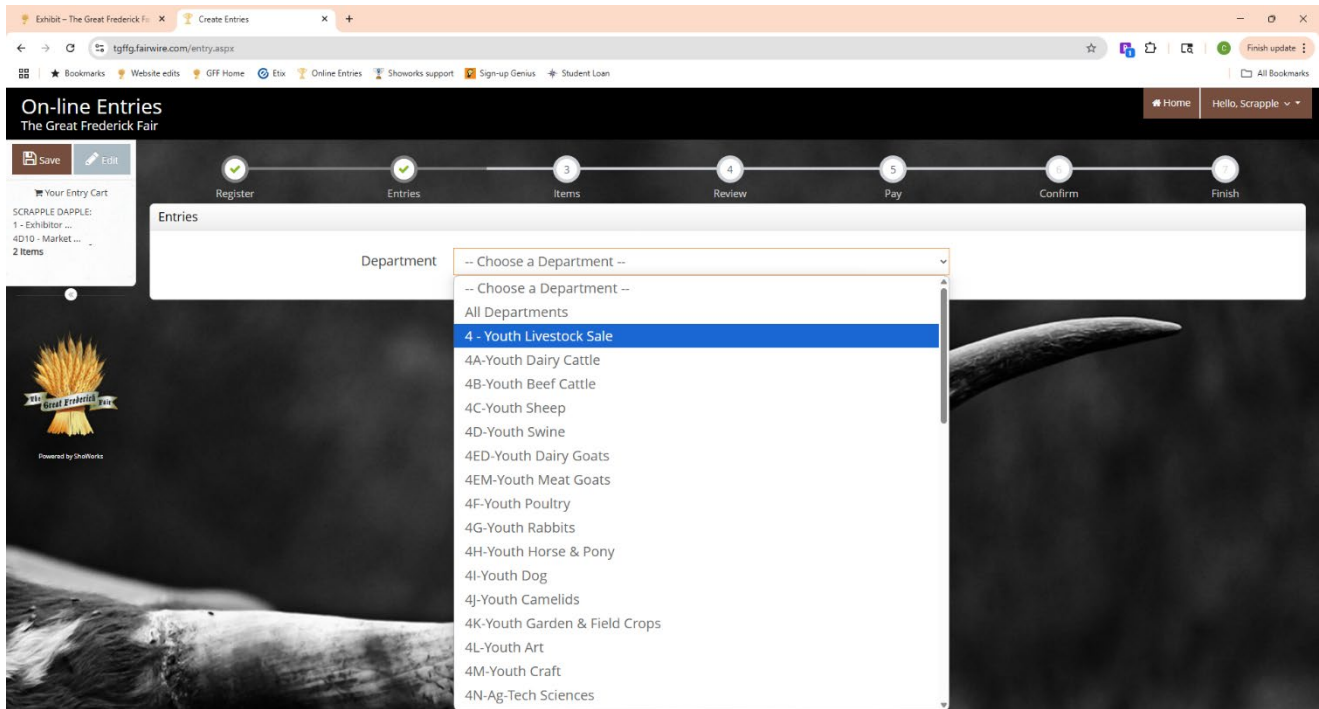


Instructions for Livestock Sale Exhibitor Photo Submission

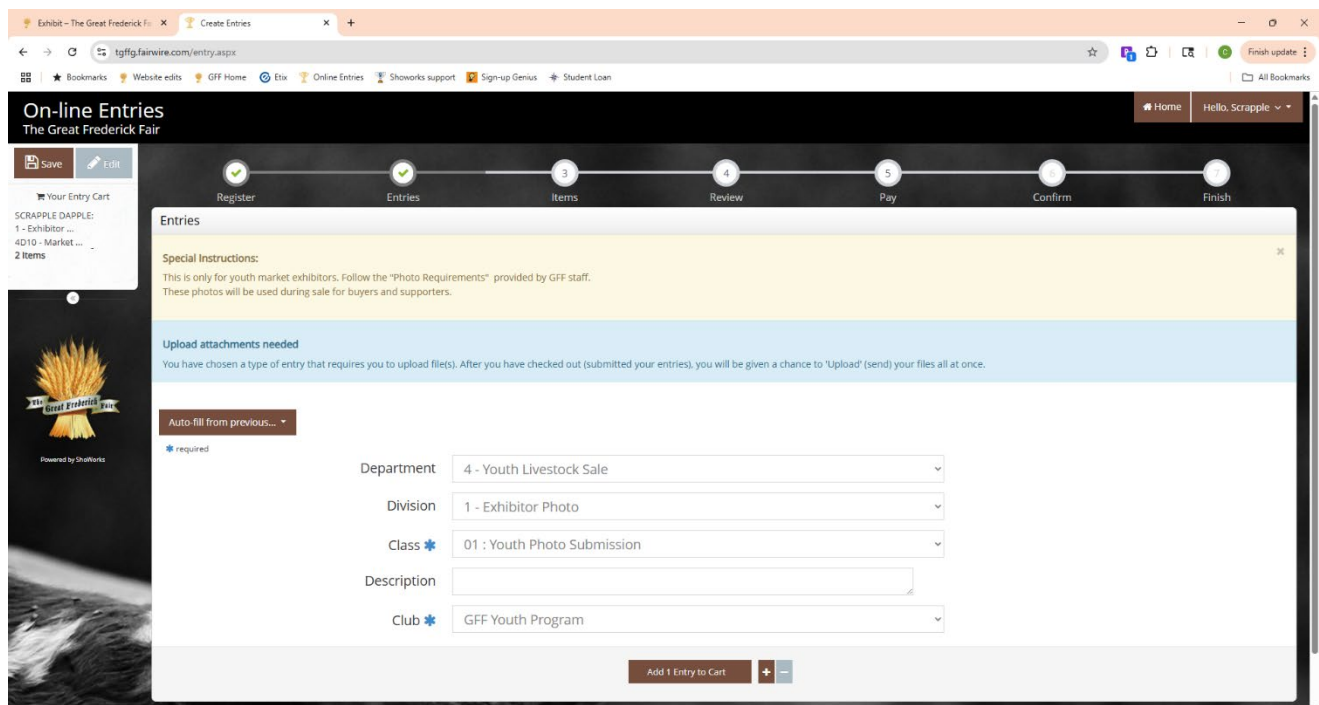
All market youth exhibitors planning to sell an animal in the Youth Livestock Auction must enter the following class through ShoWorks online entries. This is in addition to entering your market animals in their respective departments/classes.

Dept. 4 – Youth Livestock Sale, Div. 1 – Exhibitor Photo, Class 1.



The screenshot shows the 'On-line Entries' page for The Great Frederick Fair. The 'Department' dropdown menu is open, displaying a list of departments. The selected department is '4 - Youth Livestock Sale'. The list includes:

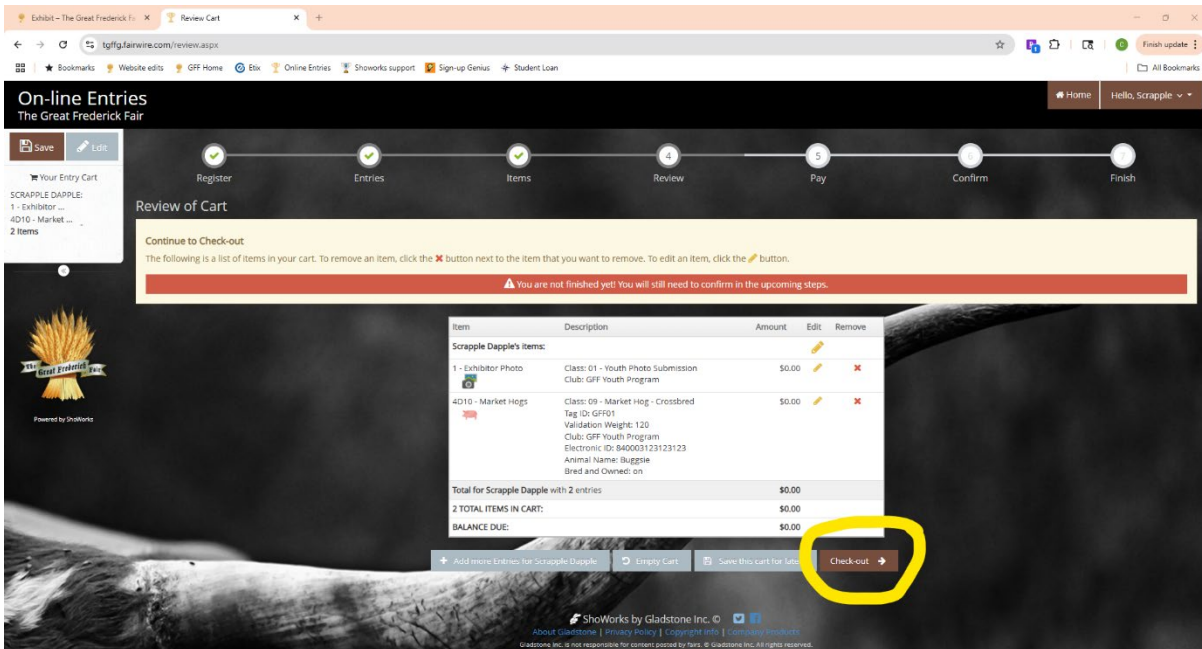
- Choose a Department --
- Choose a Department --
- All Departments
- 4 - Youth Livestock Sale
- 4A-Youth Dairy Cattle
- 4B-Youth Beef Cattle
- 4C-Youth Sheep
- 4D-Youth Swine
- 4ED-Youth Dairy Goats
- 4EM-Youth Meat Goats
- 4F-Youth Poultry
- 4G-Youth Rabbits
- 4H-Youth Horse & Pony
- 4I-Youth Dog
- 4J-Youth Camelids
- 4K-Youth Garden & Field Crops
- 4L-Youth Art
- 4M-Youth Craft
- 4N-Ag-Tech Sciences



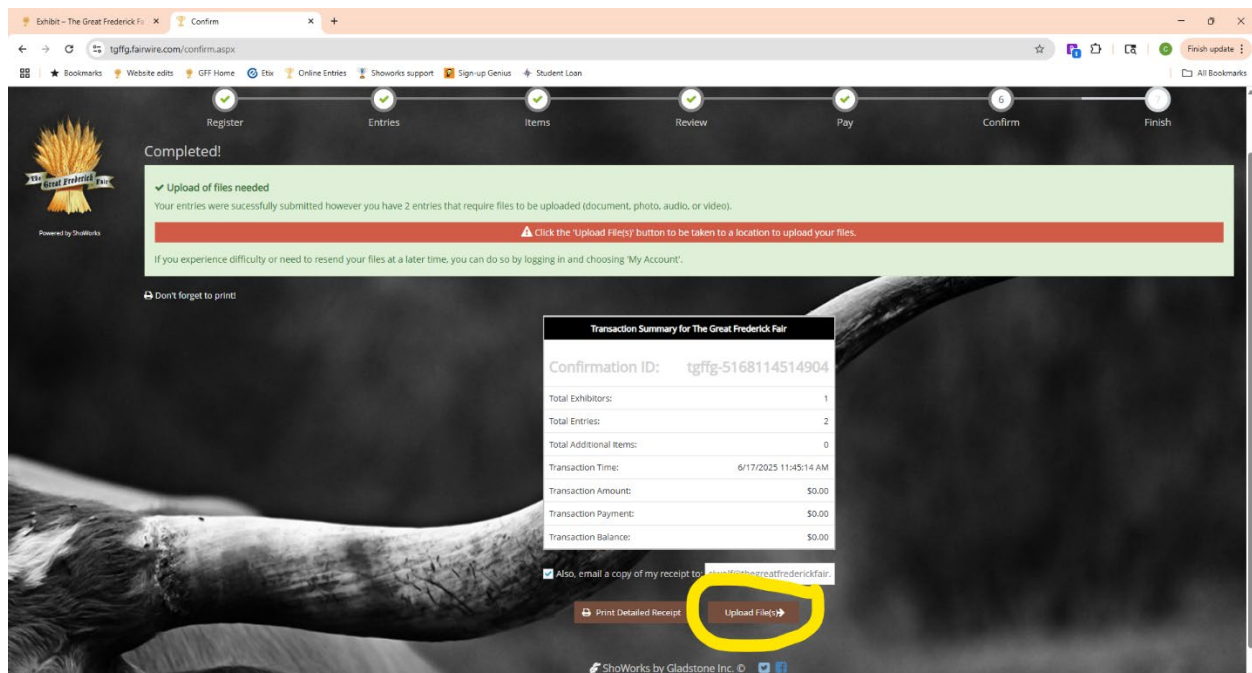
The screenshot shows the 'On-line Entries' page for The Great Frederick Fair. The 'Special Instructions' section states: "This is only for youth market exhibitors. Follow the 'Photo Requirements' provided by GFF staff. These photos will be used during sale for buyers and supporters." The 'Upload attachments needed' section states: "You have chosen a type of entry that requires you to upload file(s). After you have checked out (submitted your entries), you will be given a chance to 'Upload' (send) your files all at once." The 'Department' dropdown is set to '4 - Youth Livestock Sale', 'Division' is '1 - Exhibitor Photo', 'Class' is '01 : Youth Photo Submission', and 'Club' is 'GFF Youth Program'. The 'Add 1 Entry to Cart' button is visible at the bottom.

Make sure you add this class to your cart. This class has a setting that will allow you to upload a photo when you submit your cart.

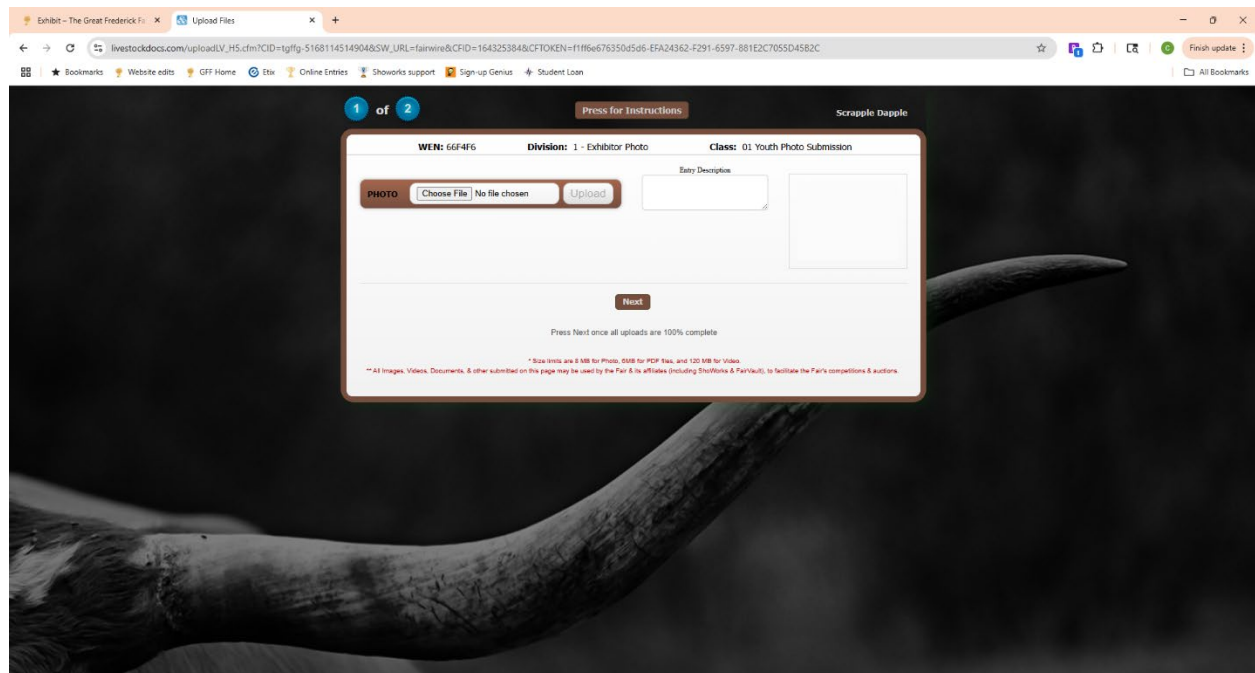
Continue entering all your other entries/classes like normal. Once completed and you have entered all your entries for GFF, verify everything is correct and then click “Check-out” to submit your cart.



After you submit your cart and agree to the GFF code of Ethics, it will bring you back to a confirmation page where you can print your entries for your records. There will be a button that says “Upload Files”. Click that to upload your picture.

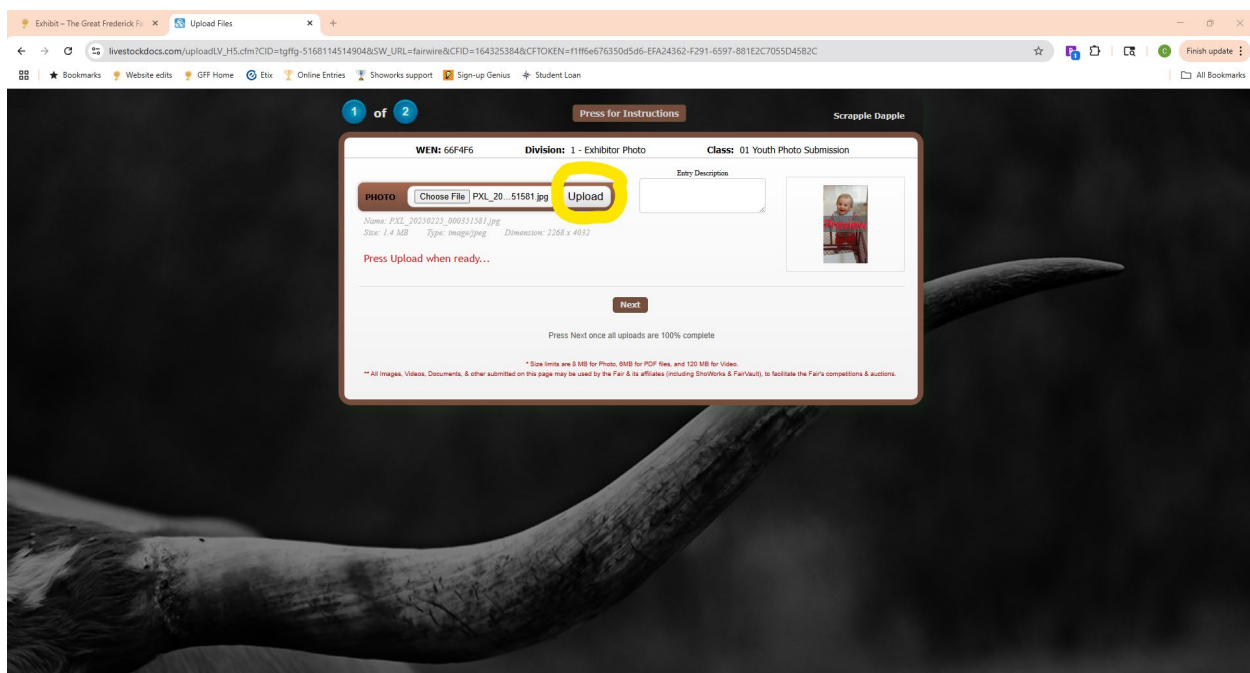


The following screen will appear. Click on Choose File and select your photo from your gallery.



The screenshot shows a web browser window with the URL `livestockdocs.com/upload/LV_HS.cfm?CID=1gffg-5168114514904&SW_URL=fairwire&CFID=164325384&CFTOKEN=1f1f6e676350d5d6-EFA24362-F291-6597-881E2C705D4582C`. The page is titled "Exhibit - The Great Frederick Fair" and "Upload Files". It shows a progress bar at the top with "1 of 2" steps. The main form area has a header with "WEN: 66F4F6", "Division: 1 - Exhibitor Photo", and "Class: 01 Youth Photo Submission". Below this, there is a "PHOTO" section with a "Choose File" button, a "No file chosen" status, and an "Upload" button. To the right of the "Choose File" button is a text input field labeled "Entry Description". Below the "Choose File" button, there is a "Next" button. At the bottom of the form, there is a message: "Press Next once all uploads are 100% complete".

After you choose your photo, make sure you click the “upload” bottom.



The screenshot shows the same web browser window as the previous one, but now a file has been selected. The "PHOTO" section shows "Choose File | PXL_20...51581.jpg" and the "Upload" button is highlighted with a yellow circle. Below the file name, there is a small thumbnail of the photo. To the right of the thumbnail is a text input field labeled "Entry Description". Below the "Choose File" button, there is a "Next" button. At the bottom of the form, there is a message: "Press Upload when ready...".

Once uploaded, click Next at the bottom of the screen to submit the photo.

Rules when taking your photo

The purpose of your photo is to help buyers and supporters connect a face with your name and project. All youth planning to participate in the Market Livestock Sale **MUST** upload a high-quality photo of themselves to be used in the online system. This is just a photo of you (the exhibitor), not a group or animal.

Photo Requirements:

- Must be vertical (tall) not horizontal (wide)
- Must be a clear, well-lit photo of **you alone** (no group photos)
- **No sunglasses. Hats are permitted BUT they may not cover your face.** Use your best judgement. The photo should clearly show your face.
- You should be wearing **appropriate attire (no revealing clothing)**. Please look neat and professional.
- Background should be simple and not distracting

Do NOT Submit:

- Filters, silly faces, or hand gestures
- Old or blurry photos

These photos will be used in the online sale system and visible to buyers and supporters. Look your best!

****Any photos deemed inappropriate by the Sale Committee will not be used.**

Reach out to Carrie if you have any questions.

Sample Photo Submissions 😊

