SHOWDAY ONLINE HOW TO GUIDE

Welcome to Showday Online. Below are step by step instructions to guide you through the process of using the Showday Online entry platform.

1. Creating an Account:

a. If you're a first-time user, click on the "LOGIN/REGISTER" button located in the top right-hand corner of your web browser. If you are entering via a mobile device or tablet this button may appear as "LOGIN".

b. Enter a valid email address.

c. Create a password with a minimum of 8 characters.

d. the Required details and click "CREATE AN ACCOUNT". NOTE: you only need to do this once; next time you will login as a returning user.

2. Logging in:

a. Users Who have already created an account should "LOGIN" with their email address and password.

b.   If you're forgotten your password, use the "Reset my password" option and follow the instructions supplied.

c. If you are unable to proceed, contact support@showday.online or call 1800032394 and notify the Shepparton Show Office.

3. Selecting the Event:

a. After logging in you should automatically be taken to the Shepparton Show event page.
b. If in Shepparton Show event page <u>does not</u> automatically appear, select "ALL EVENTS". Then Select "SHEPPARTON SHOW" as the event you wish to enter.
c. From this page you can do one of two options:
    i. Click the "PLACE AN ENTRY" red button to make an individual or group entry, or.
    ii. Click of the '>" arrow under the "ENTRY" heading of the Competition you which to participate in, or to make a Membership Application.

4. Individual Entry:

a. For first-time users, create an Entrant profile by providing the entrant's name. This is where you can create a profile for each of your family members. Other fields are optional; only the first and last name are required.
b. Click "ADD NEW ENTRANT" to save the details for future use.

5. Group Entry:

a. Enter the organization's name and list all exhibiting members under "name of entrants".

6. Selecting Classes:

a. Choose from the following "EXHIBITS TYPE(S)".
    i. **Miniature Horses & Ponies: Mini Horses & Ponies, Small/Little Horse, Small Shetlands, Led Pintos**
    ii. **Dairy Cattle**
    iii. **Goats: Boer Goats, Dairy Goats**
    iv. **Homecrafts: Cookery, Crafts, Arts, Photography**
    v. **Horticulture**
b. Choose "SELECT CLASSES"
c. Select the desired Section for entry and read the Section Notes before proceeding.
d. Tick the box at the bottom to accept the Entry Notes. You may read these at any time by selecting the "READ NOTES" button or finding the PDF Schedule on our website.

7. Entering Details:

a. Expand the Section by clicking the "+ "sign to see the Sections Classes.
b. Click the circle next to the Class you wish to enter.
c. Adjust the quantity counter "-"and "+" signs for multiple items in the same class.
d. Use "NA" (Not applicable) for fields that don't apply where necessary.

8. Finalizing Entries:

a. Once you've selected all classes for one section, choose to "ADD ANOTHER ENTRY" if needed or click "FINSHED ADDING CLASSES".
b. Select any EXTRAS you may wish to purchase and click "FINISHED ADDING EXTRAS" or
c. Skip the EXTRAS screen by selecting "FINISHED ADDING EXTRAS"

9. Confirmation:

a) Confirm agreement and submit your entries.
b) A confirmation email will be sent; please check your inbox (and junk mail folder if necessary). The Shepparton Show Association will be in touch if anything else is required.

Thank you for using our new entry system! If you have any questions or encounter any issues, contact support@showday.online or contact the Shepparton Show Office.
Please note as part of our Terms and Conditions we cannot accept entries by phone!!