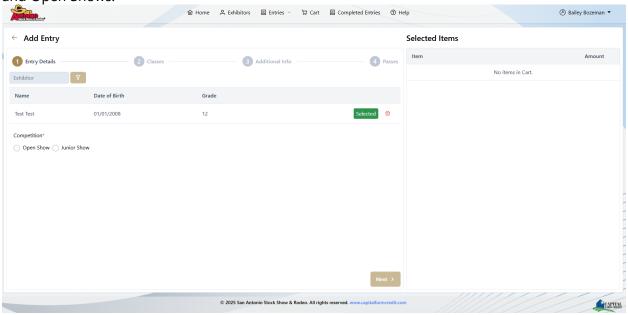
Go to the **Entries** page and click the "+ **Entry**" button.

Then, select the exhibitor you want to begin entering for.



After clicking + Entry on the exhibitor page it will take you to this pop-up page. Select the exhibitor you wish to start on.

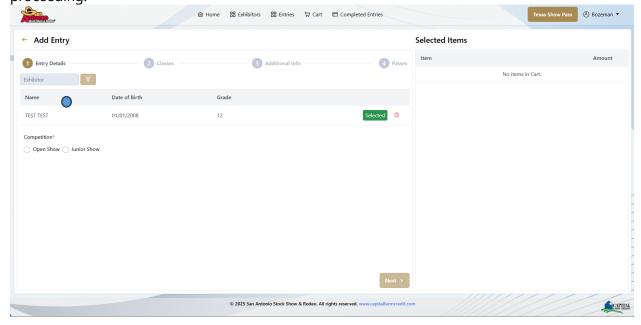
After selecting the exhibitor, you'll be prompted to choose which show you'd like to enter. Please note: All required agreements must be on file for the exhibitor to participate in the Junior and Open Shows.



Select the show in which your exhibitor is showing in

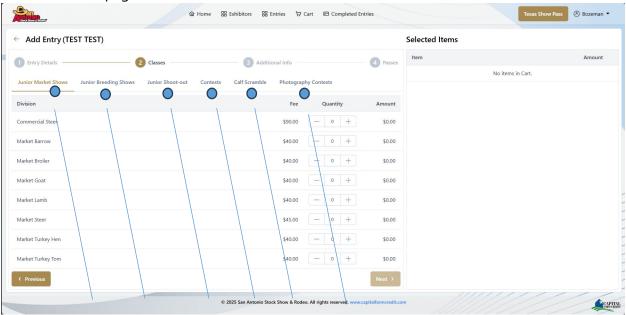
If you select the Junior Show, the Club selection option will appear.

Make sure to **triple-check** that the entry is associated with the **correct club or chapter** before proceeding.



Confirm that Club is correct. If entering exhibitor in Open Show Club is not an option.

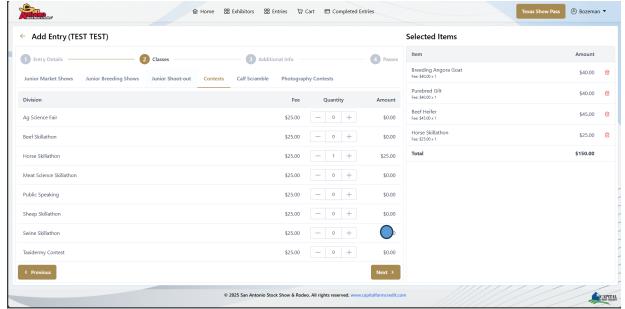
After selecting the show, you can add entries for that show and its contests to the selected exhibitor. You can browse and navigate through the various shows and contests offered at San Antonio on this page.



Clicking the different headings at the top of the options will switch to the varies shows and contests.

After selecting items, they will appear on the right-hand side of the screen.

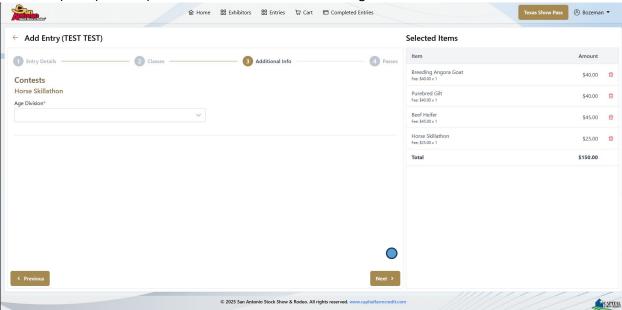
Here, you can review the items, delete any if needed, and keep track of what has been added for the exhibitor. Once you've added all necessary items, click the **Next** button to continue.



You can see the selected items that you have added to your exhibitor. Click next to move on to the next option.

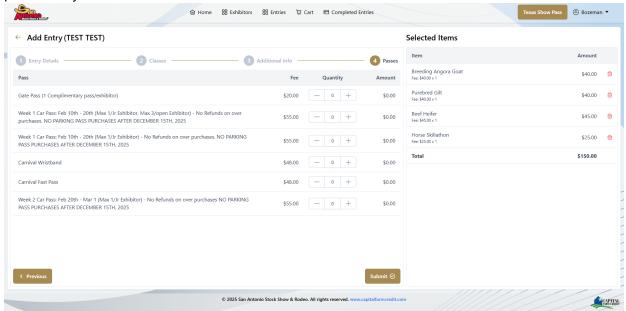
If you are adding Junior shows or contests, additional information will be required on the next tab.

You'll be prompted to provide these details after clicking the **Next** button.



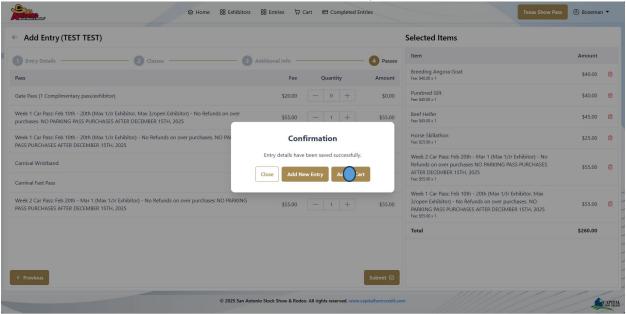
Additional Information needed for Public Speaking, Swine Skillathon, and Commercial Steer entry used. Click next to move on to the next option.

Once you have provided all the necessary competition information, you can proceed to add passes for your exhibitor.



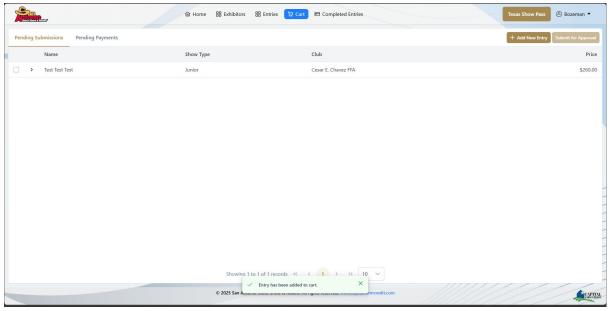
This is where you can add gate passes and car passes.

Once you have added all necessary passes for your exhibitor and hit the submit button, you are able to add those entries to the cart, add new entries for your other exhibitors, or close that tab.

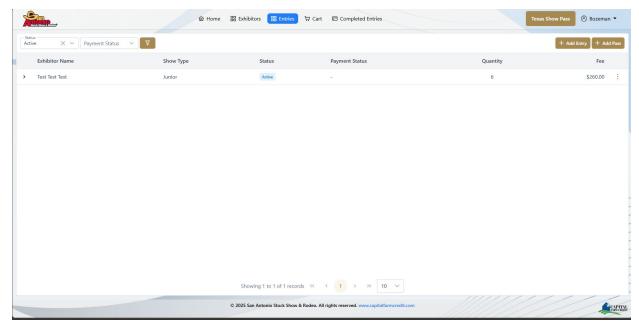


Confirmation of entries being saved.

If you add entries directly to the cart, you can find them under the "Pending Approval" tab in the Cart..

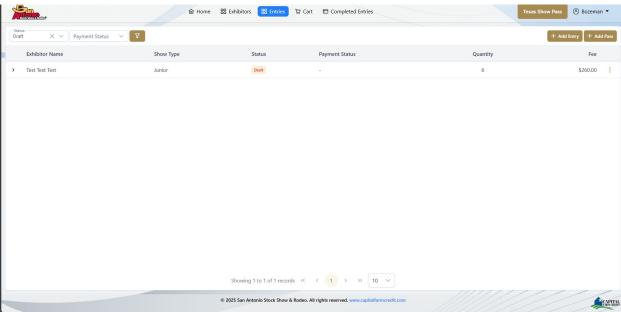


Entry being added to cart shows under pending approval tab in Entries.



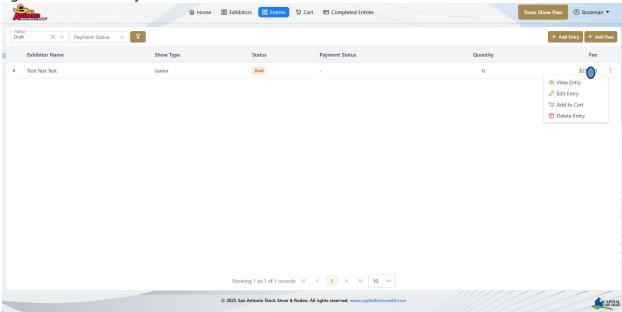
Entry added to cart also shows on the Entries Page

If you add more entries or close the page, you can find these entries saved under the "Entries" tab.



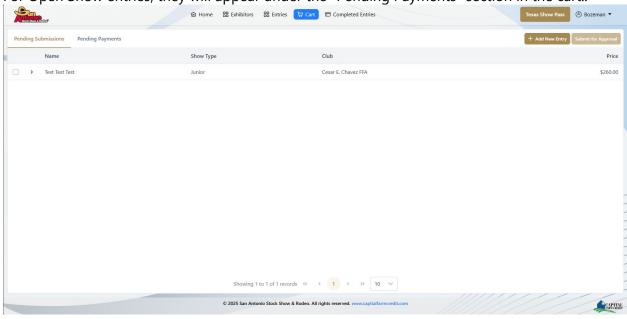
Selected the option to close or add additional entries to the original entry under drafts in the Educator Entries Page.

If your entries are saved under "Entries" but not yet added to the cart, click the three dots on the right side of the entry and select "Add to Cart."



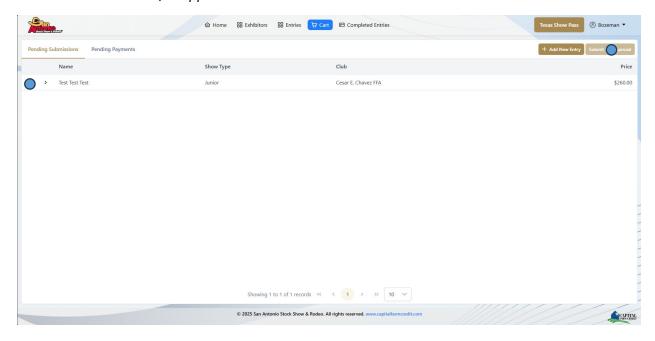
Adding drafted entries to the cart

After adding items to the cart, you can review all entries pending submission for approval. For Open Show entries, they will appear under the "Pending Payments" section in the cart..



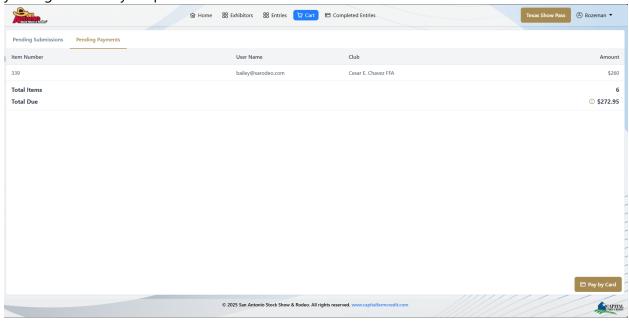
Entries in the cart

To submit your Junior Show entries for approval, select the entry or entries you want to submit, then click the "Submit for Approval" button.



Please note that all entries will need to be submitted for approval on or before November 20th.

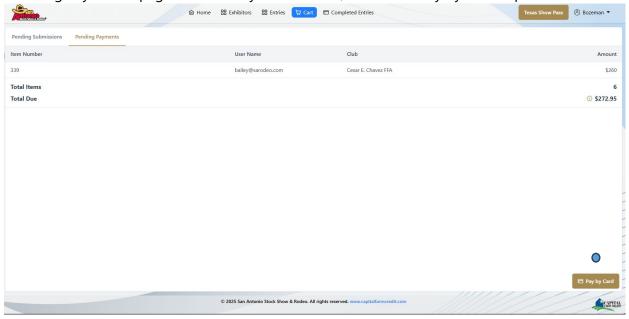
After submitting your entries for approval, both you and your educator will receive email notifications when the entry is submitted, approved, rejected, or flagged with an issue. Once your entry is approved by your AST/CEA/STEM instructor, you'll receive an email confirmation. The approved entry will then appear in your cart under "Pending Payments" when you log back into your portal.



Approved Entry in Cart Ready for Checkout

## Checking Out the Cart

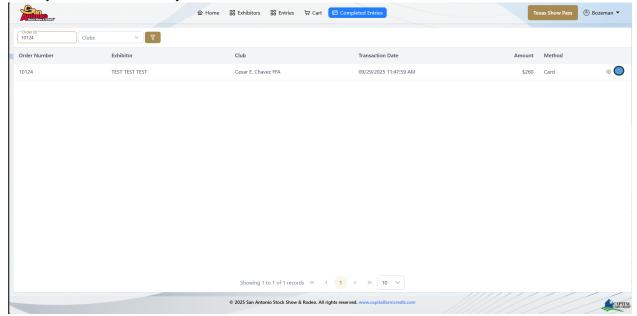
After all your entries are approved by your AST/CEA/STEM instructor, you can view them on the "Pending Payments" page. When ready to check out, select the "Pay by Card" option.



Clicking Card Option to Pay

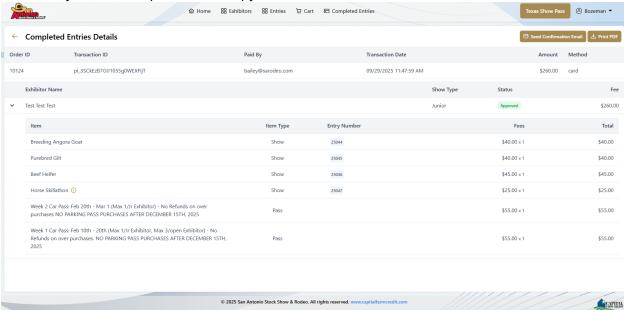
All orders include a \$5 handling fee. Card payments will incur an additional 3% convenience fee on the total amount. If you pay by check, the 3% convenience fee does not apply.

After successfully checking out, you can view your entries under the "Completed Entries" tab. Here, you can also access your order details and information.



Clicking on the eye icon will show the order information.

Clicking the eye icon will take you to a page where you can email a confirmation of all your entries to yourself and print a PDF copy.



Where you can send a confirmation email to yourself on submitted entries, as well as print a PDF for your records.

### Important Dates/Contact Information

If you have any questions or concerns, please contact our Competitive Events Office at:

(210) 225-0575 or email us at <a href="mailto:cecompete@sarodeo.com">cecompete@sarodeo.com</a>

#### Please be aware of the timeline for our Entry System Below:

October 1<sup>st</sup>, 2025 – Entry System opens for Parents/Educators to create exhibitors and sign agreements

October 31st, 2025 – Entry System opens at 9 am for Entries to be submitted and entered.

November 20<sup>th</sup>,2025 – Junior Show Parent Entries Close (after Nov. 20<sup>th</sup> no parents will be able to create/submit entries for the Junior Show)

December 1<sup>st</sup>, 2025 – Regular Entry Period Closes

December 2<sup>nd</sup> – 15<sup>th</sup>, 2025 – Late Entry Period (double entry fee)

December 15<sup>th</sup>, 2025 – Entry System Closes.