Show Manager – Quick Start Guide

Overview:
1. Add in your dog details
2. Select an event
3. Create entries
4. Check out and pay

Add in your dog details
From the menu click on ‘My Area’ and then select ‘My Dogs’. From the ‘My Dogs’ page click on the green ‘Add New Dog’ button and enter all your dog’s details as per the Pedigree Certificate.

Select an event
Click on the ‘Enter Events’ button at the top of the page and then select your discipline. From the list of events you can either click on the green ‘Enter Online’ button or click on the event name to view more details about the event.
Create entries

Click on the ‘Add New Entry’ button to create an entry.

Select your dog and class then click on the ‘Save’ button

Repeat this process for all the entries that you want to make. To order a catalogue edit the units and insert the quantity you want, typically for a catalogue this is 1.

When all the entries have been added click on the ‘Confirm Entries’ button, this will take you to a summary page where you can check all your entries are correct.
From the event details page click on the ‘Accept the terms and conditions of entry & Add to Shopping cart’ button.

Check out and pay
Now the entries are in the shopping cart you can continue and add more shows into the shopping cart, when you are ready to pay click on the ‘Check out & Pay’ button to enter your credit card details and lodge the entries.