MASTERTON A&P SHOW   Wairarapa, New Zealand
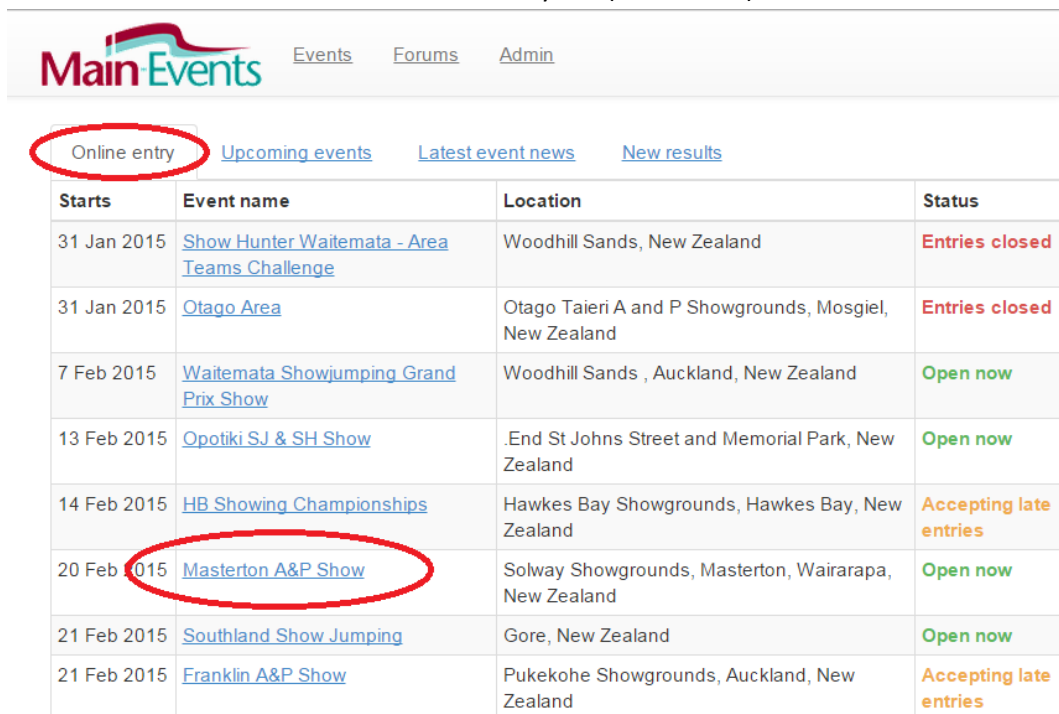
Event Administration

Step by Step Online Entry for Cattle and Alpacas

Thank you for taking the time to go through this process. This is the first show to use Main-Events.com online entry for other sections aside from equestrian. We welcome your feedback.

The first time you go through the system, it will involve adding in lots of new information such as your address and contact details. You will also be asked to add your animals (entries) and your preferred catalogue name (Exhibitor) which is usually your farm name.

Please be aware that in places you may come across terminology that is more horse related where an entry (your cow or alpaca) is labelled a horse/pony or you as the exhibitor (farm) are called a rider. Please ignore. These will be updated once we get feedback from the A&P clients.

1. Register as a user on www.main-events.com from the top right of the screen. Follow the process through using your actual email as the login and wait for the activation email back. It should arrive within 5 minutes but if it doesn't check your spam folder. Follow the instructions in the activation notice.

2. Once activated, login to the website from the top right of the screen. From the list in front of you, click on the event name from the Online Entry tab (the default).

Starts	Event name	Location	Status
31 Jan 2015	Show Hunter Waitemata - Area Teams Challenge	Woodhill Sands, New Zealand	Entries closed
31 Jan 2015	Otago Area	Otago Taieri A and P Showgrounds, Mosgiel, New Zealand	Entries closed
7 Feb 2015	Waitemata Showjumping Grand Prix Show	Woodhill Sands , Auckland, New Zealand	Open now
13 Feb 2015	Opotiki SJ & SH Show	.End St Johns Street and Memorial Park, New Zealand	Open now
14 Feb 2015	HB Showing Championships	Hawkes Bay Showgrounds, Hawkes Bay, New Zealand	Accepting late entries
20 Feb 2015	Masterton A&P Show	Solway Showgrounds, Masterton, Wairarapa, New Zealand	Open now
21 Feb 2015	Southland Show Jumping	Gore, New Zealand	Open now
21 Feb 2015	Franklin A&P Show	Pukekohe Showgrounds, Auckland, New Zealand	Accepting late entries

3. From the show page, click on the Online Entry tab or the green text block as shown below to start the online process. We also advise that you click on the ADD THIS EVENT TO YOUR FAVOURITES green button so that you receive news, notices and results from the show when posted.

4. From the **Online Entry** tab, you can view the schedules by clicking on the link provided upper left (which are also accessible from the DOCUMENTS tab). Once you have the classes in mind that you want to do, click on the ENTER NOW button.

5. In Step 1, you select the section of the show you are entering – eg click on the blue Cattle (69 classes) button.

6. In this next step, you must select the entry/animal that you want to enter first. The process with online entry is to enter each animal with their information and classes entered in turn. This can be quite a long process to start with but once the entry is in, you then simply pick them from the drop list. When you first come into this area, you use the blue buttons on the right to add a new Entry and to add a new Exhibitor. The Exihibitor is the name of the farm or handler which you want to appear next to the animal name in the catalogue.

IMPORTANT – do not use commas or quotation marks in your entry or exhibitor names. They will not import correctly.

| Intro | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Finish! |

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 2: Select Competitors

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

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

Entry   [▾]   **+ Add a new Entry**

Exhibitor   [▾]   **+ Add a new Exhibitor**

Continue - Add/Edit Competitor Info ▶

7. When you click on the **Add a new Entry**, a box will popup asking for the name which you type in and then click on the SEARCH button. The program searches for a possible match – probably not common with cattle and alpacas but with horses that trade hands, the program is looking to see if the horse is already in the system.

Changes are good, that the search will not come up a match. If there is a potential match (as below), click on YES if it is the same entry or on NONE OF THE ABOVE ARE A MATCH if that is the case. Read the Note if you are ever unsure as to what to do.

If this is the first time through online entry, a new box will popup where you then add in your RELATIONSHIP to the entry which is likely to be OWNER or BREEDER or PERSON RESPONSIBLE for the entry/animal.

Add Entry

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

* Name: [Daffodil L3420]

There were some potential matches found in the system.

Is 'Daffodil L3421' a match? ✔ Yes

✖ None of the above are a match.

Note:
- If you **do** find a match, please click the **"Yes"** link.
- If you **do not** find a match, please click the **"None of the above are a match"** link at the bottom of the list of potential matches.

Search   **Cancel**

You will also have to enter New Zealand in the country (required!) and pick the state region from the drop list (optional).

8. Click on SUBMIT to save. This will take you back to the SELECT COMPETITORS and you will now see the Entry in the drop list.

One by one or all at once?

9. At this stage, depending on how you like to work, you might want to carry on adding all Entry names and Exhibitor names required first; or you can follow through the whole process with one entry.

10. Whichever, once you have your Entry and Exhibitor added, the next step is to click on the green button **Add/Edit Competitor Info** (the competitor info being info on your entry and exhibitor).

Part 2: Select Competitors

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

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

Entry	Daffodil L3420 ▾	＋ Add a new Entry
Exhibitor	Longspring Stud ▾	＋ Add a new Exhibitor

Continue - Add/Edit Competitor Info ▶

11. The next area is where you put in the information the show has required for entries in your category of cattle or alpaca. Both will ask for different information. Below is the information required for CATTLE.

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.

Daffodil L3420 (Entry)

	Name	Value
✎	Date of Birth	
✎	Information ❓	
✎	❇ NAIT Number ❓	
✎	B/F Record or Herd No ❓	

Longspring Stud (Exhibitor)

	Name	Value
✎	City/Town ❓	Masterton

NOTE: You must enter all the required information before continuing.
RED TEXT denotes all the required info items that you need to enter before continuing.

Notice that the NAIT Number is in red and has a gold asterisk beside it. This indicates a field that is required. You cannot leave blank.

12. To add or edit the information, click on the small blue pencil to the left of the information item and then type in as required. Some info such as **Date of Birth** will have a popup box so you can select the data. In

this case, click on the small calendar icon on the left (circled in red).

Add/edit competitor info

Date of Birth
(yyyy/mm/dd): 🛈

«		February 2015				»
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Additional Notes:

Save   Close

13. If you are unsure of what information to enter, if there is a green question mark to the right of the information, click on that and a message with more information will popup.

Daffodil L3420 (Entry)

	Name	Value
✎	Date of Birth	
✎	Information	
✎	❋ NAIT Number 🛈	
✎	B/F Record or Herd No 🛈	

Please specify your NAIT number. If you don't know it, enter 0 and then email the secretary when you have it.

14. Be sure to click on SAVE or SUBMIT for each item. It will then show on the right under the VALUE column. Proceed to the next step where you select all classes that you want enter for that ENTRY by clicking on the green button CONTINUE – SELECT CLASSES.

Part 4: Select classes

	Name	Section	Date	Est Start	Location	PM	EF
☐	371 - Senior Cow Born Before 31 May 13	Lifestyle Breeds	21 Feb 2015		Beef Ring	$12, 10, 8	$8.00
☑	372 - Yearling Female Born Between 1 Jun 13 And 31 May 14	Lifestyle Breeds	21 Feb 2015		Beef Ring	$12, 10, 8	$8.00
☐	373 - Female Calf Born After 1 Jun 14	Lifestyle Breeds	21 Feb 2015		Beef Ring	$12, 10, 8	$8.00

When finished ticking all classes that apply, scroll all the way to the bottom of the screen where you then click on CONTINUE green button.

15. The next stage is quite important. You choose to add another different entry (cow/alpaca) to different classes; or you are not adding more entries and therefore want to go to the next step which is other FEES.

Click on the blue button to ADD ANOTHER entry or click on the green button to CONFIRM entries and move to the next stage. You can see what entries you have already added from the ONLINE ENTRY

SUMMARY at the top right of the screen.

Part 5: Entry Summary

This is a summary of your current entry.

Category	Cattle	
Competitors	Daisy (Entry) Longspring Stud (Exhibitor)	
Classes	372 - Yearling Female Born Between 1 Jun 13 And 31 May 14	$8.00
	Total:	$8.00

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

16. Once you have clicked on the green button to proceed to the next step, you will come to the other fees under MISC ITEMS. The first part is horse related fees. Cattle and Alpacas are the lower part.

    Put in the appropriate QUANTITY as shown on the right and when finished, click on the green CONTINUE button.

CATTLE and ALPACAS

Name	Description	Price	QTY
Cattle Catalogue (LCAT)	COMPULSORY.	$6.00 each	1
Membership Subscription (LMEM)	Optional - but appreciated!	$35.00 per exhibitor	1
Camping (LCP)	Camping at show	$20.00 per exhibitor	0

Continue ▶

17. The next stage asks for information that is not related to the Entry or Exhibitor directly. It is usually associated with the customer or you are the person responsible making the entry. This customer information is NOT category specific so is the same for all customers for the show – hence the question here about stabling requirements. It is aimed at horses but feel free to make a comment about needing special arrangements for your animals as appropriate.

Step 3: Customer Info

✳ denotes a required field.

Bank Account Name: ❓ | Whatever

✳ Bank Account Number: ❓ | 123421342134

✳ Staying on grounds?: ❓ | No

Any special stabling requirements: ❓ | Not applicable.

Yard/Accommodation Dates: ❓ | Not applicable.

Continue ▶

PLEASE NOTE - Bank details are required for paying out prize money and refunds by direct credit AFTER the show. We cannot access your bank details to debit your entry fees! You have to do a direct credit before the show.

18. Click on the green CONTINUE and you will be taken to the next area where if it is your first time through the Main-Events system, you will enter your postal address, contact names and other details.

Start by clicking on the ADD ADDRESS button near the top right.

Step 4: Contact Info

✳ denotes a required field.

+ add address

✳ Address
Please select one of your addresses below or add a new one.

Name and Phone

✳ **First name:**   Anne

and fill in as appropriate. As a final step, don't forget to select the address, even if you only have one by clicking the circle so a dot appears.

19. Click on CONTINUE and you are taken to the step where you specify how you are going to pay. You will have one or more options here depending on what the show allows for.

Once you tick how you are going to pay, the information about where to post the cheque or what account to direct credit appear.

Click on the green button to confirm payment.

YOU ARE NOT FINISHED YET!

Step 5: Payment

Please select a payment option:

○ Post a cheque
◉ Direct Credit

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

Bank Name:	DC WITHIN 2 DAYS REQUIRED
Account Name:	Masterton A and P Association
Account Number:	01-0682-0008818-00
Reference:	MAPCPGDN ❓
Deposit Amount:	$49.00

Confirm payment method and continue ▶

20. The next screen is a summary of all entries and fees so far. If you are happy with that, then you can scroll all the way down to the bottom of the screen and tick that you are AT LEAST 18 YEARS OF AGE AND ACCEPT THE TERMS AND CONDITIONS of the show.

☑ I am at least 18 years of age and I accept the terms and conditions

Confirm and submit entry ▶

Then click on the green button to CONFIRM AND SUBMIT ENTRY.

21. Then you are FINISHED when you see the Finished!

MASTERTON A&P SHOW Wairarapa, New Zealand

Details   News   Documents   Classes   Competitors   Photos   **Online Entry**

Finished!

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

Please print this page for your own reference.

22. Watch for an email being sent to your directly with a copy of your entry. If it doesn't arrive, check one of the classes you entered to see if your animal is listed. They appear as soon as you submit the entry.

    You can also view your entries under the login area by clicking on MY MAIN-EVENTS which takes you into your profile area. Look at the ONLINE ENTRY tab to see the shows you have entered. Click on the small blue magnifying glass to the left of the show to view your entries as submitted.

Changing entries partway through an entry

If you think you have stuffed up, don't start again. If you keep your Main-Events open, you can go back to get information such as numbers and when you come back, the program will have remembered where you got up to. The information will stay in place.

If you really do want to start again, then close down the Main-Events.com website and start your online entry again. The good thing is that any information you have put in about your animals and yourself will still be there for you to pick form.

Otherwise to edit as you go

23. Always look to the **Online Entry Summary** at the top right of your screen. You can click on the blue pencil button to edit information or add classes or add or change fees under Misc Items.
24. To add a totally new entry as well click on the green + button which will then take you back to the beginning where you select the category CATTLE or ALPACA and start again.

Online Entry Summary

Completed entries   ➕

Cattle

✏️ Daisy · Longspring Stud $8.00
    1 class

Misc Items   ✏️

CATTLE and ALPACAS

1 x Cattle Catalogue (LCAT) $6.00

1 x Membership Subscription $35.00
     (LMEM)

Current total

$49.00