

# How to register online for TRADE, SPONSORSHIP or MEDIA ACCREDITATION at Fiber Fresh Taupo Christmas Classic 2014

Please remember this is being trialed and is currently geared to riders and horses entering online so some of the words used such as classes and competitors do not apply.

**Classes = Options and Competitors = Business in your terms.**

1. Go to <http://www.main-events.com/> and login upper right. If you are not a registered user, then click on the REGISTER button and follow directions. Wait for the activation email.
2. Once logged in, from the home page click on TRADE, SPONSORSHIP & MEDIA on the front Online Entry page.

Starts	Event name	Location	Status
7 Dec 2014	<a href="#">Show Hunter Waitemata</a>	Woodhill Sands, Auckland, New Zealand	Open now
18 Dec 2014	<a href="#">TRADE, SPONSORSHIP &amp; MEDIA - for Taupo Christmas Classic</a>	Taupo, Bay of Plenty, New Zealand	Open now

3. From the show page that opens, click on the ONLINE ENTRY tab on the far right.

★ TRADE, SPONSORSHIP & MEDIA - for Taupo Christmas Classic

Details [News](#) [Documents](#) [Classes](#) [Competitors](#) [Photos](#) [Contact](#) [Online Entry](#)

## Details

4. In the DETAILS page that opens, scroll down until you are at the bottom of the page and then click on ENTER NOW.

## Online Entry Steps

- **Step 1:** Add class entries
- **Step 2:** Add miscellaneous items, e.g. stabling, schedules, etc
- **Step 3:** Customer and general entry information
- **Step 4:** Contact details

Enter Now!

5. As this process is being trialed from the existing online entry, the wording used will be “classes” but you can ignore that.

In this step, click on the CATEGORY you are entering. If you are entering two categories, you can come back to pick another category later in the process.

## Step 1: Class registration

Adding class entries is an easy 5 part process - select category, select competitors, enter competitor information, select classes, and confirm.

### Part 1: Select Category

Food Court (4 classes)

Trade Sites (9 classes)

Sponsorship (4 classes)

Media Accreditation (5 classes)

- Likewise, in the next step ignore the word class and competitors. Instead of selecting a horse and rider for a class, you are selecting a business and manager/person responsible. The process is the same.
- Click on ADD A NEW BUSINESS (unless this is your second time through the process in which case your business will already be listed in the Business drop list).

### Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the Media Accreditation category.

Use the drop down lists to select which competitors you want to enter.

Business

+ Add a new Business

Continue - Add/Edit Competitor Info ▶

- The first step in adding a new business is to put in your business name. This should be your official business name that you trade under.

#### Add Business

To create a Business, you need to search our database first to see if it already exists.

\* Name:

My Business Name

Search

Cancel

- Click on SEARCH. The website then checks to make sure the business isn't already registered – which it won't be so then you are creating the new business and must define your relationship to the business – eg Manager. Just pick a reasonable match. It is not vital so if nothing fits ... choose IT'S ME!

Click on SUBMIT!

- The small form closes and you are back at the first step, and your business name should now appear in the BUSINESS drop list. If it doesn't, wait as there may be a delay in refreshing that page.
- Once you see your business name, then pick it from the drop list and click on the green button to CONTINUE – ADD/EDIT COMPETITOR INFO.

## Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the Media Accreditation category.

Use the drop down lists to select which competitors you want to enter.

Business My Business Name + Add a new Business

Continue - Add/Edit Competitor Info ▶

12. In the next stage of online entry, you will be asked to fill in details about your business. The questions you will be asked will depend on what category your selected. For example, if you are a food vendor, then you will be asked about your food license. If you are media, you will be asked what publications you work with.

## Part 3: Competitor Information

Below are the various competitors you have selected for online entry. You must enter all the required information before you can continue and select the classes you want to enter.

\* denotes a required field.

### My Business Name (Business)

Name	Value
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">✎</span> <span style="color: orange;">*</span> Catalogue Name <span style="color: green;">?</span>	
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">✎</span> <span style="color: orange;">*</span> Staff Names <span style="color: green;">?</span>	
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">✎</span> <span style="color: orange;">*</span> Products/Services <span style="color: green;">?</span>	
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">✎</span> <span style="color: orange;">*</span> Publication/s represented <span style="color: green;">?</span>	
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">✎</span> Website <span style="color: green;">?</span>	
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">✎</span> Upload copy of LOGO <span style="color: green;">?</span>	
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">✎</span> Upload copy of ADVERTISEMENT <span style="color: green;">?</span>	

13. Anything highlighted with the yellow star is a required item and you must fill it in. To add or edit the information in view, you click on the blue button with the pencil on the left of the line.

This will popup a small box where you fill in the details. Be sure to click on the green question box to find out more tips or information to help you fill in the information.

**IMPORTANT** – be sure you tick to make the information public if you want riders to see it.

14. Fill in the information as appropriate. Some items might ask that you upload a particular file – eg logo. Follow directions on the screen. When finished, click on CONTINUE – SELECT CLASSES.

When filling in a website address, be sure to put in the http:// at the beginning as shown. This will then be a live link on the website that riders can click on to go to your website.

The Catalogue name is the name your customers recognize you by (like a trading as).

### Add/edit competitor info

Catalogue Name: ?

**Make this information public?**

Additional Notes:

Save Close

Products and services is meant to be 15 words or so describing what your business is. We hope to put in the catalogue.

### My Business Name (Business)

Name	Value
* Catalogue Name	Show Business
* Staff Names	Anne Vallance
* Products/Services	Show photography and website design.
* Publication/s represented	ESNZ Bulletin
Website	<a href="http://www.main-events.co.nz">http://www.main-events.co.nz</a>
Upload copy of LOGO	
Upload copy of ADVERTISEMENT	

Continue - Select Classes ▶

15. Under **Select Classes** (think options), select the ONE option that most closely suits your business. In our case, Photographer. Notice there is a fee of \$60 associated with the activity.

### Part 4: Select classes

Name	Option	Notes	EF
<input type="checkbox"/> 90 - Journalist	90	All press and journalists are required to report to the office and collect a name tag.	\$60.00
<input checked="" type="checkbox"/> 91 - Photographer	91	All photographers are required to report to the office and collect a name tag.	\$60.00
<input type="checkbox"/> 92 - Camera/Video Operator	92	All camera/video operators are required to report to the office and collect a name tag.	\$60.00
<input type="checkbox"/> 93 - Other	93	Please make it clear in the next step what your work at the show is about.	\$60.00

Continue ▶

Then click on the green button CONTINUE.

16. At this stage, you see an ENTRY SUMMARY. Click on the green button CONFIRM ENTRY AND CONTINUE TO NEXT STEP.

### Part 5: Entry Summary

This is a summary of your current entry.

Category	Media Accreditation	
Competitors	My Business Name (Business)	
Classes	91 - Photographer	\$60.00
		<b>Total: \$60.00</b>

+ Confirm this entry and add another Confirm this entry and continue to next step (fees) ▶

17. This next step is the fees area where you pick and choose what other things you might need – eg marquees, power, advertising etc.

## Step 2: Misc Items

\* denotes a required field.

Equipment and other fees - must be paid in full with booking

Name	Description	Price	QTY
Power (PW)	Power to trade site PER DAY. Be sure to include setup on Wednesday if required.	\$10.00 per day	4
Camping on site per person (CPP)	All people camping on site must pay \$5 a night. Multiply the number of people x nights and put in the QUANTITY. Eg 2 people x 4 nights = 8 in QTY	\$5.00 per person / night	0

Click on CONTINUE.

18. The CUSTOMER INFO screen that appears is the same for all – trade, sponsors and media so some items are not applicable – eg First choice or second choice applies to sponsors of classes and to trade but not to media.

## Step 3: Customer Info

\* denotes a required field.

First choice:

Second choice:

\* Date arriving at show:

\* Staying on grounds?:

\* Truck or Float Registration:

\* Staff names:

\* Emergency Contact:

Special offer at show?:

Other notes or requests:

19. Watch for the gold star where information is required and you cannot leave it blank.

The SPECIAL OFFER is your chance to make a special offer to riders at the show which can be promoted on your behalf.

When finished, click on the green button CONTINUE at the bottom of the page.

20. In the next step, you enter an address and phone details. To add your address, click on the blue ADD ADDRESS button on the upper right. Once you have added the address, you need to select it.

## Step 5: Payment

Please select a payment option:

Direct Credit

### Direct Credit Details

Please use the details below to make a bank deposit to pay for your show entry.

Bank Name:	You MUST pay 10% now to secure booking!
Account Name:	NZEF NEC
Account Number:	02-0428-0287292-25
Reference:	TRS2RDKK
Deposit Amount:	\$150.00

Confirm payment method and continue ▶

Enter phone and email (which may be different than your login email) details. And then click on the green CONTINUE button.

21. The next step is the payment option. You only have one option so tick the DIRECT CREDIT and then the direct credit details will appear below. CAUTION – you are not finished yet. Click on the green CONFIRM PAYMENT METHOD AND CONTINUE.

22. The FINAL step is to confirm the entry details as displayed in full from Step 6.

**Step 6: Summary and entry confirmation**

Please check over the complete details of your event entries and other details.

**NOTE:** Your entry hasn't been confirmed yet, you must accept the terms and conditions at the bottom of this page and then submit your entry.

**Contact Info**

**Name**  
Vallance, Rupert

**Email**  
rupert@longspring.co.nz

**Address**  
Longspring Stud  
PO Box 496  
Masterton  
5840  
Wairarapa  
New Zealand

**Customer Info**

Truck or Float Registration	DISTEL
Emergency Contact	0274820221
Staying on grounds?	yes
How easy was online entry to do?	ok
Date arriving at show	18 Dec 2014

**Online Entry Summary**

Completed entries +

**Media Accreditation**

My Business Name	\$60.00
1 class	

**Misc Items**

**Equipment and other fees - must be paid in full with booking**

4 x Power (PW)	\$40.00
----------------	---------

**Additional advertising - must be paid in full with booking**

1 x Quarter page advertisement - B&W (QPA)	\$50.00
--	---------

**Current total**  
**\$150.00**

### IF YOU NEED TO CHANGE SOMETHING

23. If on review, you decide you need to add something else, then use the ONLINE ENTRY SUMMARY area on the far right. If you want to change the option you selected (class) then click on the blue pencil button to the left of the option (eg My Business Name 1 class).

If you need to change or add a fee, then click on the blue pencil button on the right of MISC ITEMS which is the fees area that takes you to the customer info and address area if you need to change that.

24. If it all looks good, then scroll to the bottom of this page and tick that you are 18 years and older, have read the terms and conditions. Click on the green button CONFIRM AND SUBMIT ENTRY.

I am at least 18 years of age and I accept the [terms and conditions](#)

**Confirm and submit entry** ▶

Wait for it to PROCESS, and you will then see a message saying FINISHED!

You are done. You should now receive an email record of your entry. We will contact you with a full invoice and confirm your booking in early December.


To print your record of entry, right mouse click on the FINISHED page and choose PRINT.

# Finished!

Congratulations, you have completed the online entry and it has been submitted.


Please print this page for your own reference.

## Entry Information

User	 <a href="#">Rupert Vallance</a>
Entry Reference	TRS2RDKK
Name	Vallance, Rupert
Email	rupert@longspring.co
Postal	Longspring Stud

- Back
- Forward
- Reload
- Save as...
- Print...
- Translate to English
- View page source
- View page info
- Inspect element

## Payment Option

Bank Deposit	
Bank Name:	You MUST pay 10% now to secure booking!
Account Name:	NZEF NEC
Account Number:	02-0428-0287292-25
Reference:	TRS2RDKK 

C