### How to register online for

# TRADE, SPONSORSHIP or MEDIA ACCCREDITATION

# 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 <a href="http://www.main-events.com/">http://www.main-events.com/</a> 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.



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



#### **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

5. As this process is being trialled 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.

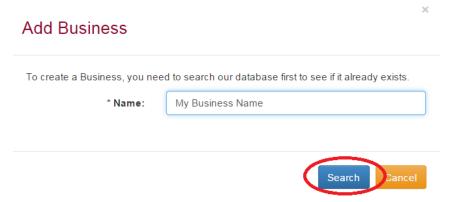
# Step 1: Class registration Adding class entries is an easy 5 part process - select category, select competitors, enter competitor information, select classes, and confirm. Part 1: Select Category Food Court (4 classes) Trade Sites (9 classes) Sponsorship (4 classes) Media Accreditation (5 classes)

- 6. 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.
- 7. 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 differen	t competitors that are required to enter classes for	in the Media Accreditation	on category.
Use the drop down lists to select when	hich competitors you want to enter.		
Business		· (	→ Add a new Business
	Continue - Add/Edit Competitor Info		

8. 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.



9. 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!

- 10. 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.
- 11. Once you see your business name, then pick it from the drop list and click on the green button to CONTINUE ADD/EDIT COMPTITOR 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 

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

\*\* \*\*Jatalogue Name \*\*Q\*\*

\*\* \*\*Staff Names \*\*Q\*\*

\*\* \*\*Products/Services \*\*Q\*\*

\*\* \*\*Publication/s represented \*\*Q\*\*

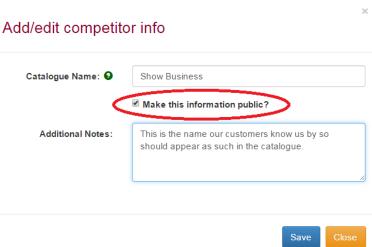
\*\* \*\*Website \*\*Q\*\*

Upload copy of LOGO \*\*Q\*\*

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.

Upload copy of ADVERTISMENT ②

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.

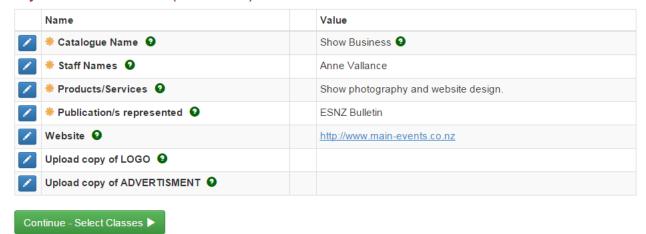
14. Fill in the information as appropriate. Some items might ask that you upload a particular file – eg logo. Follow directions on the screen. When finished, click on CONTINUE – SELECT CLASSES.

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.

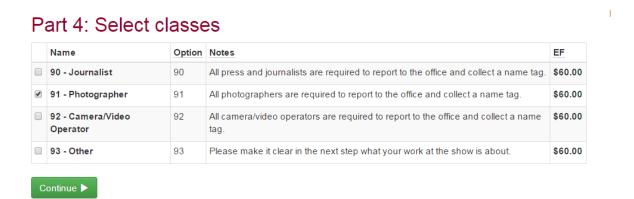
The Catalogue name is the name your customers recognize you by (like a trading as).

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)



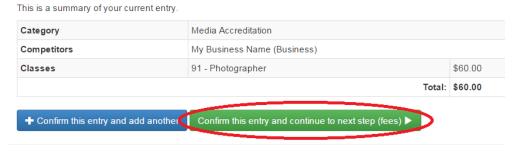
15. Under **Select Classes** (think options), select the ONE option that most closely suits your business. In our case, Photographer. Notice there is a fee of \$60 associated with the activity.



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



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

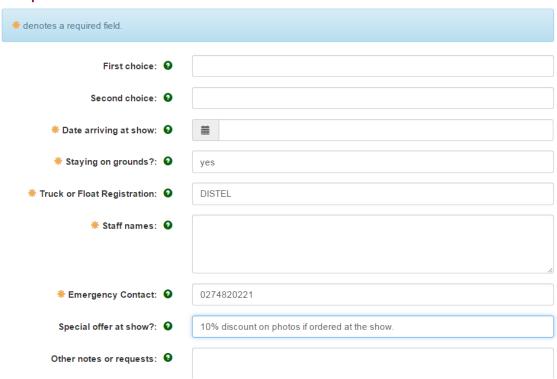
#### Step 2: Misc Items



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



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

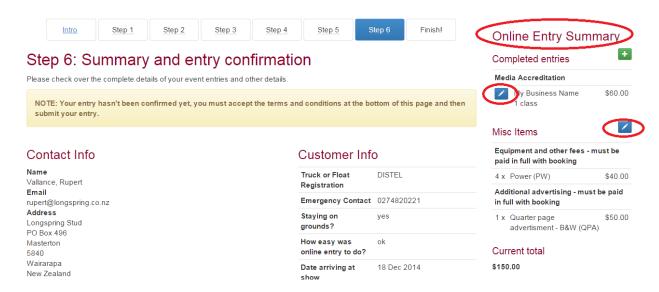
#### **Direct Credit Details**

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	

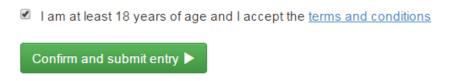
Confirm payment method and continue

- 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.



#### 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.



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.

