



# Show Manager

## How To Enter

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[www.showmanager.com.au](http://www.showmanager.com.au)

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## 1 Introduction

Once you have registered an account and setup all your dogs you are all ready to start entering. For more information on how to get started please read the 'How To Get Started' manual.

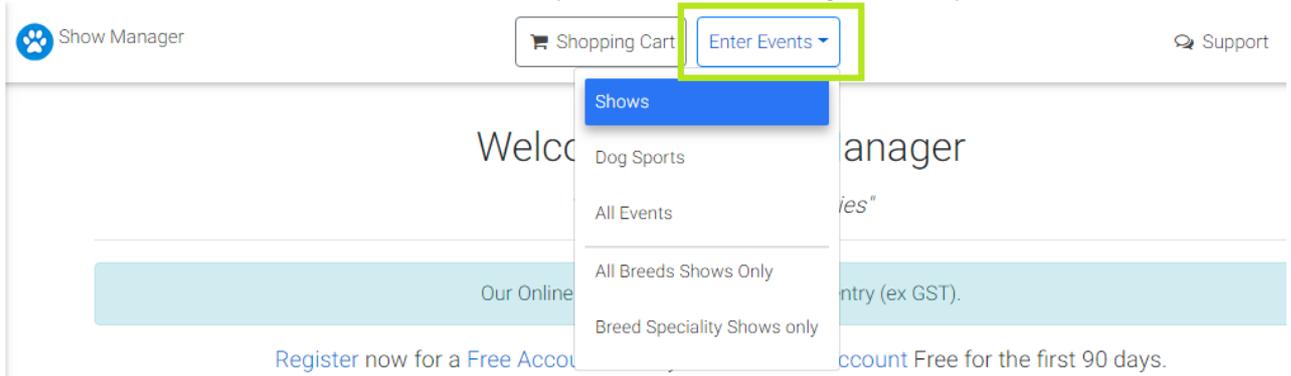
This manual will guide you though the process of creating an online entry and paying with your credit card. Show Manager will never store your credit card information and all your entries are private to only you, no one else can see where and what dogs you have entered.

As an exhibitor there are 2 main areas in the system, 'My Events' and 'Enter Events'. All events for the country are listed in the 'Enter Events', you then select the events that you want to attend and these events are then shortlisted into your own private 'My Events' list.

Where there are many buttons on a screen the button that is Green in colour is the typical button you would need to click.

## 2 Select an Event

Click on the 'Enter Events' button in the top menu. Then select your discipline.



From the event list we can then locate any event that you want to enter. Click on the name of the event to view more details about that event or click on the 'Enter Online' button to create an entry.

← FEB
March 2018
APR →

State	Event Name	Location	Event Type	Entries Closing	Schedule	
<b>Sat 03 Mar 2018</b>						
QLD	<span style="border: 2px solid green; padding: 2px;">Gundog &amp; Heavy Breeds Club</span>	Dogs QLD Showgrounds, King Av, Durack	Championship Show	Sun 25-Feb 11:30 PM		NOT PAID ⚠
QLD	Gundog & Heavy Breeds Club	Dogs QLD Showgrounds, King Av, Durack	Open Show	Sun 25-Feb 11:30 PM		ENTER ONLINE
<b>Sat 10 Mar 2018</b>						

### 3 View Event Details

The 'Event Details' page will give you more information about the event, this will include the address and any notes about the event including a link to the schedule. At the bottom of the page you will also see a map of the location.

To create entries for this event click on the green 'Enter Online Now' button.

#### Gundog & Heavy Breeds Club - Championship Show

Online Entries will close Sun 25-Feb 11:30 PM

← EVENT LIST ENTER ONLINE NOW ✓ SCHEDULE 📅 BOOK CAMPING SITE 🏕️

#### Event Details

Club

Event Date ⓘ  
Sat 03 Mar 2018

Official Close Date ⓘ \*  
Sat 03 Feb 2018

Online Entry Close Date Time ⓘ  
Sun 25-Feb-2018 11:30 PM

✓ All Breeds Show

#### Location Details

Location

Address  
247 King Avenue

Suburb  
Durack

Post Code  
4110

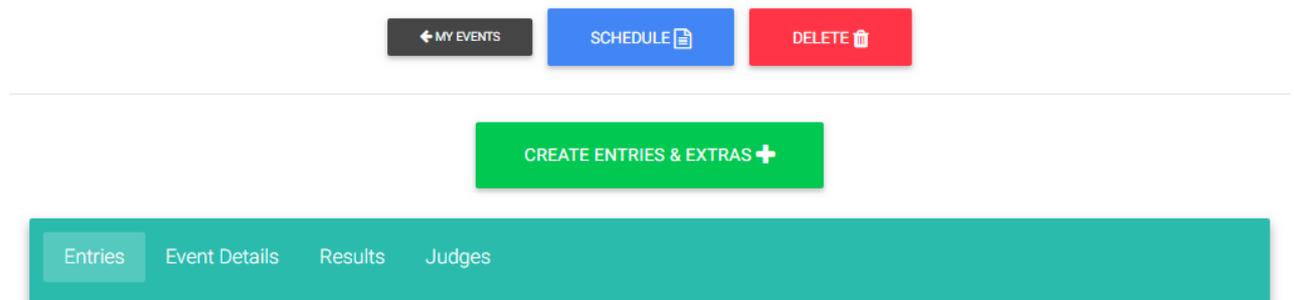
State  
QLD

*HINT: Always review the official schedule for the event, click on the schedule button or refer to your state's magazine.*

If the event is grouped with other events you will have the option to enter all events at the same time, for more information about this process please read the 'How To Enter Grouped Events' Manual.

## 4 Create Entries

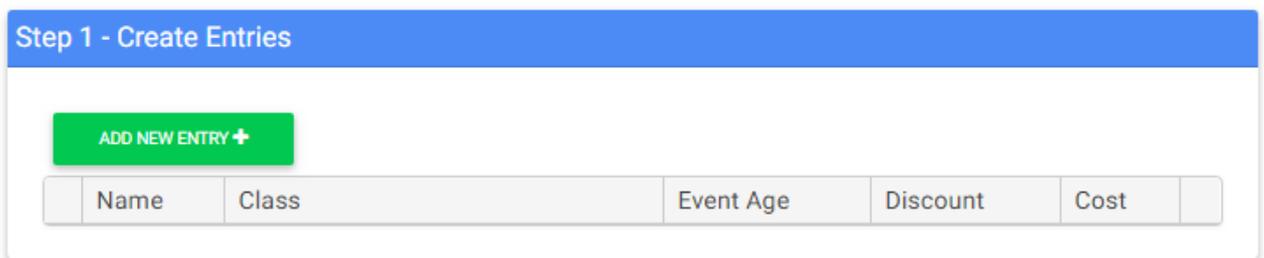
Now that you have clicked on the 'Enter Online' button the event has now been shortlisted into your 'My Events' list. To create your entries click on the 'Create Entries & Extras' button.



There are no entries created for this event.

There are 2 sections on the create entry page, 'Entries' and 'Event Extras'. Entries is where you will add in all the entries for your dogs and Event Extras will contain all the extra items available to purchase for that event. The Event Extras will commonly contain the catalogue but may also contain other items like 'Membership' or 'Camping'.

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



Click in the 'Select the Dog' drop down list to view a list of all your dogs, then select the dog that you want to create an entry for. Next select the class that you want to enter the dog into. When you have selected your dog and class click on the 'Save button.

### Step 1 - Select Dog

Select the Dog \*

Yeller ▼

Dog Full Name  
Ch OI Yeller

Age at Event  
Y:2 M:7 D:25

### Step 2 - Select Normal Class

Select a Normal Class from the list

Intermediate (18-36 Months) ▼

[Add another normal class for this dog](#)

### Step 3 - Select Special Class

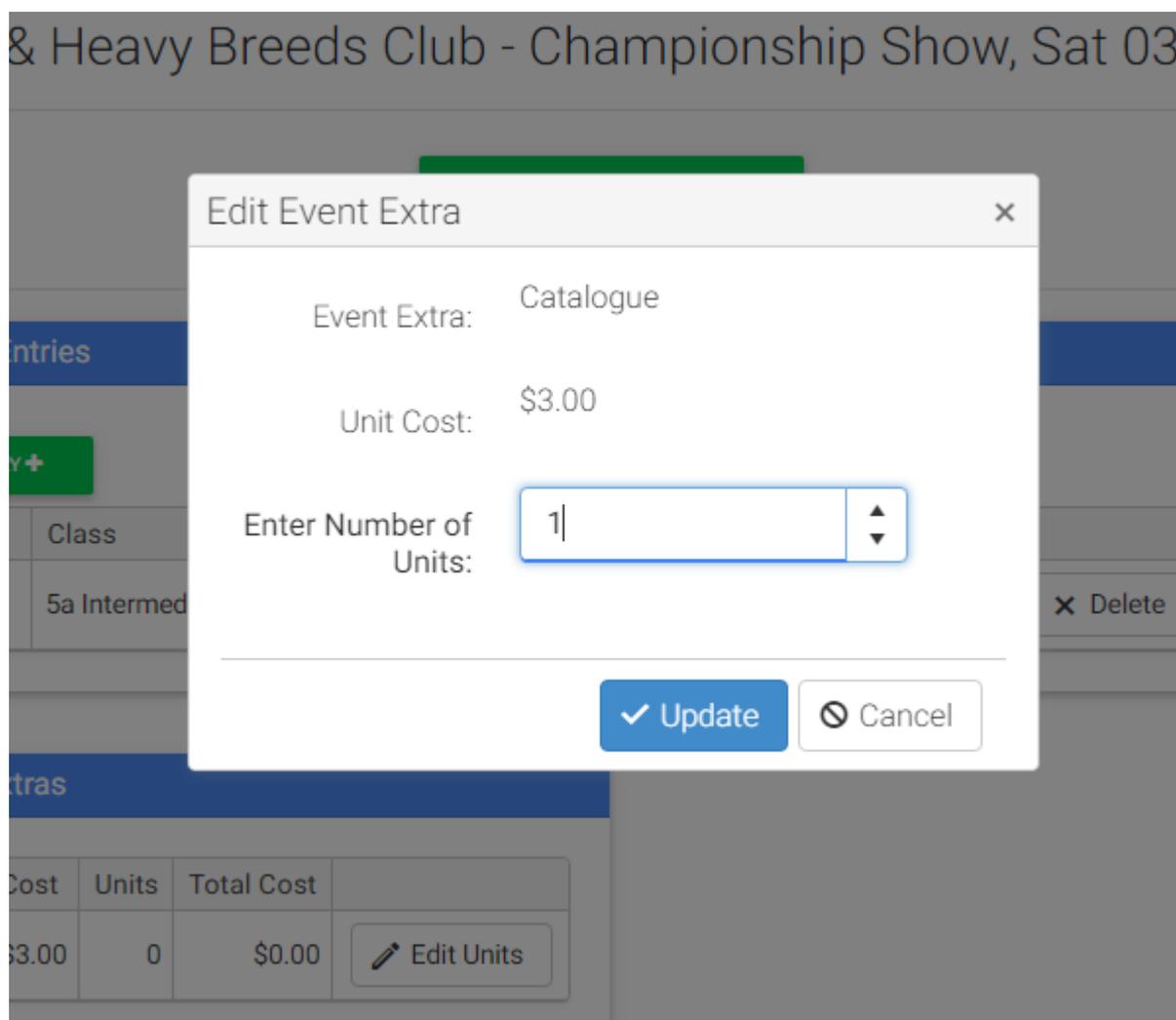
There are no special classes for this event.

CANCEL ↻

SAVE 📄

Repeat the 'Add New Entry' steps for each of the entries that you want to create.

To add a catalogue to your order click on the 'Edit' button beside catalogue in the 'Event Extras' section. Select the number of catalogues you want to purchase by changing the 'Units', normally this is 1 but for other extras this number might be different. Once the units has been entered click on the 'Update' button.



When you have finished creating all your entries click on the 'Confirm Entries' button at the top of the page, this will take you back to the Event Details Page.

Gundog & Heavy Breeds Club - Championship Show, Sat 03 Mar 2018

CONFIRM ENTRIES ✓

Step 1 - Create Entries

ADD NEW ENTRY +

## 5 Review Entries

The Event Details Page will now contain a list of the dogs that you have entered and also any extras that you are purchasing, now is a good time to double check the details to ensure they are correct. To make any changes to your entries click on the 'Edit Entries' button.

You are purchasing (Not Paid)

[EDIT ENTRIES](#)

Details	Discount	Cost
Ch Ol Yeller: 5a, Intermediate (18-36 Months) - Bull Terrier (Miniature)	\$0.00	\$12.00
1 x Catalogue	\$0.00	\$3.00
1 x Online Entry Fee - \$0.55 Per Entry	\$0.00	\$0.55
		<b>Total: \$15.55</b>

[ACCEPT THE TERMS AND CONDITIONS OF ENTRY & ADD TO SHOPPING CART \\$](#)

Once you have reviewed the entries click on the 'Accept the Terms and Conditions of Entry & Add to Shopping Cart' button to continue to the next step.

## 6 Shopping Cart

Now the entries are in the shopping cart you can choose to click the 'Continue Shipping & Add More Shows' button or click on the 'Check out & Pay' button.

Click on the 'Continue Shipping & Add More Shows' button when you still have more events to enter, once you have all your events in the shopping cart and you are ready to pay then click on the 'Check out & Pay' button.

Click on the 'Check out & Pay' button now to finalise and pay for the items in the shopping cart.

<a href="#">CLEAR CART</a>		<a href="#">CONTINUE SHOPPING &amp; ADD MORE SHOWS</a>	
Description	Unit Cost	Quantity	Amount
Gundog & Heavy Breeds Club - Championship Show, Sat 03 Mar 2018 (1 entry)			<a href="#">DELETE</a>
Ch Ol Yeller: 5a, Intermediate (18-36 Months) - Bull Terrier (Miniature)	\$12.00	1	\$12.00
Catalogue	\$3.00	1	\$3.00
Online Entry Fee - \$0.55 Per Entry	\$0.55	1	\$0.55
			<b>Total: \$15.55</b>
<b>Processing Fee</b>			
Processing Fee for \$15.61	\$0.66	1	\$0.66
			<b>Total: \$0.66</b>
			<b>Net: \$16.21</b>
			<b>Tax: \$0.13</b>
			<b>Shopping Cart Total: \$16.34</b>

[CHECK OUT & PAY](#)

## 7 Check out &amp; Pay

This is the last step to finalise your entries. Enter your required credit card information and click on the 'Pay Now' button. Visa and Master Card are the only types of credit card accepted.

*HINT: Tick the 'Remember Credit Card' tick box to save the details of this credit card to be used again in the future. Credit Card details are never stored on our website they are stored with our merchant provider.*

When you tick the 'Remember Credit Card' tick box you will still need to enter the CSC number normally on the back of the card for any future transactions

### Order Details

Gundog & Heavy Breeds Club - Championship Show, Sat 03 Mar 2018 (1 entry)  
Payment Amount \*  
**\$16.34**

### Enter Credit Card Details

Credit Card Type \*  
 Visa  MasterCard

FULL NAME On Credit Card \*  
Jeremy Cook 

Credit Card NUMBER \*

Expiry Month \* Expiry Year \*  
<select month> <select year>

CSC  \*

**You are about to pay for 1 Event and 1 Entry**

**CLICK HERE TO PAY NOW - \$16.34 **

Remember this Credit Card 

## 8 Invoice

When the payment is successfully processed you will be taken to the invoice page. The system will automatically email you a copy of the invoice when the payment is made. Now is a good time to briefly check all the entries again to ensure they are all as expected.

At the top of the page you have 3 options.

- Invoices - Click this to view all your paid invoices.
- Email Invoice - Click this to have a copy of the invoice emailed to your registered email address.
- Download Invoice - Click this to download a copy of your invoice which you can then print if required.



*HINT: Print the invoice and keep it with you as proof of entry on the day of the event.*

*HINT: At anytime you can view all your paid invoices to check your entries. Click on 'Reports Area' from the menu and then click on 'Paid Invoices'.*

**Jeremy Cook**  
 help@showmanager.com.au

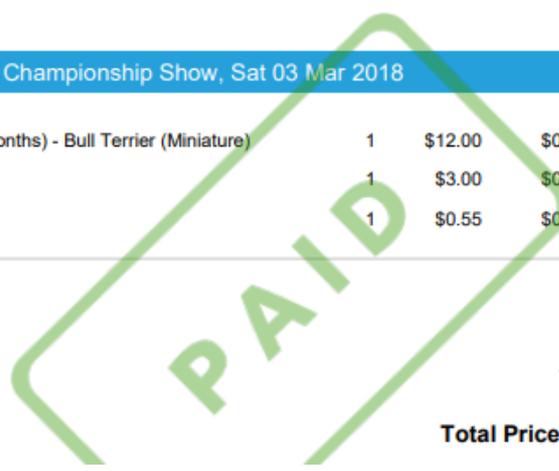
#	INVOICE DATE	AMOUNT	STATUS
188992	25-Feb-2018	\$16.34	completed

Description	Units	Unit Cost	Discount	Net	GST	Total
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Processing Fee for \$15.61	1	\$0.66	\$0.00	\$0.66	\$0.07	\$0.73
					<b>\$0.07</b>	<b>\$0.73</b>

Gundog & Heavy Breeds Club - Championship Show, Sat 03 Mar 2018 Order #: 475206

Ch Ol Yeller: 5a, Intermediate (18-36 Months) - Bull Terrier (Miniature)	1	\$12.00	\$0.00	\$12.00	\$0.00	\$12.00
Catalogue	1	\$3.00	\$0.00	\$3.00	\$0.00	\$3.00
Online Entry Fee - \$0.55 Per Entry	1	\$0.55	\$0.00	\$0.55	\$0.06	\$0.61
					<b>\$0.06</b>	<b>\$15.61</b>

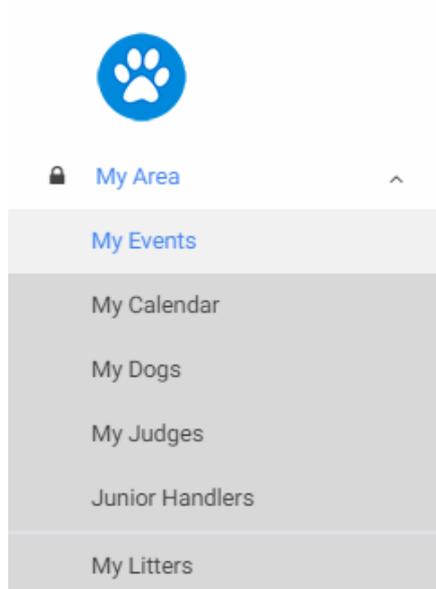


**Total GST: \$0.13**  
**Total Price Including GST: \$16.34**

## 9 How to Paid Check Entries

There are 2 ways to check your entries, firstly you can check the invoices, this is a good place to start. Click on 'Reports Area' from the menu and then click on 'Invoices' this will list all your paid invoices, click on the invoice number to view more details about the invoice.

The other way is to view your 'My Events', Click on 'My Area' from the menu and then click on 'My Events'.



The events will be marked as paid or not paid.

Event Name	Event Date	Online Entries	Event Type	Entries Closing	Schedule	
<a href="#">Gundog &amp; Heavy Breeds Club</a>	Sat 03 Mar 2018	<input checked="" type="checkbox"/>	Championship Show	Sun 25-Feb 11:30 PM		<a href="#">PAID</a>
<a href="#">Atherton Tableland Kennel Club Show 2</a>	Sat 10 Mar 2018	<input checked="" type="checkbox"/>	Championship Show	Sat 17-Feb		<a href="#">NOT PAID</a>

Click on the event name to view more details about the entries you have made for that event.

Previous Paid Orders

Event Order # 475206, Created 25-Feb-2018 - PAID

CHANGE ENTRIES IN THIS ORDER

Ch Ol Yeller: 5a, Intermediate (18-36 Months) - Bull Terrier (Miniature)	\$12.00
1 x Catalogue	\$3.00
1 x Online Entry Fee	\$0.55
	<b>Total: \$15.55</b>

[Add Memo to Club](#)