Show Manager

How To Enter

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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.

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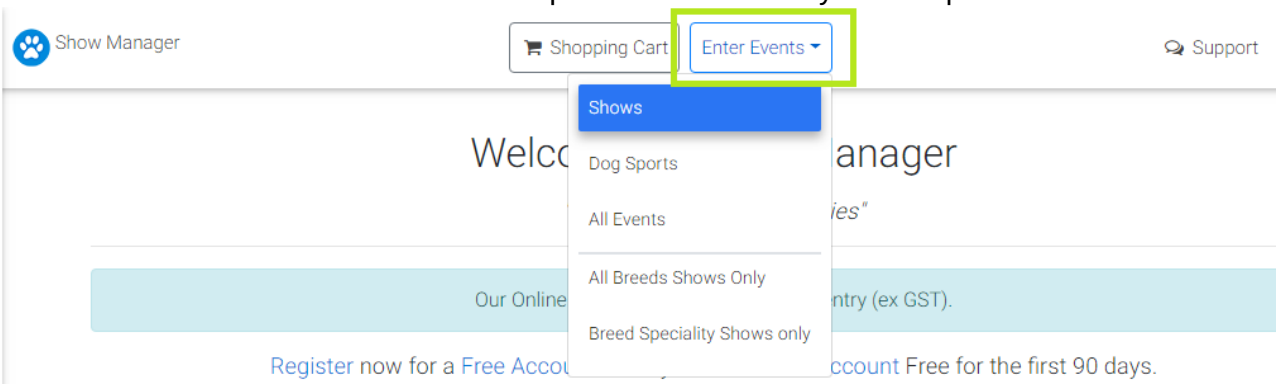
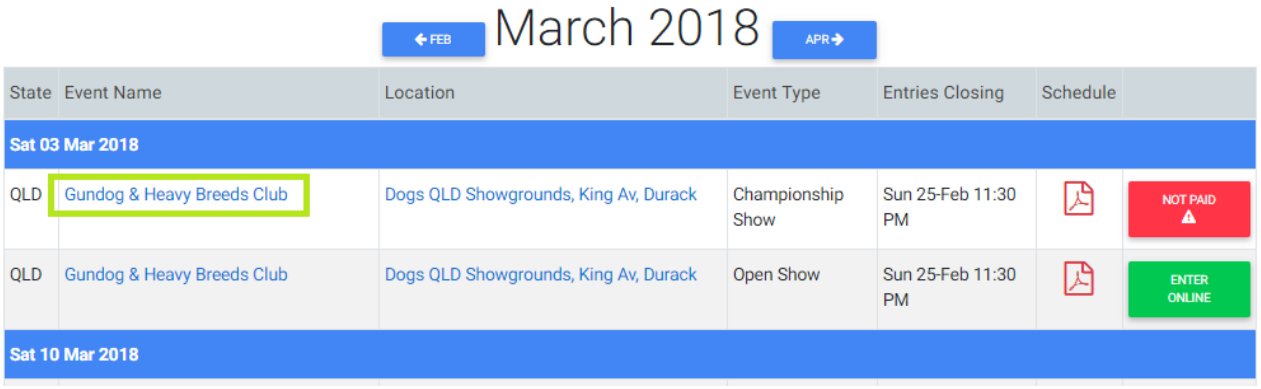
2 Select an Event

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.



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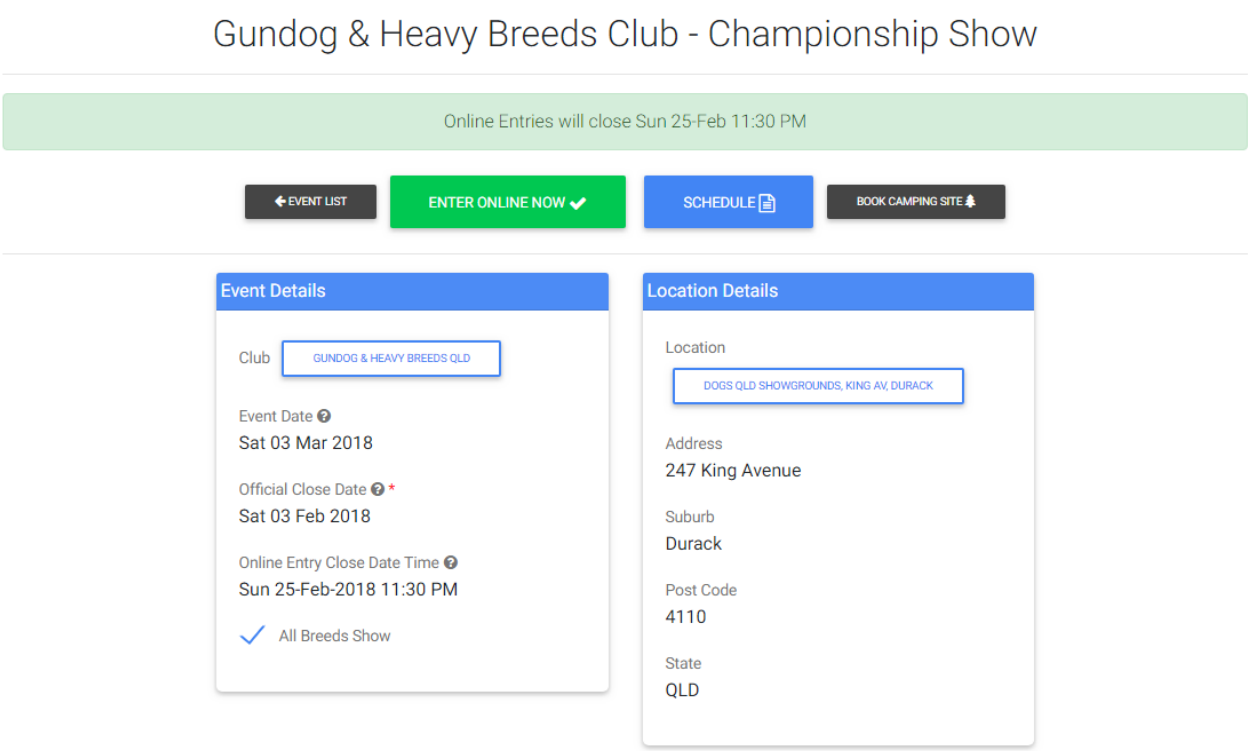
3 View Event Details

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.



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.

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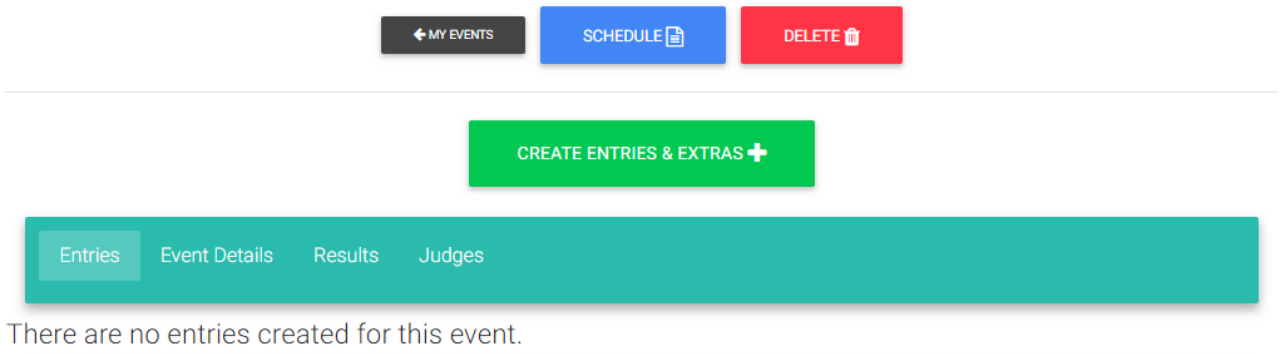
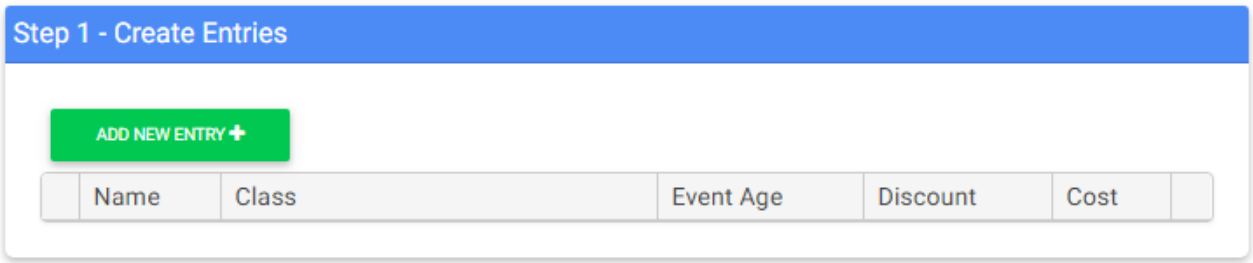
4 Create Entries

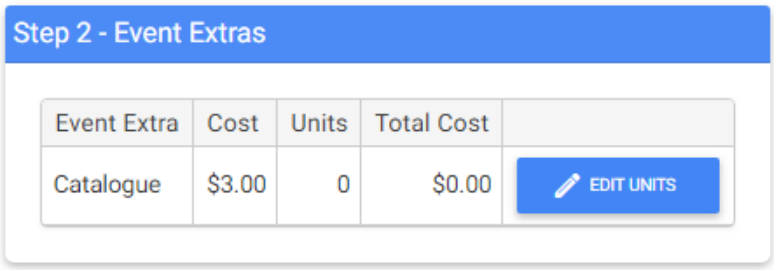
Now that you have clicked on the 'Enter Online' button the event has now been shortlisted into your 'My Events' list. To create your entries click on the 'Create Entries & Extras' button.



There are 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.





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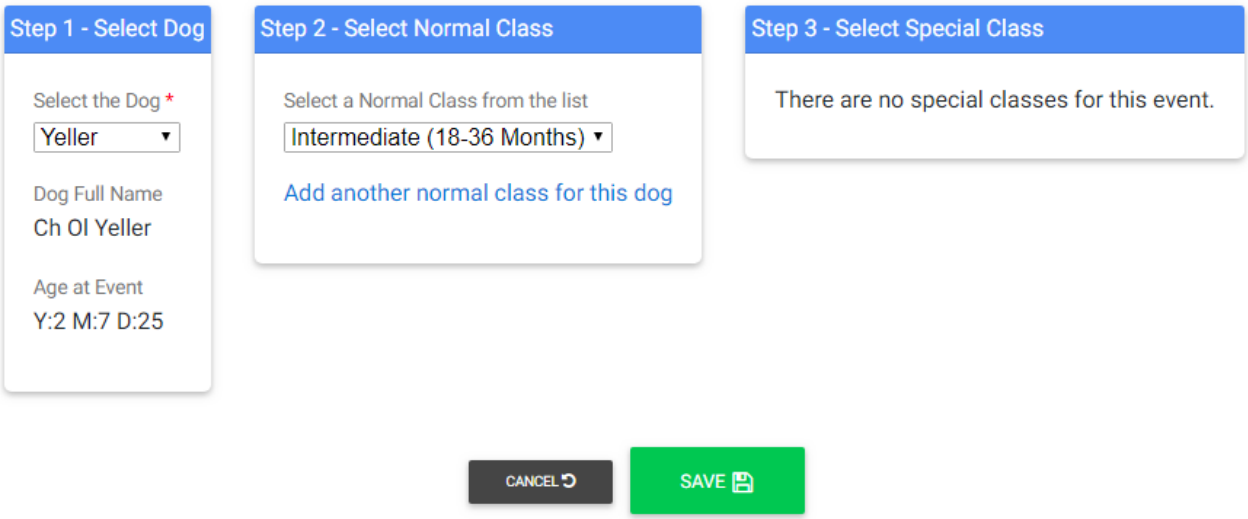
Click in the 'Select the Dog' drop down list to view a list of all your dogs, then select the dog that you want to create an entry for. Next select the class that you want to enter the dog into. When you have selected your dog and class click on the 'Save button.



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

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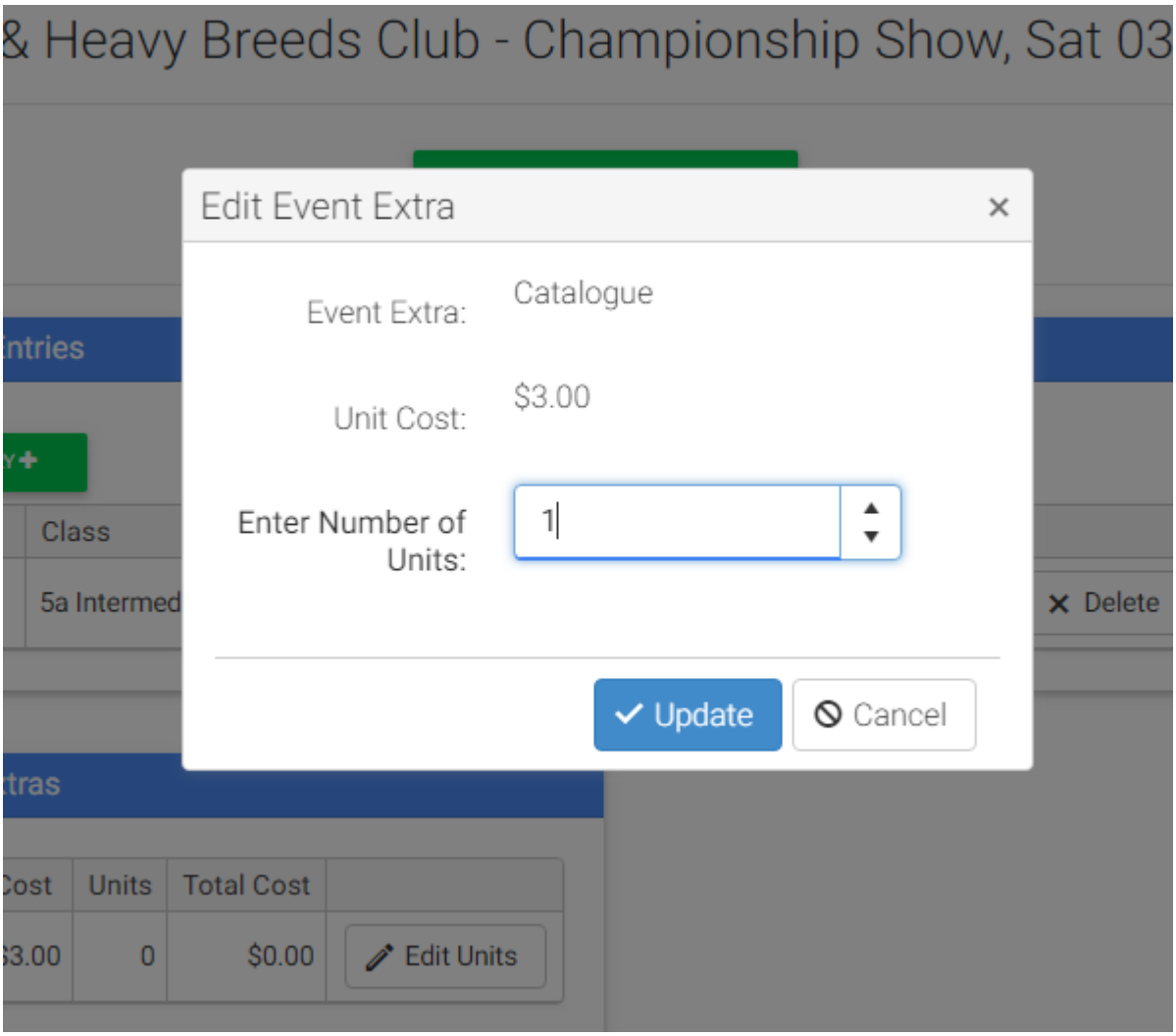
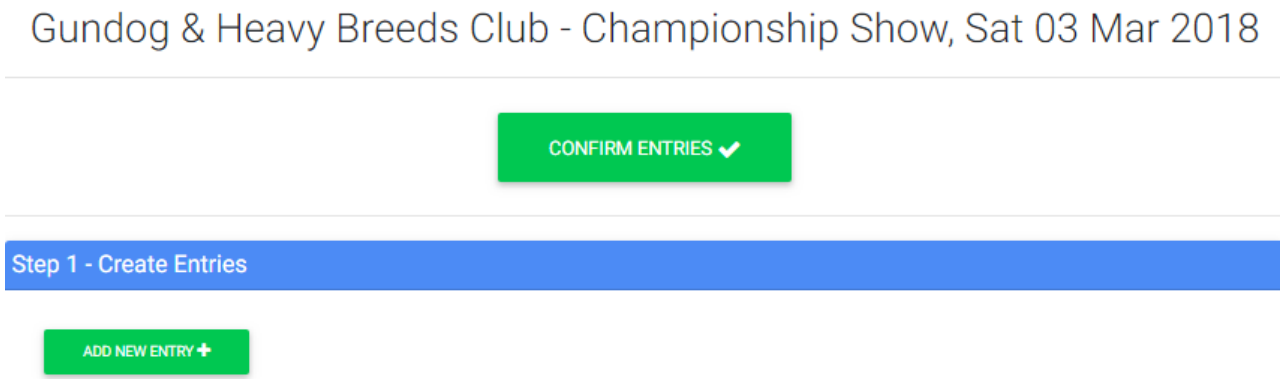
To add a catalogue to your order click on the 'Edit' button beside catalogue in the 'Event Extras' section. Select the number of catalogues you want to purchase by changing the 'Units', normally this is 1 but for other extras this number might be different. Once the units has been entered click on the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



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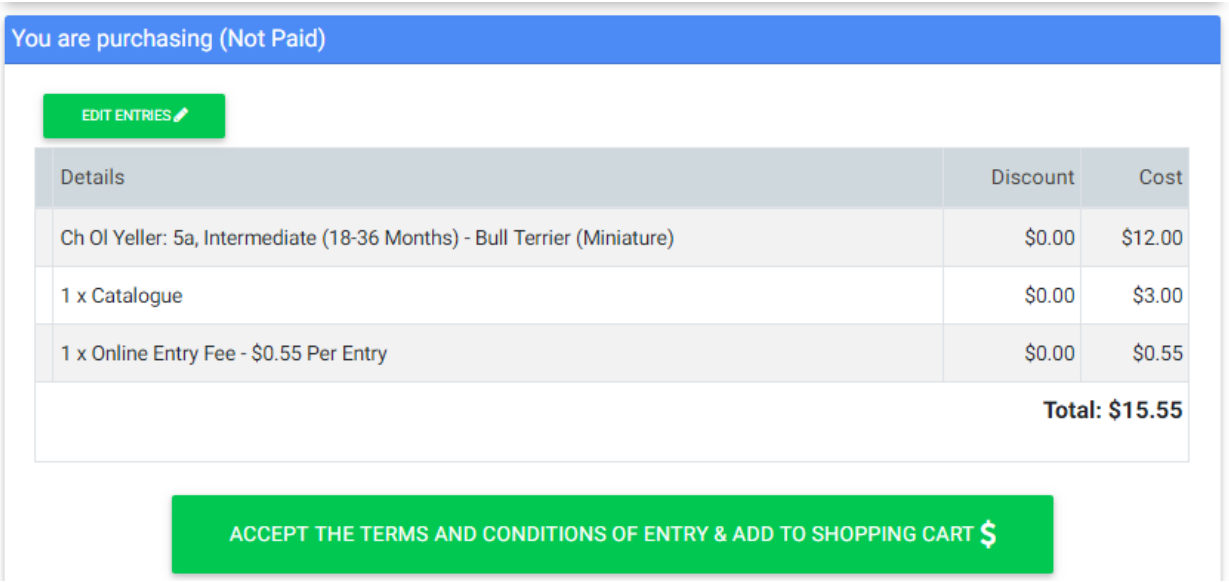
5 Review Entries

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.



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.

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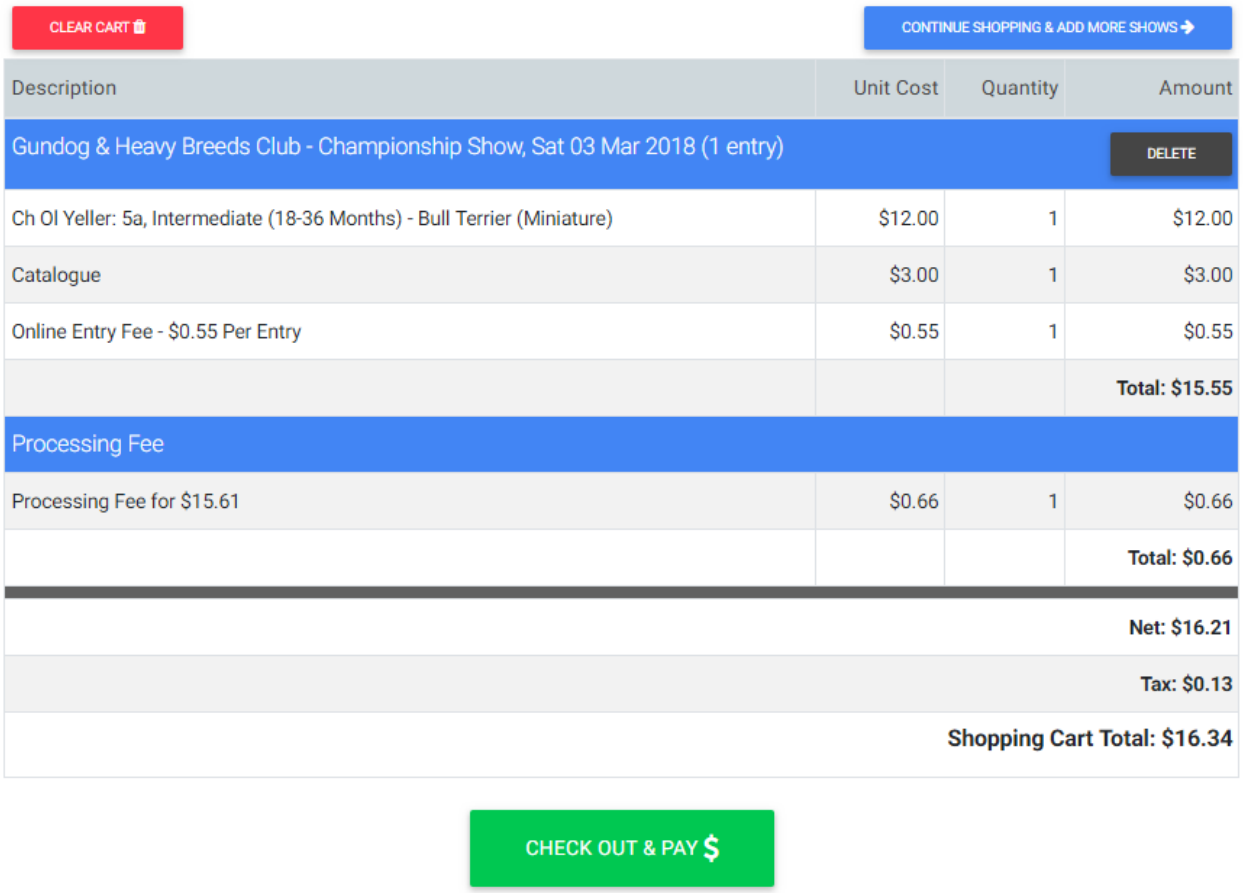
6 Shopping Cart

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.



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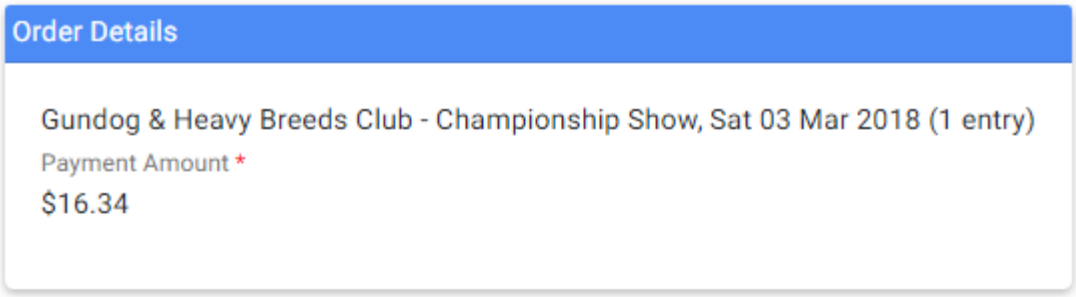
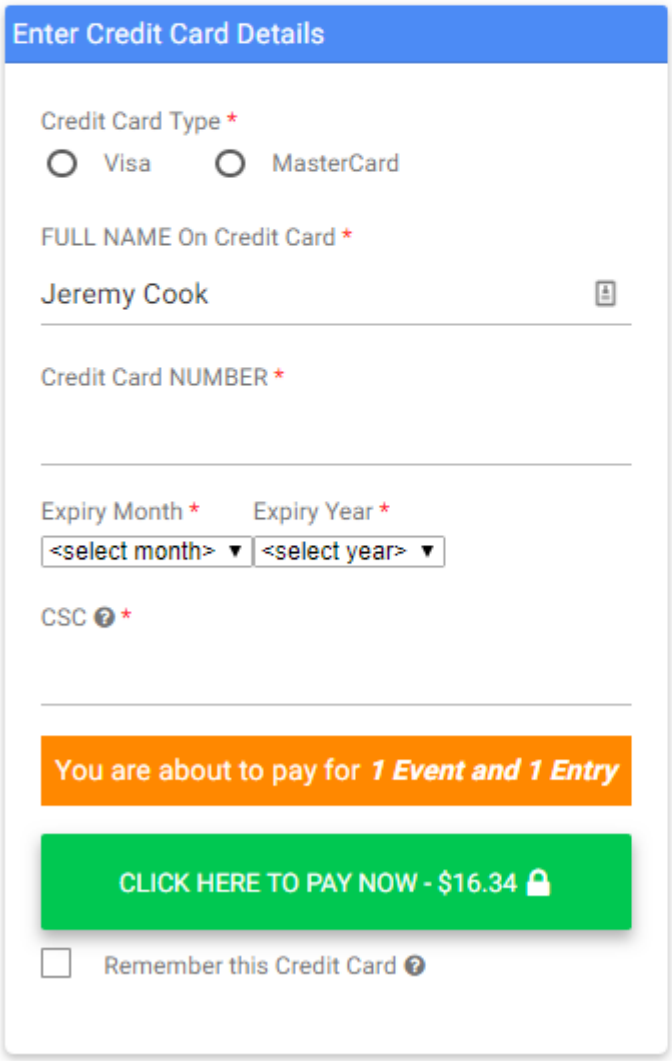
7 Check out & Pay

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





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8 Invoice

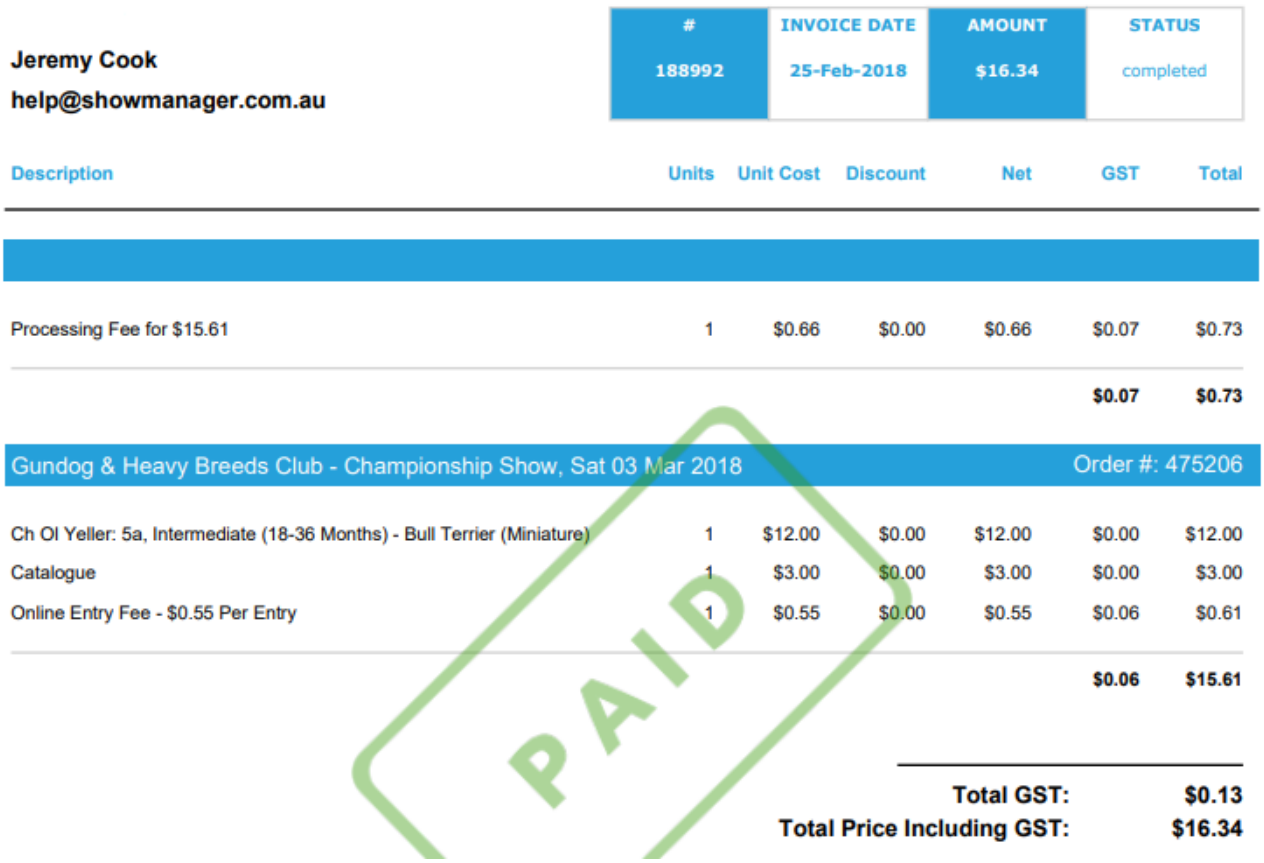
When the payment is successfully processed you will be taken to the invoice page. The system will automatically email you a copy of the invoice when the payment is made. Now is a good time to briefly check all the entries again to ensure they are all as expected.

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'.



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

Description	Units	Unit Cost	Discount	Net	GST	Total
Processing Fee for $15.61	1	$0.66	$0.00	$0.66	$0.07	$0.73
					$0.07	**$0.73**
Gundog & Heavy Breeds Club - Championship Show, Sat 03 Mar 2018						Order #: 475206
Ch OI 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
					$0.06	**$15.61**

PAID

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

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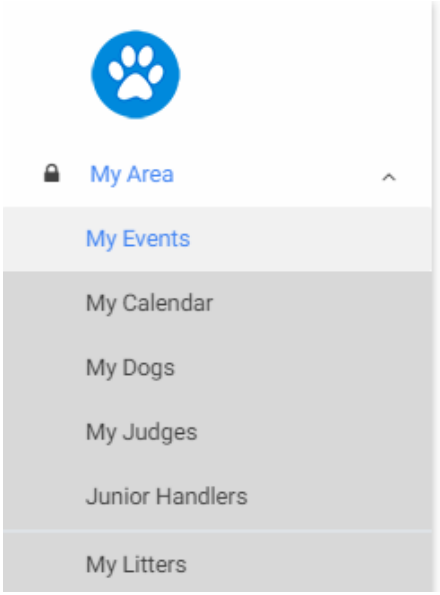
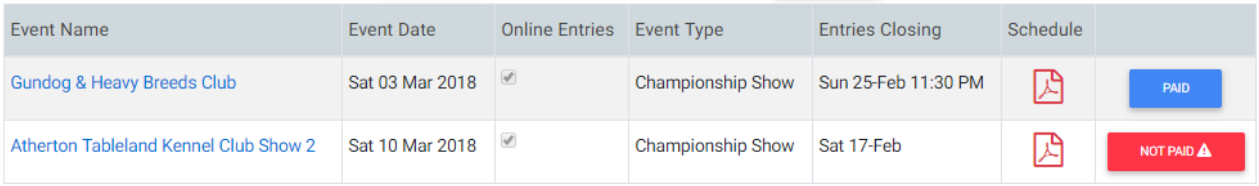
9 How to Paid Check Entries

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 the click on 'My Events'.

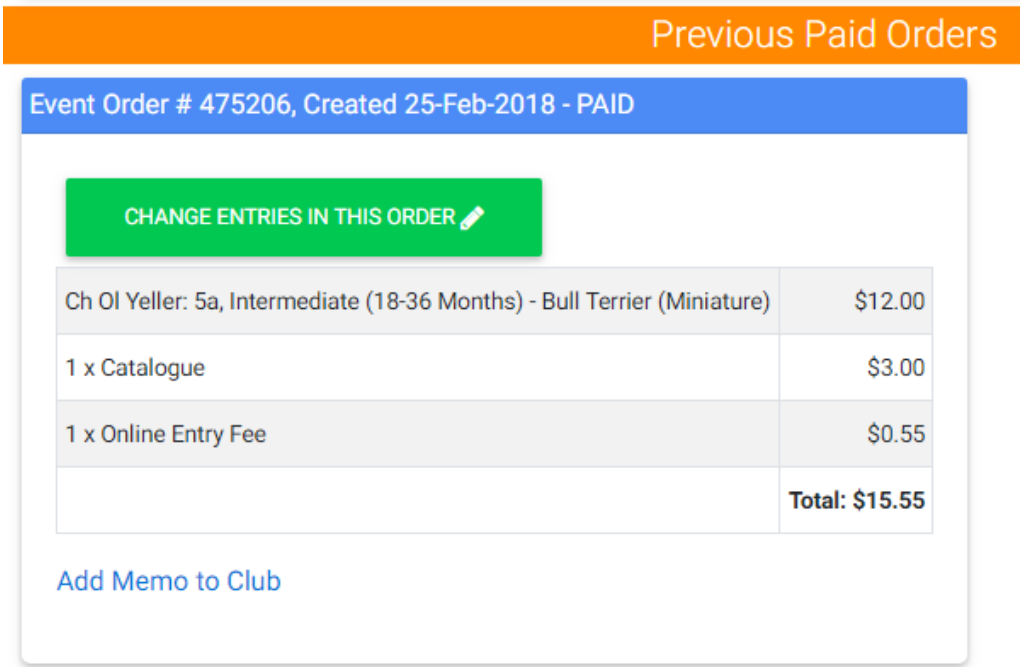


The events will be marked as paid or not paid.



Event Name	Event Date	Online Entries	Event Type	Entries Closing	Schedule	
Gundog & Heavy Breeds Club	Sat 03 Mar 2018	☑	Championship Show	Sun 25-Feb 11:30 PM		PAID
Atherton Tableland Kennel Club Show 2	Sat 10 Mar 2018	☑	Championship Show	Sat 17-Feb		NOT PAID

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



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