Show Manager

How To Get Started

help@showmanager.com.au

1 Introduction

Thank for choosing Show Manager as your online entry provider, this manual will help you get the most out of the system.

Show Manager has 2 subscription levels, a free account and a paid premium account. The free account has all the same features as the premium account with 1 extra benefit, the premium account will also allow you to print entry forms. When you first register on the site there is a 90 day free trial, you can use this time to evaluate the system, once the 90 day trial is complete the only reason to pay for the premium account is if you want to continue to print entry forms.

The menus have been designed to make it easy for you to navigate through the system and give you an indication of what you need to do next when a task has been completed. As a new user of the system you will also have an information bar at the top of the page guiding you on what you need to do next.

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

To get started the first thing you need to do is register a user account.

2   Register

When you register a user account select a 'User Name' and 'Password' that you will commonly remember, the User Name does not have to be your Membership Number. All fields with the red asterisk are required.
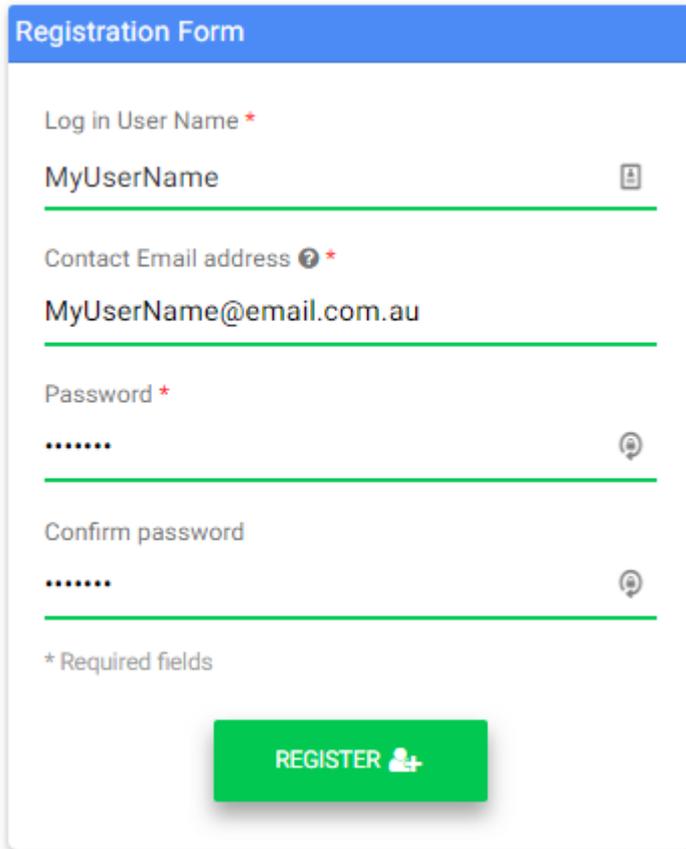
Registration Form

Log in User Name *

MyUserName

Contact Email address ❓ *

MyUserName@email.com.au

Password *

••••••••

Confirm password

••••••••

* Required fields

REGISTER ❗

Once you have entered all the required fields click on the 'Register' button and a verification email will be sent to the email address you used when registering. Check your email client for the verification email and then click on the verify your account link, once clicked your account is now verified and you are able to log in and setup all your dogs. Click on the 'Log in' link to continue.

MyUserName Account Verified!

Congratulations your account is verified.

LOG IN   to continue.

- Download the Quick Start Guide
- Click here to read more Getting Started Guides

Now that your account has been verified the system will require some more information about your self to be stored in your user account. Your Name and Contact Details will always used when there is a need to create an envelope, receipt or list your name on one of the many catalogue reports. At this point you also have the ability to join the Mentor Program and request a Mentor. When all the fields are complete click on the 'Save' button at the bottom of the page.

User Details

User Display Name *

MyUserName

Title *

First Name *

Last Name *

Default Event Type *

Show

Contact Details

Email Address *

MyUserName@email.com.au

Street *

Suburb *

Post Code *

State *

State Zone *

None

Phone

Mobile

My Area

3   My Area

The 'My Area' module contains all of your own personal data that can be accessed only with your secure user account. 'My Area' is used to manage your normal day to day functions and such as;

- Maintaining Dogs
- My Events
- Entering Results
- Tracking Judges
- My Clubs
- Junior Handlers

Before we can get started entering events we first need to put all your dogs into the system, click on 'My Area' from the menu and the click on 'My Dogs' .
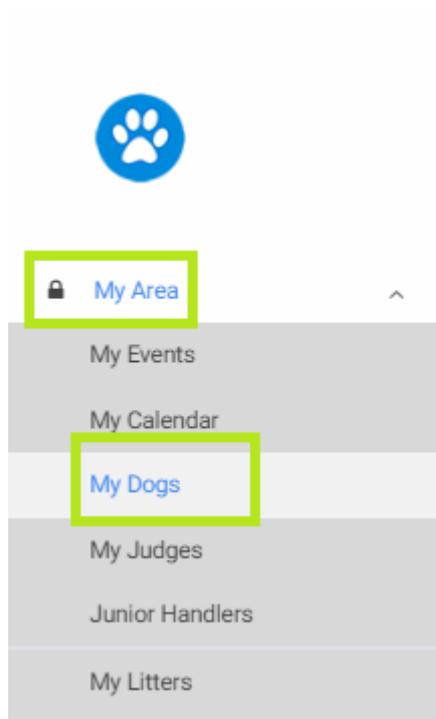
3.1   My Dogs

'My Dogs' contains a list of all of your dogs, this is where you add and update all your dogs details, only you are able to edit your dogs details. 'My Dogs' also links into the Dogs Results and from here you have the ability to create an Application for Title form if your state supports it. Click on the Dogs Registration Number to view more details about the dog. The list also contains 2 shortcut links to edit the dogs details and also view the dogs results.

Inactive Dogs are the dogs that you want to remain in the system but may no longer be creating entries for them. This is handy for the dogs that you are not competing with any more and you still want to retain all their results and details but you want to remove them from the list of dogs when you are creating your entries.

My Dogs

ADD NEW DOG +

Active Dogs

Actions	Registration #	Short Name	Full Name	Owner	Breed	Gender	Date of Birth	Age
Results Edit	000001	Lassie	SUP CH Lassie	1234567899 John Smith	German Shepherd Dog	Male	01-Feb-2007	Y:11 M:1 D:4
Results Edit	0987654321	Snoopy	Snoopy	1234567899 John Smith	Bull Terrier (Miniature)	Female	08-Jul-2010	Y:7 M:7 D:28
Results Edit	4100123450	Yeller	Ch Ol Yeller	1234567899 John Smith	Bull Terrier (Miniature)	Female	09-Jul-2015	Y:2 M:7 D:27

Inactive Dogs

Actions	Registration #	Short Name	Full Name	Breed	Gender	Date of Birth	Age
Reactivate	1234567898	Timmy	CH Fantastic Timmy	Bull Terrier (Miniature)	Male	01-Aug-2017	Y:0 M:7 D:4

|◄ ◄ 1 ► ►| 1 - 1 of 1 items

To get started lets add dogs into the system.

3.1.1   Add New Dog

- From the menu click on 'My Area' then click on 'My Dogs'.
- Click on the 'Add New Dog' button.

ADD NEW DOG ✚

When adding in a new dogs it's always handy to have your dogs registration papers to ensure all the correct details have been entered. There are 3 tabs in the dogs details to help logically separate the dogs information.

Main Details   Pedigree   Advanced Options

Main Details Tab
- Enter all the Dogs details as per the Dogs Registration papers.
- If there are many owners for the dog enter the Co-Ownership name into the 'Owner Name' field. Always use the registration number and name that is on your dogs registration papers.
- Only complete the 'Dogs Sports' Sections If you are competing in Dog Sports (Agility, Obedience, Rally … etc).

Advanced Options Tab
The 'Colour' and 'Height' setting are often used in specialty breed shows when this information is required. In the 'Notes' section are you able to write any notes that you may need to keep against the dog.
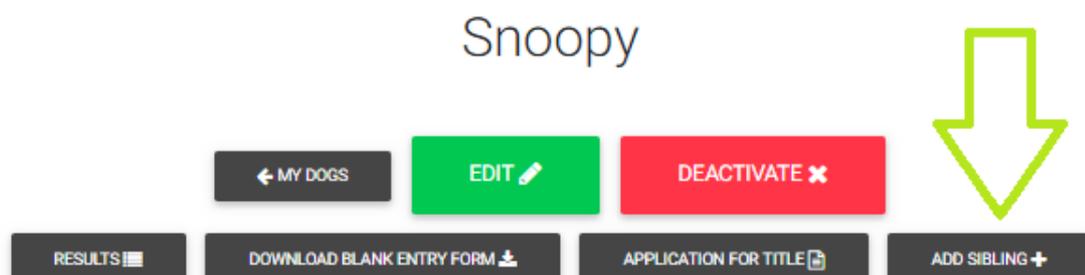
Pedigree Tab
The Pedigree Tab is used to put up to 3 generations of your dogs pedigree into the system. This information can be used when Show Manager is providing a catalogue service and a 3 generation pedigree catalogue is required.

- Once all the fields are complete click on the 'Save' button at the bottom of the page.

CANCEL ↻   SAVE 💾

After you have saved the dog you will be taken to the dogs details page, If you have another sibling to add into the system you can also select the 'Add Sibling' option, this will create a new dog with all the same setting as the sibling.

Snoopy

← MY DOGS   EDIT ✏   DEACTIVATE ✖

RESULTS ☰   DOWNLOAD BLANK ENTRY FORM ⬇   APPLICATION FOR TITLE 📄   ADD SIBLING ✚

3.1.2   Dog Details

From the 'My Dogs' page click on the Registration Number of any Dog to view the Dogs details.

The Dogs Details page contains a read only view of all of the dogs information. At the top of the page there are a few options available for the dog.

- My Dogs - Click on this button to go back to the list of all your dogs.
- Results - This will take you to the dogs results page where you can easily keep track of your dogs results and points.
- Download Blank Entry Form - From here you can download a blank entry form with all your dogs details however there is no show information included on the entry form. (Premium Subscription Only)
- Application For Title - This will allow you to take all the results that have been entered and then print off an official Application for Title form that you can send in the post.
- Edit - Edit the dogs details if you need to make any corrections. This is typically used when the dog has gained a new title and you may need to update the dogs registered name.
- Add Sibling - Provides you with an easy way to add a new sibling to this dog into the system, it will use all the same details as the sibling but leave the Registration Number and Name of the dog blank,
- Deactivate - This will remove the dog from the list of dogs when you are creating your entries. Handy for dogs that you are no longer competing with but still want to keep in the system.

HINT: *If you want to keep some spare entry forms handy click on the 'Download Blank Entry Form' button and print out a few copies. (Part of the premium subscription)*