

Online Entries for Sale Show: Individual Entry

These instructions apply to entries placed by an individual for themselves and/ or people connected to them (eg family members).

Refer to Group Entry instructions where several people are to be entered in the same Class/Classes (eg teachers placing entries for a number of students).

IMPORTANT:

Credit Card payment is the only option to complete an online entry. Please have your credit card details ready before starting, since this program does not give you the option of saving a draft of your entries.

Payment must be accepted for the entry to be completed. If you log out without completing the entry, none of the information you have entered will be available next time you log in.

Using Google Chrome browser, go to showday.online

Login/ Register (top R of screen):

Initially, you will need to create an account. Mandatory fields to create the account are:

Email address, Password (*keep a note of these for future log in)

First name, Last name

Country

Street address, City, Postcode

Mobile number: NOTE that a landline number will be accepted in this field if preferred.

When logged in:

1. Select 'Australia' in dropdown list located next to your login name (top right of screen).
2. Click on OPEN ENTRIES and scroll down to SALE SHOW, click on PROCEED TO ENTRIES.
3. The 'Show Notes' page for Sale Show will open, which provides general information relating to the entire Show.
The 'Documents and Downloads' tab provides a list of PDFs that provide information relating to details of specific competitions (eg the various VAS Competition rules and requirements will be listed here).
4. Click on PLACE AN ENTRY.
5. Click on SELECT INDIVIDUAL ENTRY (unless you are entering for a group such as a school grade, in which case, refer to the Group Entry instructions).
6. Select Entrant Name from drop down list (OR this is where you can Add New names for other family members etc).
7. Select Exhibit Type from the options available:
 - a. 'Horses and Cattle' to be selected for any of the Classes in the following Areas: Arena (horses), Beef Cattle, Beef Cattle Handlers, Dairy Cattle, Dairy Cattle Handler & Ridley Calf.
When you select 'Horses and Cattle', an additional required field will appear for the Exhibit Name (ie the name of the animal entered). If the animal's name is not relevant (eg for Cattle Handlers' Classes) 'n/a' can be entered to satisfy the required field.
 - b. 'Farm Animals' to be selected for any of the Classes in either of the Fleece Wool and Poultry Areas.
 - c. 'Pavilion/ Indoor Display' to be selected for Classes in any other Areas.

8. Click on SELECT CLASSES (located underneath the Summary of Entries).
 - a. Click on the drop down arrow on the 'Select' box (Left hand side of screen, under 'Select Classes for Entry').
 - b. Click on the Area that contains the Class you wish to enter. Read and accept any Entry Notes that pop up.
 - c. A list of Sections will appear that apply to the Exhibit Type that you selected in the previous step. Each section can be expanded by clicking on the + icon next to the section name.
 - d. Drill down through the lists under this Exhibit Type to find the Classes that are to be entered under this entrant's name (or this combination of entrant and exhibit name in the case of horses and cattle).

You can enter more than one Class at this stage, but they must all be for that entrant (or entrant/ animal combination) and will only be for that Exhibit Type. See step 9 if other options are required.

Click on the circle on the left hand side of each of the Classes that are to be entered.

As you do this, each Class will appear in the Summary of Entries list and an Exhibit Name box will appear for additional information relating to that Class. Entrants entering Decorated Cakes or Students Decorated Cakes are asked to use this box to advise the cake board size and/or number of tiers in the Wedding Cake Class.
 - e. If a **required field** pops up because there are some Classes within the Area that require further information (the Classes' numbers where the extra information is required will be indicated):
 1. complete where relevant,
 2. use 'n/a' to satisfy the required field if not applicable.
9. Do you want to include more Entrants, more Exhibits or more Entry Types?
 - a. If another entrant's name or entrant/exhibit combination or another Entry Type is to appear on this entry, click on ADD ANOTHER ENTRY (located under the Summary of Entries list). Change the Names and Entry Type in the relevant boxes as needed (refer steps 6 & 7 above), and then repeat the process in step 8 above for this person/ combination.
 - b. Continue this process for each entrant and/or entrant/exhibit combination and/ or Exhibit Type until all the entries are completed.
10. Click on FINISHED ADDING CLASSES.
11. Continue to the 'Payment' page. Read the Showday Online Terms & Conditions (which will open in another window). Close the Terms & Conditions window and tick to agree.

Enter your credit card details and click on 'Pay Now'.
12. You will receive an acknowledgement email listing the Classes that have been entered.

In addition, after your entry has been accepted by Sale Show personnel, you will receive a Confirmation email providing your invoice that will include your entry numbers. A PDF will be attached to the Confirmation Email, which will contain exhibit labels for Exhibition Pavilions and Carrot Cake Competition Classes if you have entered any of these. Cut the labels out and attach the relevant label firmly on the front* of the corresponding Exhibit, so that it will be visible to the judge.

*Photography is the exception, where labels and name and phone number should be placed on the back of the exhibit.

Online Entries for Sale Show: Group Entry

These instructions apply to entries placed for several people who are all being entered in the same Class/Classes (eg when teachers place entries for a number of students).

Showday Online has produced a youtube video, which you may find helpful for Group Entries. The video was produced for another Show, so the Classes in the video are different to those at the Sale Show, but it may assist with understanding the Group Entry process. _Go to: www.youtube.com/watch?v=Ojz3IKMAQYs

IMPORTANT:

Credit Card payment is the only option to complete an online entry. Please have your credit card details ready before starting, since this program does not give you the option of saving a draft of your entries.

Payment must be accepted for the entry to be completed. If you log out without completing the entry, none of the information you have entered will be available next time you log in.

Using Google Chrome browser, go to showday.online

Login/ Register (top R of screen):

Initially, you will need to create an account. Mandatory fields to create the account are:

Email address, Password (*keep a note of these for future log in)

First name, Last name

Country

Street address, City, Postcode

Mobile number: NOTE that a landline number will be accepted in this field if preferred.

- If you are a **teacher or a group leader** placing an entry for a group, **please also put the name of the group or school in the 'Company' box when registering.**

When logged in:

1. select 'Australia' in dropdown list located next to your login name (top right of screen).
2. Click on OPEN ENTRIES and scroll down to SALE SHOW, click on PROCEED TO ENTRIES.
3. The 'Show Notes' page for Sale Show will open, which provides general information relating to the entire Show. The 'Documents and Downloads' tab provides a list of PDFs that relate to requirements of specific competitions.
4. On the Show Notes page, Click on PLACE AN ENTRY.
5. Click on SELECT GROUP ENTRY
6. Fill in the Group Entry Description
7. Name of Entrants: enter a list of all individuals who will be entering a particular Class (eg a list of all the year 1 students entering a drawing in Class number 8102). Use the following guidelines to enter information correctly (either by typing directly or by copying and pasting from an Excel spreadsheet):
 - a. If you choose to type directly into the box, each entrant's name must be followed by a comma and then the group's/ school's name, then press Enter before typing the next name, group name. For example:

Fred Younger, WoopWoop Primary

Tess Elder, WoopWoop Primary

Jane Whittle, WoopWoop Primary

- b. If you choose to copy and paste from an Excel spreadsheet, you will be taking information from **two columns** in the spreadsheet. The entrant's given name and family name **MUST** both be contained in the first column. *(If you try to use separate columns for family name and given name, an error will be created and you will not be able to complete the entry.)* The school/ group name should be placed in the second column. The comma is still needed between the entrant's name and the group's name, as in step 7a above, for the program to allocate information correctly. This can be either placed after each student's name or before each school/ group name in your spreadsheet.

When pasting the information into Showday Online, use 'Paste as Plain text'.

8. Click on SELECT CLASSES (located underneath the Summary of Entries). You will be taken to a new page, where you will find a drop down box to select the Class/es for this group of entrants.
- a. More than one Class can be selected, but each Class must apply to every person in the list of entrants that you have provided in step 7 above. To select the Class/es, click on the circle on the left hand side of each of the Class/es that are to be entered.
- b. As you do this, each Class will appear in the Summary of Entries list (with the number of entrants indicated).
- c. If you want to enter a different group of Entrants for some Classes, click on ADD ANOTHER ENTRY (located under the Summary of Entries list).
- i. Repeat the steps above for each new combination of entrants.
- ii. Continue this process for each combination of entrants and Classes until all the entries are completed.
- d. If a Required Field box pops up (this is likely to occur if the selected Classes are from the Students' Cookery or the Photography Areas), the required field can be satisfied by inserting 'n/a'. Note that VAS competitions (which require a D.O.B.) are not available to Group entries. If any members of your group wish to enter the VAS competitions, they must use an Individual Entry.
9. Click on FINISHED ADDING CLASSES.
10. Continue to the 'Payment' page. Read the Showday Online Terms & Conditions (which will open in another window). Close the Terms & Conditions window and tick to agree.
Enter your credit card details and click on 'Pay Now'.
11. You will receive an acknowledgement email listing the classes that have been entered.
In addition, when the entry has been accepted by Sale Show personnel, you will receive a Confirmation email that will provide the entry's invoice, including entry numbers and an attachment containing Exhibit labels (labels only for Exhibition Pavilion and Carrot Cake Classes.)
In the label attachment, there will be one label for each Exhibit.
- i. This should be placed on the front* of the Exhibit so that it is visible to the judge and stewards.
*Photography is the exception, where the label should be placed on the back of the exhibit.
- ii. Please also ensure that the Entrant's name and Group/ School name is placed on the back of the Exhibit (where it will not be visible to the judge). This will assist with returning the Exhibits correctly after the Show.

LABEL PRINTING FOR SCHOOLS:

We have modified the way that labels will be printed at the office with the aim of overcoming some of the frustrating issues that arose in the past with large school entries.

If you represent a school with many entries, you are likely to prefer that the Sale Show's office print out the adhesive Exhibit labels for your group. In this case, please notify the Showgrounds office as soon as possible to arrange a pickup time.

Please allow sufficient time for the label printing process to take place if you would like our office to do this.

For more information, phone 0494147367 or email booking@saleshow.com.au