HOW TO SETUP YOUR FREE SHOW

Discovery Pack

NEW OFFER ... Free online entry for small shows

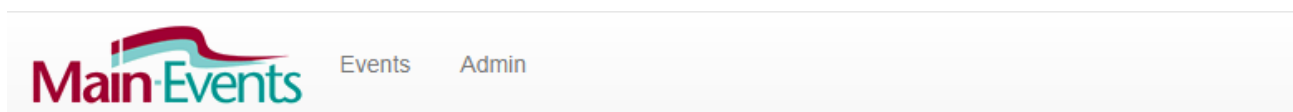Not all shows *need* online entry BUT most riders love online entry!

With Main-Events, even small shows can be online and keeping their riders happy.

We are offering free online entry to smaller shows - No strings attached. Your riders will get the full online entry convenience. You get an email with all the entry details to do with as you want - and there is no other software to learn.

And we are making it easy for you to do. Click on **CREATE YOUR FREE ONLINE ENTRY SHOW here** from the Main-Events Online Entry tab (front page). Answer a few questions related to setup and we do the rest.

How to get started

Login with your email and password to Main-Events.com (or click on REGISTER button top right if not yet a registered user) and from the ONLINE ENTRY tab on the home page, click on the show at the bottom of the list. Or click on the link above in blue.

From the DOCUMENTS tab, click on the **Classes Setup Spreadsheet** and download it. Save the XLS to a location where you can find it again. If you have software to edit spreadsheet, you should now add your classes and other details to the spreadsheet. This is the best option.

If you *don't* have software to edit a spreadsheet or can't find someone to do it for you, you can edit class names, entry fees and prize money after the show has been setup (see page ??).

Edit the spreadsheet BEFORE you start the process to setup your show

First check out the SAMPLE CLASSES & INSTRUCTIONS worksheet as highlighted below to understand how to structure you show. Once ready, **go to the CLASSES worksheet** on the left of the Sample Worksheet and add in the class names, dates, entry fees, rings and prize money as shown. Notice in particular how the class number is combined with the class name and the date format being yyyy/mm/dd.

Save the spreadsheet so you can upload during the online process to set up your show.

You should also have a PDF document of your schedule that riders can refer to (not DOC or DOCX format) during the online entry process.

Start setting up your show through ONLINE ENTRY

Once you have the spreadsheet and pdf schedule ready to upload, you can start the online entry process.

Go to the ONLINE ENTRY tab on the right. Read the intro blurb. Then click on the ENTER NOW green button on the lower right of the form.

Step 1

Click on blue **Show Setup** button (the only option.

Step 1 - Part 1

Click on the blue **+ Add a new Show or Event** button on the right. If there is a show already appearing in the Show of Event, it will be a show you added previously. Do not pick that show. You will always be adding a new show.

Add Show or Event

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

* Name: Taueru Winter Showjumping Day

Search   Cancel

From the small form that popsup, type in your show name - you can change later if need be. Then click on the blue **Search** button. The program will look for similar names to see if a match was found. You are adding a new show so no matter what appears, you should click on the orange button **x None of the above are a match**.

Add Show or Event

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

* Name: Taueru Winter Showjumping Day

There were some potential matches found in the system.

Is '**Taueru Winter Series (NZ)**' 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.

The next form asks what your relationship to the show or event is.

Choose PERSON RESPONSIBLE at the bottom of the list.

And then select your country from the drop list provided. This will bring down a State/Region drop list. Choose the region your show is in.

Click SUBMIT to complete this step.

You will then be back at the stage where you select the show or event from the drop list. Select the show and click on the green button to CONTINUE.
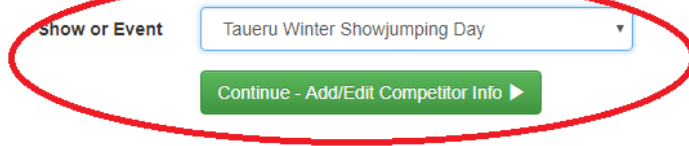
* Your relationship:

* Country:

your Show or Event has b

It's me!
Owner
Rider
Breeder
Coach
Family
Support Team
Sponsor
Person Responsible

Part 2: Select Competitors

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

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

Show or Event — Taueru Winter Showjumping Day

Continue - Add/Edit Competitor Info ▶

The next form that pops up is the information about your show that Main-EVents will use to setup your show. Work through all questions providing answers. Anything with a * asterisk is required. You cannot leave this blank.

Some of the questions will have small green question marks - hovering or clicking over these will give you added information on what to put in that question.

Part 3: Competitor Information

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

✳ denotes a required field.

Taueru Winter Showjumping Day (Show or Event)

	Name	Value
✎	✳ **Name of Show Secretary**	Mary Smith
✎	✳ **Email & p...**	
✎	✳ **Show venue/loca...**	
✎	✳ **Type of Competition** ❓ *Specify if dressage, showjumping, eventing, Pony Club, showing, western or pleasure.*	
✎	✳ **Organising Committee**	
✎	✳ **Number of classes/events**	

To edit the information, click into the **VALUE** column and start typing or click on the small blue pencil button.

A form will popup where you put in the information. You should tick to make this information public but if you don't, we will do so when we set it up. All information here is expected to be public.

You can add Additional Notes that will appear during the online entry process for the rider as a small green question mark. Think the rider entering your show - what additional information would be helpful for the rider?

Fill in the information as required. This can be changed later.

Uploading PDF and XLS file

When you get to the last two items, the popup box that appears will expect you to browse to find the schedule and/or Class Setup spreadsheet.

First click on the blue button **+ Select UPLOAD XLS of Class Setup** (or schedule) button and find the file on your system. Once it appears as below, click on SAVE and wait for the file to complete uploading.

You will end up with something that looks like this.

Click on the green **CONTINUE - SELECT CLASSES** button on the lower part of the form.

Can't upload the spreadsheet?

If you DON'T have software to edit the classes in a spreadsheet, we will instead setup classes for you that match your class numbers and send instructions how to edit the class name, entry fees and other class setup information through the Main-Events Administration area. This is easily done but will take a bit longer - not usually an issue with a small show anyway!

Part 3: Competitor Information

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

> ✳ denotes a required field.

Taueru Winter Showjumping Day (Show or Event)

	Name	Value
✎	✳ Name of Show Secretary	Mary Smith
✎	✳ Email & phone of Show Secretary	mary@main-events.co.nz
✎	✳ Show venue/location	Taueru Showgrounds
✎	✳ Type of Competition/s ❓	Showjumping & show hunter
✎	✳ Organising Committee	Taueru Showjumping Group
✎	✳ Number of classes/events	11
✎	✳ Show Start Date	1 Sep 2018
✎	Show Finish Date	2 Sep 2018
✎	✳ Short intro on show ❓	This show is the final of our winter series when do not have to be ESNZ registered.
✎	✳ Online entries close date	29 Aug 2018
✎	✳ Your show bank account name ❓	Taueru SJ Group
✎	✳ Your show bank account number ❓	12-345678-912345-00
✎	✳ Does show allow entries on the day?	⊘
✎	✳ Late entry policy ❓	$10 levy per rider on the day
✎	UPLOAD PDF schedule/programme ❓	Taueru SJ Sep 2018.pdf
✎	UPLOAD XLS of Class Setup ❓	

> Continue - Select Classes ▶

Select Questions to ask during online entry

The next step in the process asks for "Classes" but for the purposes of setting up your show, this is the information you want from the rider about themselves and their horses for entry into your show. Ignore the word classes - this setup is working within the existing online entry system.

Part 4: Select classes   Questions for rider

	Name	Category	Req'd ?
☑	COMPULSORY - Ask for name of Horse/Pony	Horse Info	✓
☐	1 - Ask for horse/pony ESNZ Registration?	Horse Info	✗
☑	2 - Ask for horse/pony OTHER Registration instead?	Horse Info	✗
☐	3 - Ask for horse/pony BREED registration?	Horse Info	✗
☑	4 - Ask who OWNER/S of horse/pony are?	Horse Info	✗
☐	5 - Ask for AGE, COLOUR and GENDER of horse/pony?	Horse Info	✗
☐	6 - Ask for SIRE, DAM and SIRE OF DAM for horse/pony?	Horse Info	✗
☐	7 - Ask if rider will have RAS height certificate on hand at show for horse/pony?	Horse info	✗
☑	8 - Ask another HORSE related question? You can add later in this process.	Horse Info	✗
☑	COMPULSORY - Ask for name of Rider	Rider Info	✓
☐	9 - Ask for ESNZ Membership number?	Rider Info	✗
☐	10 - Ask for OTHER Membership number?	Rider Info	✗
☐	11 - Ask if rider is on TEAM or competing as INDIVIDUAL?	Horse Info	✗
☐	12 - Ask about team/xc colours?	Rider Info	✗
☑	13 - Ask where rider is from?	Rider Info	✗
☐	14 - Ask another RIDER related question? You can add later in this process.	Rider Info	✗
☑	COMPULSORY - Ask if customer/rider is staying on grounds?	Customer Info	✓
☐	15 - Ask if customer/rider have special stabling requirements?	Customer Info	✗
☐	16 - Ask if customer/rider can name a volunteer to help at show?	Customer Info	✗

Continue ▶

Notice that three of them are compulsory. These must be ticked. Additionally, you must select/tick at least ONE question related to the HORSE INFO and RIDER INFO (see under the CATEGORY) column.

When finished making your selections, click on the green CONTINUE button.

The next form that appears is again labeled CLASS REGISTRATION and shows a summary of what you have entered so far. Click on the green button to confirm this entry and continue to next step (fees)

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

NOTE - you can only setup ONE show at a time!

FREE online entry

The next step of the online entry process is where you indicate what other fees you want to book in for. The Support is free (QTY of 1 x price of $0 is $0) as are the email copies of all online entries.

Both these items are required and therefore have a QTY of 1 showing.

FREE online entry means you will be emailed a complete copy of each entry as it happens. You can then use this to copy and paste into whatever system you are currently using - word or a spreadsheet. So there is no new software to learn. If you want this option, leave 1 in the QTY column.

Save more time on data entry

However, if you want to have the convenience of downloading all data as a single spreadsheet file that you can organise into classes etc, you can opt for the third item ... OPTIONAL (XLS). Put down 1 in the QTY column for the OPTIONAL - pay for data download. It is still FREE to the show - the $2 charge will be added to the fees a rider pays to enter your show so it will NOT cost the show anything but please be aware that as the show is collecting the entry fees, the show will be invoiced after the closing date for the amount collected from riders. We do not charge for entries that are not done online.

Step 2: Misc Items

☀ denotes a required field.

FREE with the Discovery Online Entry

Name	Description	Price	QTY
☀ FREE SUPPORT (SP)	Email support@main-events.co.nz anytime for help with getting your show online.	$0.00 FREE	1
☀ EMAIL ENTRIES ONLY (EMAIL)	Full copy of each online entry is emailed to secretary as it happens. The secretary can then copy and paste into whatever system they choose.	$0.00 per horse/pony	1

OPTIONAL - pay for data download

Name	Description	Price	QTY
DOWNLOAD data as XLS file (XLS)	Download all online entries as ONE spreadsheet (instead of copying/pasting from emails). $2 fee is added to account for RIDER to pay.	$2.00 per horse or pony	0

Continue ▶

If you choose the $2 option, further instructions will be sent to you on how to setup the xls to be your show class lists etc. Basically you can move columns around, hide some and add your own columns for recording results as in the next screen shot.

All entries are in one worksheet - you choose the class from the FILTER on the Class Name column.

Taueru Winter Series

ClassName	Bk No	Horse/PonyName	RiderName	Score1	Score2	Score3	Placing
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	72	Yoshi	Sarah Gates				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	34	Magic Moment	David Houtami				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	54	Annapollo	Derek Jones				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	14	Montblanc	Sue Moran				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	42	Abitabove	Gina Carruthers				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	67	Confident	Tanya Ellend				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	31	Pipe Dream	Katie Hourigan				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	25	Woodstock	Gina Harcourt				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	12	Martini	Claire Ferryline				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	33	Mephistos	Mikala Summers				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	64	Interstate Line	Rachael Harre				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	39	Dark Man	Letitia Fargo				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	82	Raymond	Vicky Robins				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	62	Blue Beret	Jessica Logan				
1 - EQUIVETSNZ Pony Welcome Stakes 1.20m	85	Absolute Max	Tabitha Harrold				

Under the paid option, this is screenshot from a typical data download that has been customised by the show to use for recording results etc.

CUSTOMER INFO - Other Questions and entry fees

This is where you specify any other information you need to have the online system ask a rider for. List each question on its own line and keep short as we can only have 75 characters.

IMPORTANT - you need to tell us what other fees you want to charge the rider as they enter. Type each on its own line and put in the $value to be charged. It is VERY important that you specify if the fee is to be charged per rider, per horse, per customer or for the show etc.

Finally, by default the person who setup or ordered the online entry will automatically have full administration access to the show to change information, add sponsor logos, upload documents and view the online entries in one list. If you want anyone ELSE to be able to do that, specify their name and email as shown - name in this case is part of the email but if not obvious, please put in the persons name and the access level you want to give them. Please note, the person must be registered as a user on Main-EVents to be added to the list of administrators for your website.

- FULL ADMIN - access to change class setup, add sponsors, news, documents, logos, change pricing, view online entries and other. Basically can do everything.
- CONTENT ONLY - access to upload and edit news, documents, photos and live scoring of classes online. Ideal for your sponsor liaison person, stabling or media person.

Your contact Information

Step 4: Contact Info

❋ denotes a required field.

＋ add address

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

◉ **Home**

184 Te Kanuka Road
RD 9
Masterton

○ **Postal**

PO Box 448
Masterton
5840

This stage is straightforward. To add an address, click on the blue **+ add address button** at top right (circled).

This information is NOT public but is for our admin purposes only so that we can contact you directly if we have any questions.

Payment

If using the free online entry, there will be no payment required

NOTE - If you opt for the $2 per horse for data download, then a $2 fee will show as owing and you MUST tick the option for Direct Credit. BUT YOU DON'T PAY THIS FEE! You will be invoiced after the show for all entries processed online. Just click on Confirm payment method and continue.

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:	FREE
Account Name:	FREE
Account Number:	FREE
Reference:	DISL4GCJ ❓
Deposit Amount:	$2.00

Confirm payment method and continue ▶

FINAL STEPS - Important

Step 6 involves you checking the information you have provided to date BUT it is not the FINAL step. You must go to the bottom of this summary and tick that you are 18 or older and have read the terms and conditions! Otherwise, the show listing has not been completed.

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, Anne
Email
anne@main-events.co.nz
Address
184 Te Kanuka Road
RD 9
Masterton
5840

Customer Info

Bank Account Name	My bank account
Bank Account Number	12-345678-9124-01
Ask if staying on grounds (Yes/No)?	⊗

TICK and SUBMIT - IMPORTANT!

Make sure you tick and submit!

Payment Info

No Payment Required

There was no payment required for this entry.

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

Confirm and submit entry ▶

Once submitted, you will see the following appear ...

| Details | News | Documents | Classes | Competitors | Photos | Cont |

Finished!

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

Please print this page for your own reference.

Now you are done! If you want to print this, right mouse click and choose PRINT from the shortcut menu that appears.

What happens next?

Now it is our turn.

Main-Events will get an email message about your applying for the free online entry show and we take it from there. We will set your show up, add to the Main-Events calendar and open for online entry using the information you have included in your "online entry" for the online entry show.

If we have any questions, we will contact you direct using the Customer Info you specified.

If you haven't heard back from our support team within 3 days, please email support@main-events.co.nz to check on the status of your show.

Once your show is online, we will send you further instructions about how to add sponsors and other show details to make your show page special!

And if you opted for the $2 per horse data download, we will send you some hints on how to setup for running the show on the day.