Show Manager

Online Schedule Manual

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1 Introduction

Thank for choosing Show Manager to create and submit your show schedule online. Currently this feature is only supported in QLD for conformation shows.

To gain access to your clubs data we need to connect your normal Show Manager User account with your Club. Only the users that are connected to the club can view the clubs data, no other user can view your clubs data. Once your account is connected with the club a new 'Catalogue' icon in the top menu will appear, click on this to view the Catalogue Area where you can also view your current and past shows details including entries and reports. More details about the Catalogue Area is in the Club Manual.

By using your normal Show Manager user account and not shared club accounts we can quickly add or remove users from a club as a committee may change. As the individual user account is also used we are able to log who makes what changes, for example if someone changes the clubs bank account we can tell you who made the change.

To view your clubs click on 'My Area' from the top menu and then click on 'My Clubs'.

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My Area

2 My Area

Click on the 'My Area' icon in the top menu.

The 'My Area' module contains all of your own personal data used to manage your normal day to day entering of Events, Maintaining Dogs, Entering Results, Tracking Judges, Your Clubs, Reports, Junior Handlers, Settings and the Mentor Program.

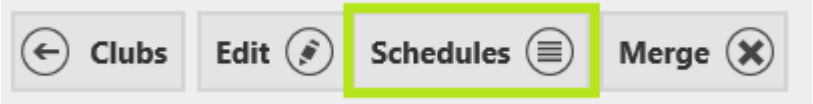
In the context of the Online Schedule Manual we will only focus on 'My Clubs'

2.1 My Clubs

My Clubs will contain a list of all the clubs that your user account is connected with. If you club is not in the list please send us an email and we will add it in, help@showmanager.com.au.

Click on the Club Name to view more details about the club, from the club details page is where you can create your schedule application.

After you have selected the club click on the 'Schedules' button at the bottom of the page.



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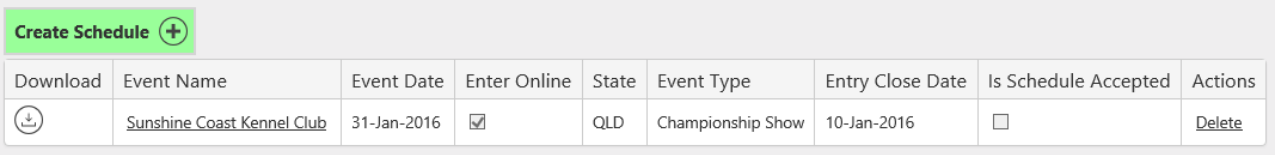
Schedules

3 Schedules

The schedules will display a list of all the schedules that are in progress and not yet authorised by the state body.



To create a new schedule click on the 'Create Schedule' button. You will need to create a schedule for each event that you are holding, so if you have 2 events over a weekend you will need to create 2 schedules.

3.1 Step 1 Create Schedule

If your club has used Show Manager Online Entries in the past we will already know who the contact of the club is, the postal address and the location you normally use, all these fields will be defaulted for you. Beside each of the titles is an information icon, hover over this icon for more information about that field. Any fields that has a red asterisk is a required field, in this wizard that will me almost every field.

- If you have more than 1 show on the same day you may want to update the ‘Event Name’ to be unique for that show. For example 'My Club Show 1' and 'My Club Show 2' or 'My Club AM Show' and 'My Club PM Show'.
- When you select the ‘Event Date’ the ‘Entry Close Date’ will automatically default to the minimum 21 days prior to the Event Date.
- If you select a show from ‘Same Event Last Year’ this will pre-populate many of the next few steps. We are able to replicate the configuration of the last show to use as a basis of the new show.
- ‘Additional Information’ should be used to add any extra details about the event that are not handled in the normal setup of the show. These may include things like 'Members Discounts on entry fees' or how you would like the schedule laid out.

HINT: Select the 'Same Event Last Year' option, by selecting this option is will bring in all the configuration settings from your last show, this will make it quicker and easier to configure the event.

Once all the required fields are complete scroll to the bottom of the page and click on ‘Next Step (Add Classes)’ button.

When you move onto step 2 please make sure that you don't press the back button in your browser, if you have found a mistake in Step 1 you can fix this by reviewing the schedule at the end of the process.

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3.2 Step 2 Add Classes

Here is where we setup all the classes that are on offer and also the cost of the entry. When you have a show that has Members or Subsequent entry discounts always enter the maximum entry amount, you may also want to add some comments to the 'Additional Notes' section on the first or last page to indicate that these discounts exist.

If you selected the same show from last year this screen will have all the same classes and also the cost used from the last show. Check all the costs and classes are still correct, if you need to add a class tick the 'Selected Class' check box, to remove a class remove the tick from the 'Selected Class' check box.

Select all the classes on offer

Class Name	Selected Class	Entry Cost	Has No Cost? ($0.00)
(1) Baby Puppy (3-6 Months)	☑	$8.00	☐
(2) Minor Puppy (6-9 Months)	☑	$12.00	☐
(3) Puppy (6-12 Months)	☑	$12.00	☐
(4) Junior (9-18 Months)	☑	$12.00	☐
(5) Intermediate (18-36 Months)	☑	$12.00	☐
(10) Australian Bred	☑	$12.00	☐
(11) Open	☑	$12.00	☐
(18) Neuter	☑	$12.00	☐
Baby Puppy Sweepstakes	☑	$8.00	☐
Puppy Sweepstakes	☑	$8.00	☐

Once all the classes are complete click on 'Next Step (Add Event Extras)' button.

3.3 Step 3 Add Event Extras

Event extras are additional items that the exhibitor can purchase, this will normally be the catalogue but can include any other extra item you would like to add. Another typical extra is 'Camping', when running many shows it's important to remember to add the same event extra to all of the shows as it's possible the exhibitor may only enter 1 of the shows and still needs to purchase the extra.

When adding a new event extra you can select one of the default Event Extra types or if your Event Extra type is not in the list you can select 'Manual Entry' and then enter the description of the item into the 'Custom Name' field. Typically this might be things like 'Ground Fees', 'Membership' or 'Dinners'.

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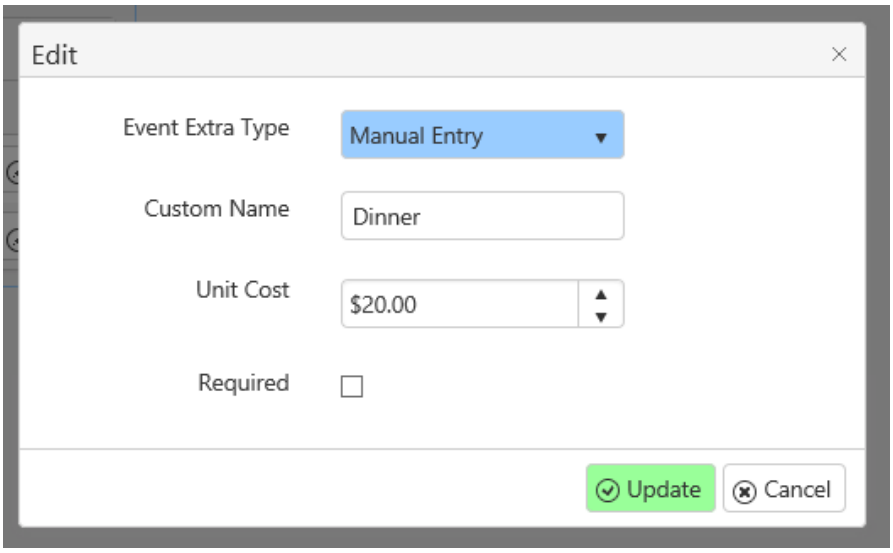
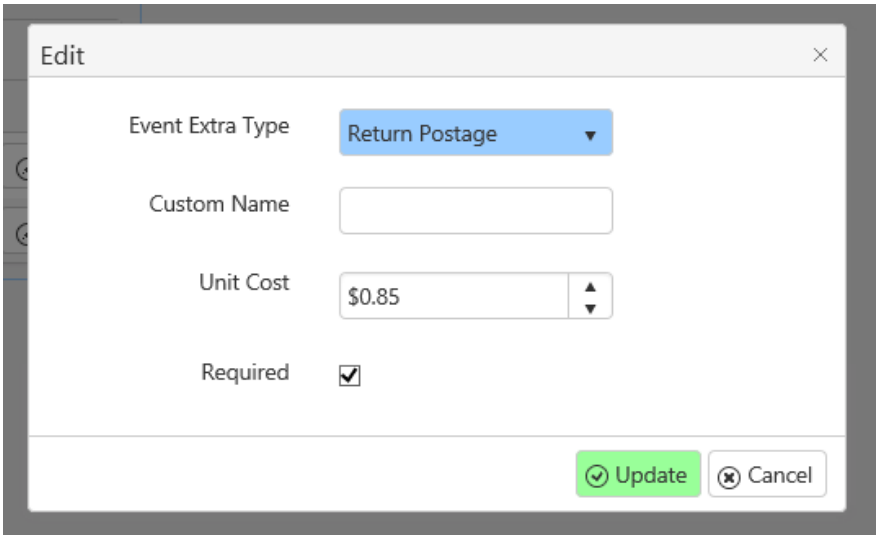


- Only complete the 'Custom Name' field if you have selected 'Manual Entry' as the Event Extra type.
- The 'Unit Cost' is the cost to purchase 1 individual unit.
- Select the 'Required' option if the exhibitor must purchase this item.

HINT: If you show has a requirement to post back Numbers or Passes to the exhibitor please ensure that you have add the event extra type of 'Return Postage' and also tick the 'Required' Check Box. Our normal cost for return postage is 85c, however it's always best to check this with your Cataloguer in case they charge a different rate.



Once all the event extras have been added click on the 'Next Step (Add Judges)' button.

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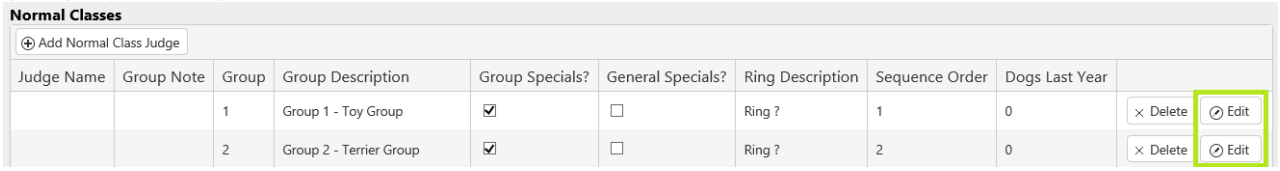
3.4 Step 4 Add Judges

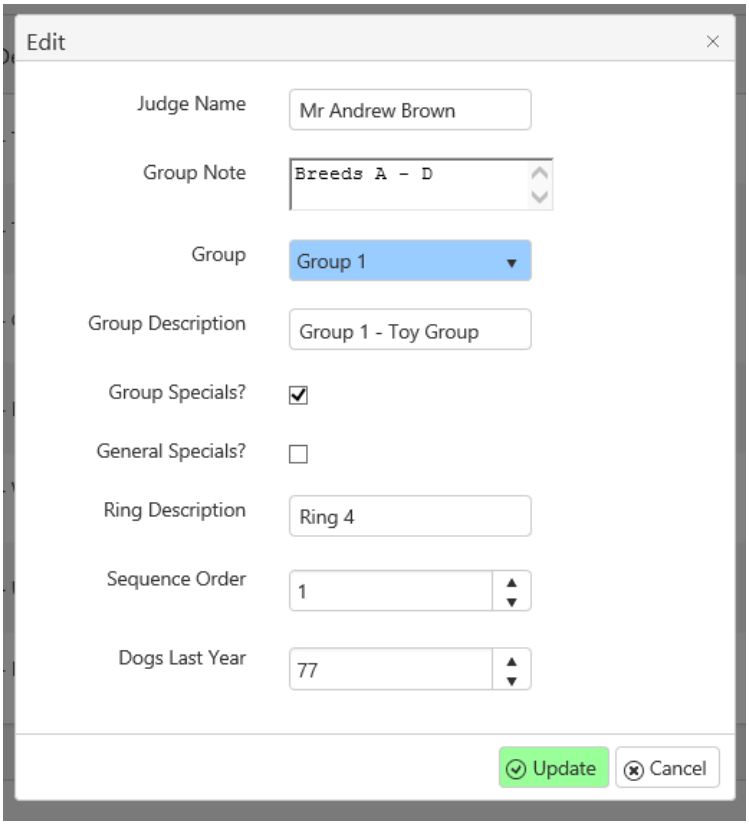
We will already add in the groups for the event, if you have select the same event from last year we will also populate your 'Dogs Last Year' value if we have that information.

The first step is to edit each of the Groups and add in the missing information. You can edit the group by clicking on the 'Edit' button in the last column.



- Judge Name - Type the judge's names as it should appear in the schedule, e.g. Mr Andrew Brown (QLD).
- Group Note - Include any notes that may make this judge or group different from normal, for example 'Judging breeds A - D'.
- Group - This is the breed group that this judge is judging.
- Group Description - The description of the group as it should appear in the catalogue, normally this field does not need to be modified.
- Group Specials - If this judge is judging the Group Specials for the selected breed group.
- General Specials - If this judge is judging General Specials.
- Ring Description - The ring number that this judge will be judging in.
- Sequence Order - The Sequence Order will determine the order of the groups. If Group 4 was after Group 2 check that the sequence order indicates this.
- Dogs Last Year - Number of dogs in the group for the previous years show.

Click on the 'Update' button at the bottom when you have finished configuring the judge.



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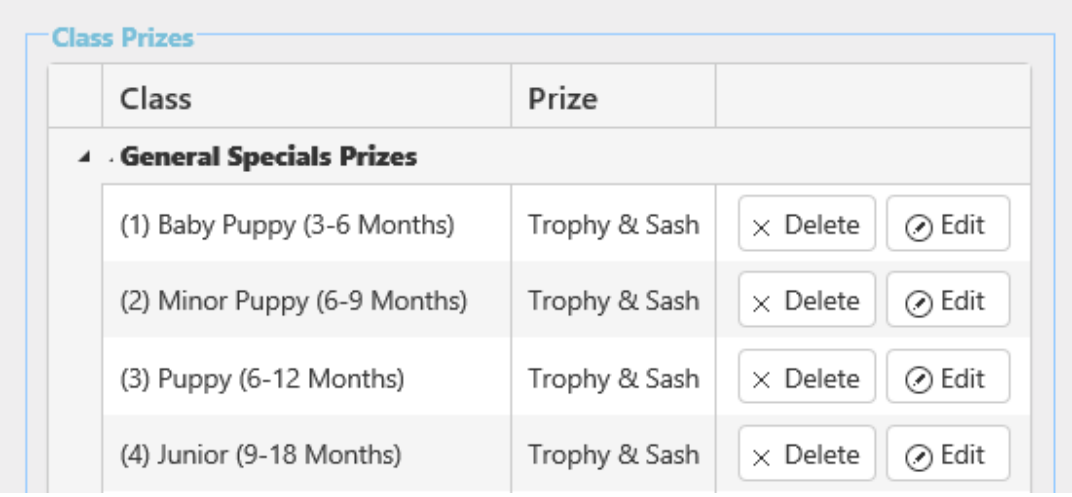
When you have more than 1 judge in a given group and you add a new judge, fill in the same required details but just remember to only select 'Group Specials' option for 1 judge in the group.

HINT: Don't forget to select 1 judge as the General Specials Judge.

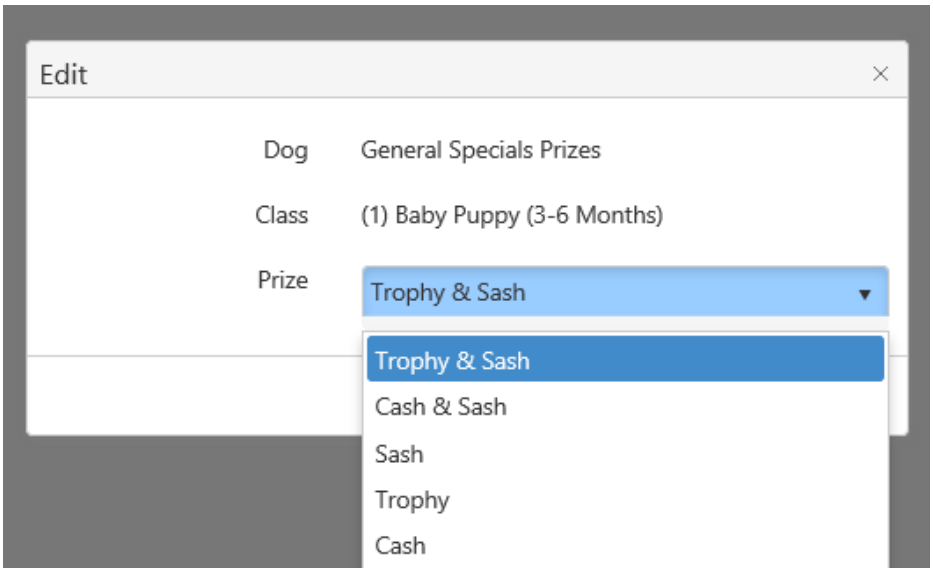
When all the judges are configured click on the 'Next Step (Add Class Prizes)' button.

3.5 Step 5 Add Class Prizes

The class prizes are separated into 2 sections, 'General Specials Prizes' and 'Group Prizes'. You may need to scroll down the page to view the 'Group Prizes'.



All the class prizes will already be set from the selection on Step 1, however if a prize is different for a particular class it can be updated by clicking the 'Edit' button on the appropriate record.



Once all the Class Prizes are complete click on the 'Next Step (Add File Attachments)' button

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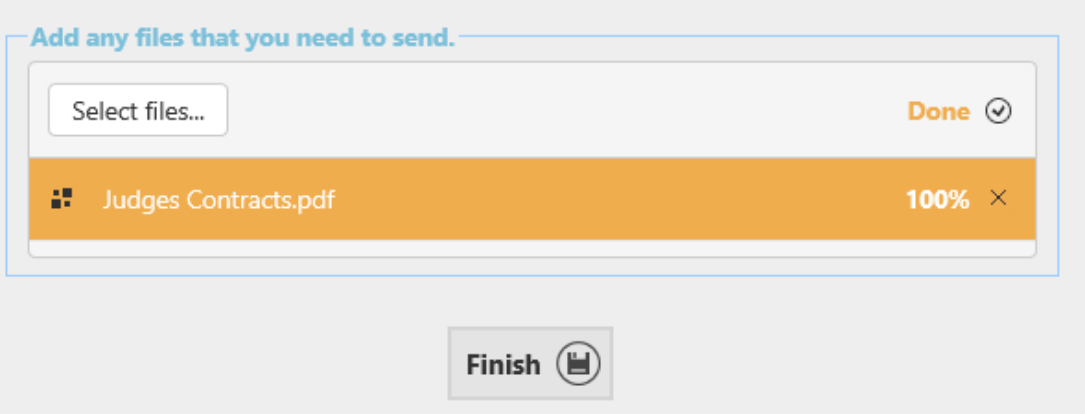
3.6 Step 6 Add File Attachments

You can attach any document that you would like to send to Dogs QLD, this might include items like a sponsor's logo or a scanned copy of your Judges Contracts.

To add a file click on the 'Select Files...' button and the load the file that you want to send.

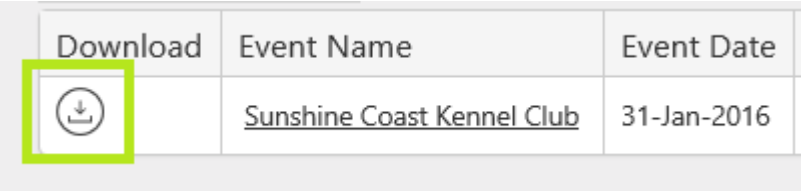


HINT: When adding document please wait until they are 100% uploading before clicking on the 'Finish' button.

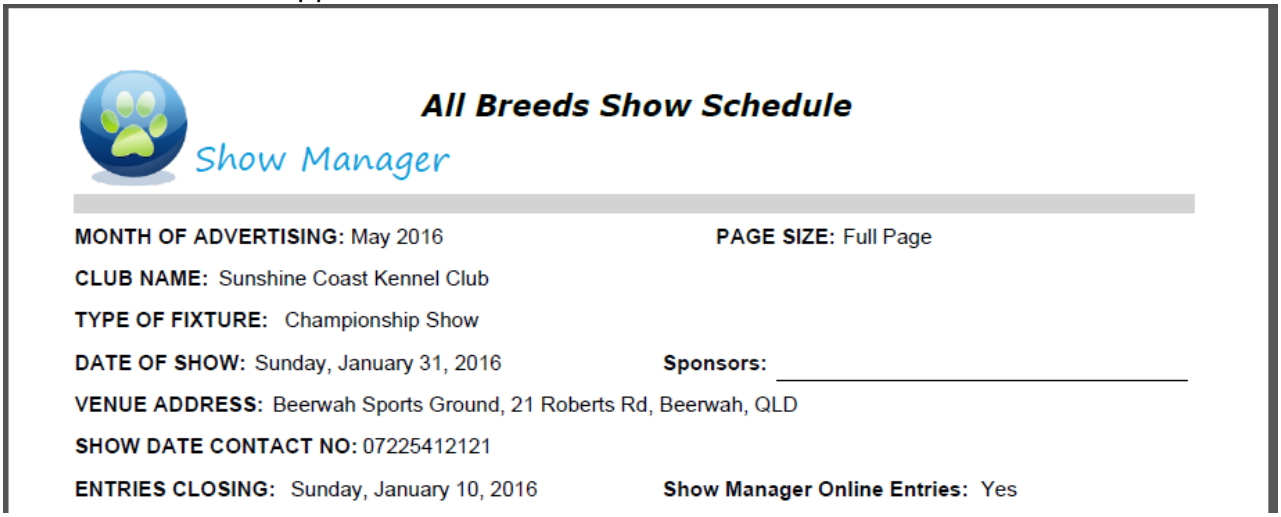
This is the last step, click on the 'Finish' button.

3.7 Review & Submit Schedule

The schedule application form is now ready to be downloaded. From the list of Schedules click on the 'Download' icon to the left of the event's name.



Print and review the application form to ensure all the information is correct.



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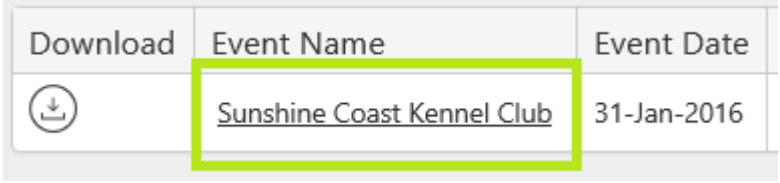
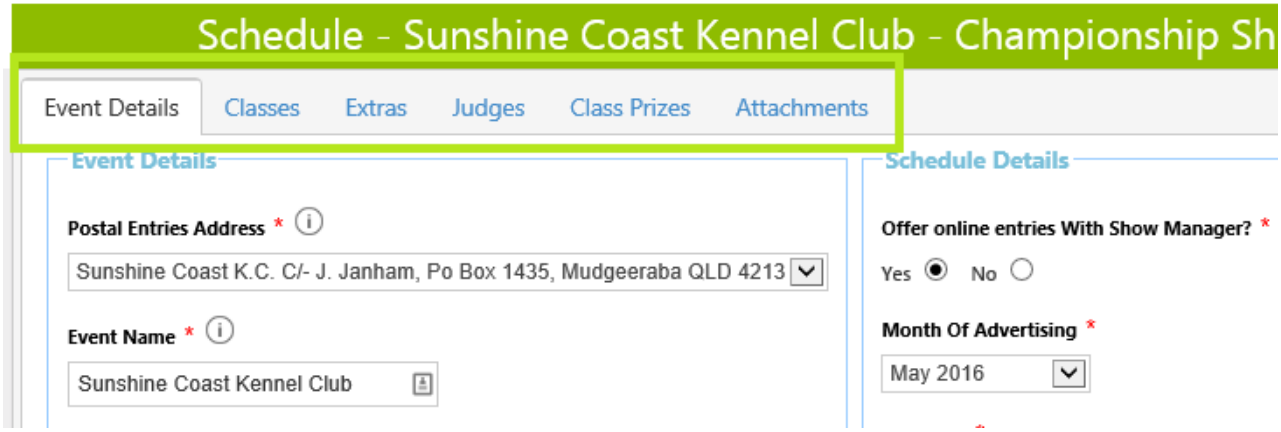
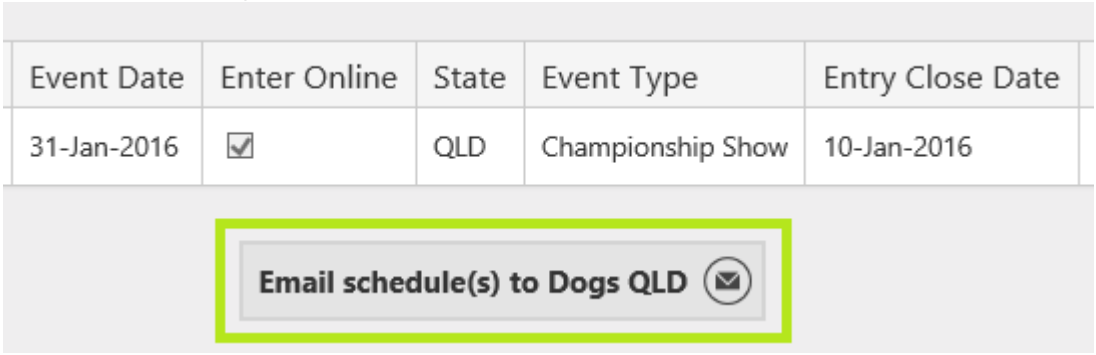
If you need to make any adjustments click on the Event Name in the list of schedules.



Along the top of the Schedule page there is a tab for each of the step completed when first creating the schedule. Any part of the schedule is able to be modified.



Once all the schedules have been reviewed and are ready to be sent to Dogs QLD click on the 'Email schedule(s) to Dogs QLD' button. This will send a copy of the schedule and also any attachment to Dogs QLD.



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