



# Show Manager

## How To Enter Grouped Events

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1. Introduction	3
2. Select an Event	4
3. View Event Details	5
4. Select Events To Enter	6
5. Event Group List	7
6. Create Entries	8
7. Copy Entries	10
8. Review Entries	11
9. Shopping Cart	12
10. Check out & Pay	13
11. Invoice	14

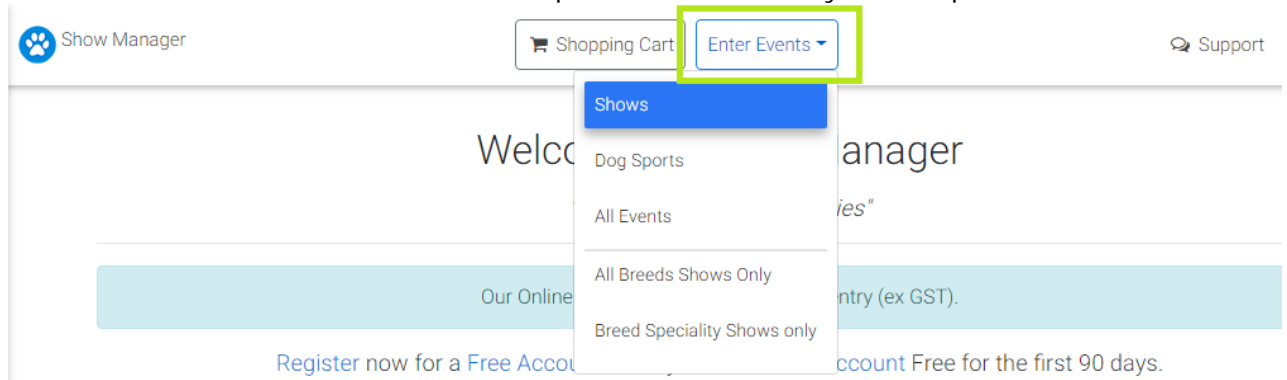
## 1 Introduction

Where there is more than 1 event held by the club we have the ability to group those events together into an 'Event Group'. When you enter any of the events in the event group the system will give you the ability to enter all the events in the event group at the same time, this process will make it quicker and easier to enter all the events.



This manual will guide you through the process of entering all event in an event group.

## 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.

QLD	Gladstone Kennel Club (SHOW 1)	Gladstone Show Grounds	Championship Show	Fri 02-Mar		<a href="#">ENTER ONLINE</a>
QLD	Gladstone Kennel Club (SHOW 2)	Gladstone Show Grounds	Championship Show	Fri 02-Mar		<a href="#">ENTER ONLINE</a>

Click on the name of the first event to view more details about that event.

### 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.

## Gladstone Kennel Club (SHOW 1) - Championship Show

[← EVENT LIST](#)   [ENTER ONLINE NOW ✓](#)   [SCHEDULE 📄](#)

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Event Details

Club

Event Date ⓘ  
Sat 24 Mar 2018

Official Close Date ⓘ\*  
Fri 02 Mar 2018

Online Entry Close Date Time ⓘ  
<not set>

✓ All Breeds Show

Location Details

Location

Address  
Tank St

Suburb  
Gladstone

Post Code  
4680

State  
QLD

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

## 4 Select Events To Enter

When you clicked the 'Enter Online Now' button the system identified that this event is part of an event group and will take you to a page where you can select the events that you want to enter.

### Gladstone Kennel Club (SHOW 1) - Championship Show

The event you have selected is grouped with other events at the same time, please select all the events you would like to enter.

[Click here for more information about Grouped Events](#)

#### Select the events you want to enter

- Sat 24 Mar 2018 Gladstone Kennel Club (SHOW 1) - Championship Show
- Sat 24 Mar 2018 Gladstone Kennel Club (SHOW 2) - Championship Show
- Sun 25 Mar 2018 Gladstone Kennel Club Inc - Championship Show

ENTER SELECTED EVENTS ✓

DON'T ENTER GROUPED EVENTS, ONLY ENTER THE EVENT I SELECTED →

From this page you can now select all the events that you want to enter, if there are any events that you don't want to enter untick the tick box beside the events name. Once you have selected all the events that you want to enter click on the 'Event Selected Events' button.

*HINT: If you only want to enter the show that you first selected from the diary and don't want enter the other shows click the 'Continue and do not enter other events' button, this will then skip the event group feature.*

## 5 Event Group List

After you click on the 'Event Selected Events' button you will now be taken to the page where you can start to enter the events. You will notice that all events that you previously selected are on the same page, you may need to scroll down the page to view all the events. Each event will have the event name, any notes about that event and a link to the schedule.

Gladstone Kennel Club Inc Sat 24 Mar 2018 to Sun 25 Mar 2018

You have selected to enter many events, create your entries for the first event then copy the entries into the other events.  
[Click here for more information about Grouped Events](#)

Gladstone Kennel Club (SHOW 1) - Championship Show, Sat 24 Mar 2018
<div style="display: flex; justify-content: space-between;"><div style="background-color: #4caf50; color: white; padding: 5px 10px; border-radius: 3px;">STEP 1 CREATE ENTRIES </div><div style="background-color: #2196f3; color: white; padding: 5px 10px; border-radius: 3px;">SCHEDULE </div></div>
Gladstone Kennel Club (SHOW 2) - Championship Show, Sat 24 Mar 2018
<div style="display: flex; justify-content: space-between;"><div style="background-color: #424242; color: white; padding: 5px 10px; border-radius: 3px;">CREATE ENTRIES </div><div style="background-color: #2196f3; color: white; padding: 5px 10px; border-radius: 3px;">SCHEDULE </div></div>
Gladstone Kennel Club Inc - Championship Show, Sun 25 Mar 2018
<div style="display: flex; justify-content: space-between;"><div style="background-color: #424242; color: white; padding: 5px 10px; border-radius: 3px;">CREATE ENTRIES </div><div style="background-color: #2196f3; color: white; padding: 5px 10px; border-radius: 3px;">SCHEDULE </div></div>

You will notice that the 'Create Entries' button on the first event is slightly different to all the other events, create your entries for the first event and then copy those entries into the other events.

From the first event click on the 'Step 1 Create Entries' button to create the entries for the 1st event.

## 6 Create Entries

The 'Create Entries' page is the same familiar page that you will use when you normally create an entry for an 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'.

**Step 1 - Create Entries**

[ADD NEW ENTRY +](#)

Name	Class	Event Age	Discount	Cost

**Step 2 - Event Extras**

Event Extra	Cost	Units	Total Cost	
Catalogue	\$3.00	0	\$0.00	<a href="#">EDIT UNITS</a>

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:8 D:15

**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**

Tick classes to enter

Baby Puppy Sweepstakes

Puppy Sweepstakes

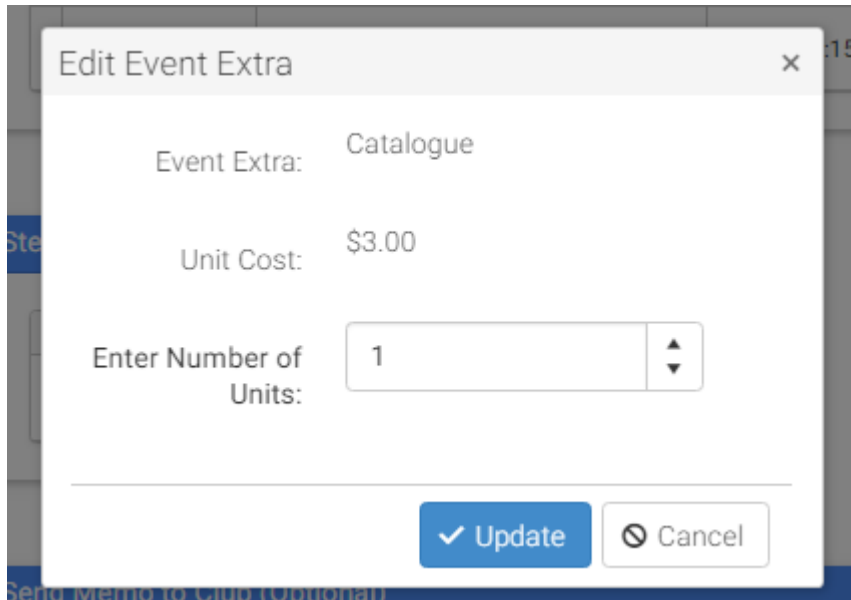


CANCEL ↻
SAVE 📄

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.



The image shows a modal dialog box titled "Edit Event Extra" with a close button (X) in the top right corner. The dialog contains the following information:

- Event Extra: Catalogue
- Unit Cost: \$3.00
- Enter Number of Units: 1 (with up and down arrow controls)

At the bottom of the dialog, there are two buttons: a blue "Update" button with a checkmark icon and a white "Cancel" button with a grey circle and slash icon.

When you have finished creating all your entries click on the 'Confirm Entries' button at the top of the page, this will take you a page where you can copy the entries to the other event,



## 7 Copy Entries

The next step is to copy the entries from the 1st event into the other events, Click on the 'Yes, Copy the Entries' button to copy the entries to the other events.

Gladstone Kennel Club Inc Sat 24 Mar 2018 to Sun 25 Mar 2018

Would you like to copy the entries to the other events in the event group?

YES, COPY THE ENTRIES ✓

NO, DO NOT COPY THE ENTRIES ✕

*HINT: After you have copied the entries you can still change dogs and classes or add and remove entries, so it's best to select all events to have most of the hard work done.*

## 8 Review Entries

After you have copied the entries the system will return you back to the event group page. The Event Group page will now have copied the entries from the 1st event into all the other events.

Gladstone Kennel Club (SHOW 1) - Championship Show, Sat 24 Mar 2018

EDIT ENTRIES FOR THIS EVENT
SCHEDULE

You are purchasing

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>

[Copy this event entries to the other events](#)

Notes

Judging time: 8:30am with Sweepstakes

Gladstone Kennel Club (SHOW 2) - Championship Show, Sat 24 Mar 2018

EDIT ENTRIES FOR THIS EVENT
SCHEDULE

You are purchasing

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>

[Copy this event entries to the other events](#)

Scroll down the page and check the entries for each event, if you have a need to add, remove or modify an entry for any of the events click on the 'Create or Edit Entries' button within that events section.

When you have completed creating all the entries scroll down to the bottom of the page and click on the 'Accept the terms and conditions of entry & Add to shopping cart' button to continue to the next step.

ACCEPT THE TERMS AND CONDITIONS OF ENTRY & ADD TO SHOPPING CART \$

"I hereby apply to enter the foregoing exhibit in terms of and upon the conditions set out in the Controls Constitution, Rules and Regulations by which I agree to be bound, and I hereby certify to the correctness of the particulars endorsed here on;" and "I certify that this exhibit has not within the said period of three months been in a kennel affected with any contagious or infectious disease and that the dog possesses a current vaccination certificate."

## 9 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.

	Net: \$48.03
	Tax: \$0.32
	<b>Shopping Cart Total: \$48.35</b>

CHECK OUT & PAY \$

## 10 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.*

### 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 3 Events and 3 Entries**

**CLICK HERE TO PAY NOW - \$48.35**

Remember this Credit Card

# 11 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 check all the entries again to ensure they are all as expected.

At the bottom 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 'Invoices'.*



Show Manager

## Hello, This is your Tax Invoice

Show Manager  
 Po Box 344  
 Nerang, Qld 4211  
 ABN:54 951 427 132  
 help@showmanager.com.au

User: trimate  
 Fred Smith

#	INVOICE DATE	AMOUNT	STATUS
62739	29-Sep-2015	\$118.76	completed

Description	Units	Unit Cost	Discount	Net	GST	Total
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