



STEP BY STEP Online Entry for Cattle and Goats

Email anne@main-events.com if you need help.

Thank you for taking the time to go through this process.

The first time you go through the system, it will involve adding in new information such as your address and contact details. This is a one-off process. You will also be asked to add your animals (entries) and your preferred catalogue name (Business/Farm) which is usually your exhibitor name or in the case of Calf Classes, the handler's name.

Please be aware that in places you may come across terminology that is horse related where an entry (your cattle or goat) is labelled a *horse/pony* or you as the exhibitor are called a *rider*. Please ignore - this will be updated in a future upgrade.

Basically the process is you add one animal and one handler and then follow through to fill in pedigree info and then add the animal into classes. Then repeat process with another animal. When finished with animals, you move to selecting show fees, customer information and payment options. The final step is to agree to terms & conditions.

Step by Step – www.main-events.com

1. Register as a user on Main-Events.com (top right Register button). Wait for confirmation email back and follow directions to activate your login. Email anne@main-events.co.nz if you do not receive the email within 15 minutes. Check your spam folder first.
2. Once activated, login with your email and click on [Te Kauwhata Show](#) (front page) under ONLINE ENTRY tab.
3. Schedules can be downloaded from the DOCUMENTS tab and should be referred to as they show full class conditions. If you mark the classes you want to enter, it will speed up the online entry process.
4. Click on the green **Enter Now!** button and in the next step click on the blue **Livestock** button.
5. Add animal names (ENTRY) by clicking on blue **Add a new Entry** button.
6. Add farm and/or handler names (EXHIBITOR) – you can add multiple handler names here
7. Select animal and exhibitor from drop lists and click on **Continue – add/edit competitor info** which is the information about the animals and exhibitor. Start with one animal and one business/farm name.
8. Tick to select classes for that animal and when finished, scroll to the bottom of form and click **Continue**.
9. Confirm options for animal and then repeat process – click blue button **Confirm this entry and add another** for next animal; OR
10. When finished adding ALL animals and their classes, click on green button **Confirm entry and continue to next step** where you select (Fees)
11. Under fees, enter the QTY you want. For *Members Discount*, you can see a count of classes entered in the **Online Entry Summary** at the top right of the form. When finished click on green button **Continue**.
12. Go to next step to answer general customer information including confirmation that you will have a TB Brucellosis certificate on hand for the show – TRUE or FALSE. Click on green button **Continue**.
13. Click on blue button **+ Add address** and fill in details (postal). Click on **Save**. Then select the address – click into the circle. Add in your name and phone contact details below. Click on the green button **Continue**.
14. Specify payment type and then click on green button **Confirm payment method and continue**.
15. IMPORTANT – under Step 6 Summary and entry confirmation TICK AT THE VERY BOTTOM of the form that you are **18 or older and accept terms and conditions**. Then click on **Confirm and submit entry**.
16. When you see a big FINISHED! You are done. An email will be sent to you confirming your online entry.