

## ON LINE ENTRIES INSTRUCTIONS



Log into <https://entries.theshow.com.au/> - (See tips below for additional information)

1. First create an on line account. (You will receive an email immediately allowing you to verify and login)
2. Use your email address and password to log in. If you forget your login details click '**Send Reminder Email**' any time to receive the details of your login via email.
3. Complete your company or personal details. This will only be required once and can be edited from the menu at any time.

	Section	Class	Entry Name	Status
<a href="#">View</a>	ANGORA	47 - Commercial Doe, under 26 months.		Online Submitted
<a href="#">View</a>	BEER	1a - Reduced Alcohol (Less than 3.5%) Packaged, Lager.		Online Submitted
<a href="#">View</a>	BEER	5a - Mr. Beckett, Australia, Pale Ale	Test	Online

4. '**Home- My Entries**' will show a summary of any entries added or submitted. You can log out and come back to your saved entries at any time.

- Click **'Add Entry'**, select the Category and then the Section you wish to enter.

Please select a schedule :

Livestock

ANGORA  
 BEEF CATTLE  
 BOER GOATS  
 DAIRY CATTLE  
 LED STEERS  
 SHEEP

- You will be presented with a list of options based on your selection

**HORTICULTURE CLASSES**

Please select the class you'd like to enter.

Category: AUSTRALIAN NATIVE BLOOM or CUTS

**OPEN SECTION**

368 - Australian Native Plants, in bloom, including hybrids, three single blooms or cuts of one species.	<a href="#">Create Entry</a>
369 - Australian Native Plants, in bloom, family proteaceae, three blooms or cuts, of one species.	<a href="#">Create Entry</a>
370 - Banksia, one bloom or cut.	<a href="#">Create Entry</a>
371 - Grevillea, one single cut.	<a href="#">Create Entry</a>
372 - Callistemon, hybrid accepted, one single bloom or cut.	<a href="#">Create Entry</a>

- Click on **'Create Entry'** and fill in any required fields.
- Click on **'Create Entry'** to complete and use the left menu item to return to the home screen (*this will need to be repeated for any additional entries in the same class*)

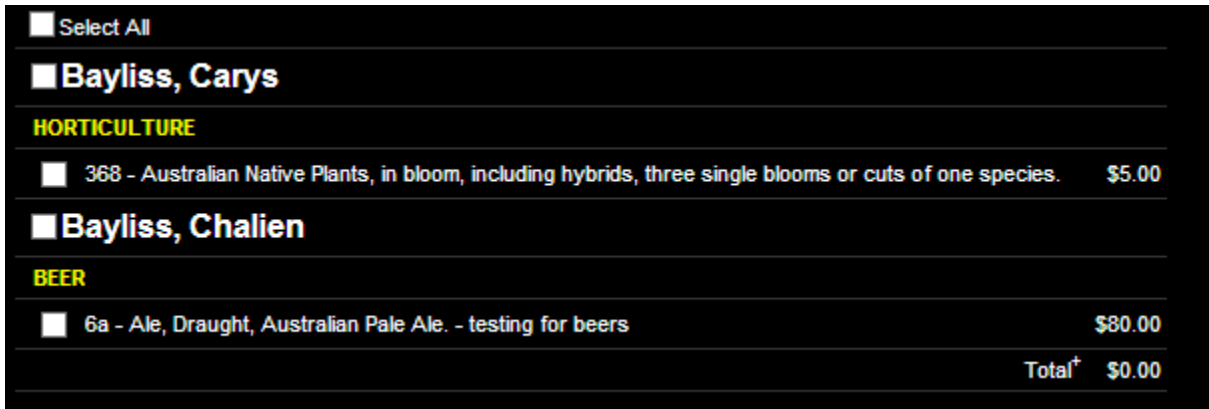
View Entries (Hide Details)

	Section	Class	Entry Name	Status
<a href="#">Edit</a>	HORTICULTURE	368 - Australian Native Plants, in bloom, including hybrids, three single blooms or cuts of one species.		Online In Progress
<a href="#">View</a>	SHEEP	115 - Lamb Production Class.		Online Submitted
<a href="#">View</a>	WOODCUTTING	5 - Underhand Handicap.		Entered

No animals for this exhibitor

- The status of the entry will be shown on the right. Online in progress has not been paid for, Online submitted is awaiting verification and Entered has been confirmed.

10. To submit and pay for your entries either in full or partially, click on the 'Pay & Submit' link. Select the classes you wish to pay for and submit.



<input type="checkbox"/> Select All	
<input type="checkbox"/> Bayliss, Carys	
<b>HORTICULTURE</b>	
<input type="checkbox"/> 368 - Australian Native Plants, in bloom, including hybrids, three single blooms or cuts of one species.	\$5.00
<input type="checkbox"/> Bayliss, Chalien	
<b>BEER</b>	
<input type="checkbox"/> 6a - Ale, Draught, Australian Pale Ale. - testing for beers	\$80.00
	Total* \$0.00

11. Ensure the terms and conditions are accepted and click 'Payment Details'  
12. If Catalogues or other additional items are required select and add.  
13. Press 'continue' and review the summary page. 'Continue' and enter payment detail.  
14. Once payment has been made an email summarizing your entries will be sent.

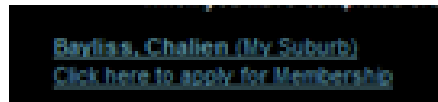
#### TIPS

**To use the same login to add entries under the name of another exhibitor** – Click 'Add New Exhibitor' and complete the details for the new entrant. Once you have more than one exhibitor listed the system will ask you to specify which is attached to any new entries.

**If you create entries that you do not need** – Only pay for entries you would like to submit. Any unsubmitted entries will not be accepted but can be marked in error with notification to the office.

**All Entries must be submitted and paid for prior to the close of entries** – any marked as on line in progress are incomplete.

**To edit your personal details** – At the home page click on your name.



**Please call us!** –If you experience any problems at all with your entry please call so that we can assist. Once the sections has closed, late entries will only be accepted under the late entry option.