



# STEP BY STEP Online Entry for LIVESTOCK

Email [anne@main-events.com](mailto: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 exhibitor 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. Main-Events started out as an equestrian online entry system!

Basically the process is you add one animal and one exhibitor/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 and submit.

**NOTE - there is an additional document listed for this show for SHEEP & FLEECE where animals are not named individually. Please read in association with this document.**

## Step by Step (in words) – [www.main-events.com](http://www.main-events.com)

1. Register as a user on [Main-Events.com](http://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](mailto: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 the [show name](#) (website home page) under ONLINE ENTRY tab which is what you first see when you go to [www.main-events.com](http://www.main-events.com).
3. Schedules can be downloaded from the DOCUMENTS tab and should be referred to as they show full class conditions.

***IMPORTANT - If you mark the classes you want to enter in the schedule, 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 button for the category of Livestock you are entering - eg dairy cattle, goats or pigs etc.
5. Add animal names (ENTRY) by clicking on blue **Add a new Entry** button on the right.  
NOTE - if entering a Pairs class or a Progeny class - that is still ONE entry so either enter the main animal name or create a named Animal called ENTRY or PROGENY that can also be used in future.
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 exhibitor 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

When finished adding ALL animals and their classes, click on green button **Confirm entry and continue to next step** where you select (Fees)

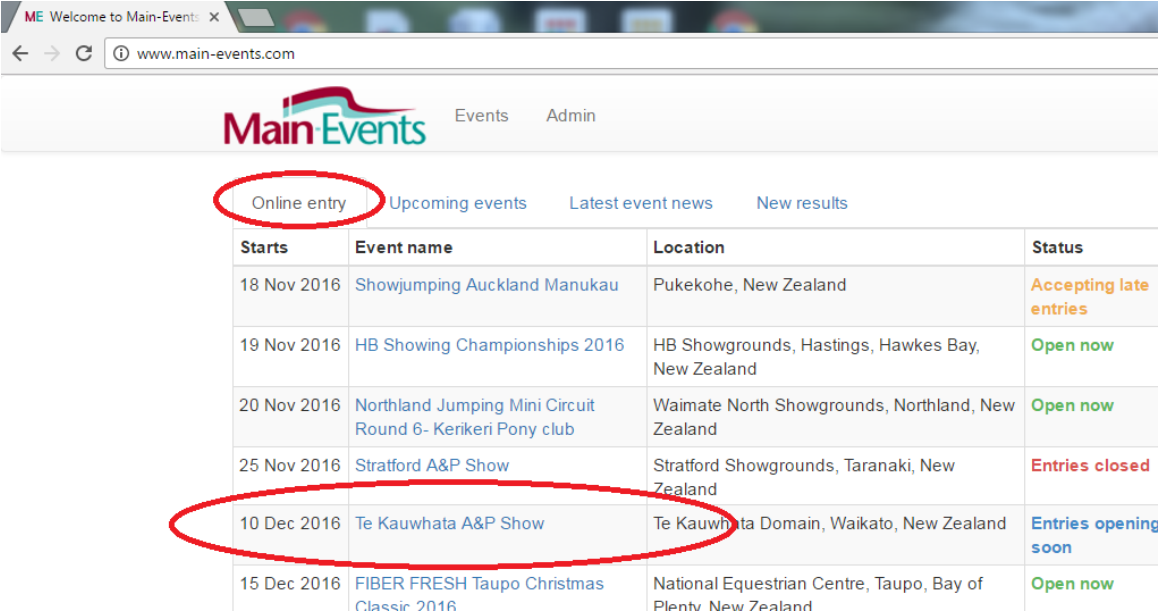
10. Under fees, enter the QTY you want. For *Members Discount*, you can see a count of classes entered in the **Online Entry Summary** at the top right of the form. When finished click on green button **Continue**.
11. Go to next step to answer general customer information including whether you are staying on the grounds or not – TRUE or FALSE. Click on green button **Continue**.
12. 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**.
13. Specify payment type and then click on green button **Confirm payment method and continue**.
14. 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**.
15. When you see a big FINISHED! You are done. An email will be sent to you confirming your online entry.

## **NOTE - Each show will ask different questions during the online entry process!**

Please be aware that the information asked for in this instructional guide is based on one show (Te Kauwhata A&P Show) but EACH show will have different categories of entry and ask for different information. Main-Events is totally customisable for shows so they get the information they need! The process however described herein is exactly the same.

## **Step by Step (in pictures and words)**

1. Register as a user on [www.main-events.com](http://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                 |
|-------------|--|--|------------------------|
| 18 Nov 2016 | Showjumping Auckland Manukau                               | Pukekohe, New Zealand  | Accepting late entries |
| 19 Nov 2016 | HB Showing Championships 2016                              | HB Showgrounds, Hastings, Hawkes Bay, New Zealand            | Open now               |
| 20 Nov 2016 | Northland Jumping Mini Circuit Round 6- Kerikeri Pony club | Waimate North Showgrounds, Northland, New Zealand            | Open now               |
| 25 Nov 2016 | Stratford A&P Show   | Stratford Showgrounds, Taranaki, New Zealand                 | Entries closed         |
| 10 Dec 2016 | Te Kauwhata A&P Show                                       | Te Kauwhata Domain, Waikato, New Zealand                     | Entries opening soon   |
| 15 Dec 2016 | FIBER FRESH Taupo Christmas Classic 2016                   | National Equestrian Centre, Taupo, Bay of Plenty New Zealand | Open now               |

3. From the show page (next page), click on the **Online Entry** tab or the green text block to start the online process.
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.

## Online Entry

### Intro

NO POSTAL ENTRIES. All entries must be done online. If you need help, email [anne@main-events.co.nz](mailto:anne@main-events.co.nz) or phone 06 378 2310.

There are step by step instructions under the DOCUMENTS tab for the LIVESTOCK section.

### Event Details

Event code:  
TKS001  
When:  
Sat 10 Dec 16  
Entries close:  
**Monday 28 November 2016**  
Schedules:  
LIVESTOCK Schedule  
EQUESTRIAN Schedule

### Fee Policies

#### Late entries

- late entries are **not available**

#### Discounts

- discounts are **not available**

#### Cancellations:

- cancellations are **disabled**

#### Payment Options

- Post cheque
- Bank deposit

### Online Entry Steps

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

Enter Now!

- In Step 1, you select the section of the show you are entering – eg click on the blue LIVESTOCK (69 classes) button.
- 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. Again, this is a one off process. 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 Exhibitor is the name of the farm or handler which you want to appear next to the animal name in the catalogue. You can enter multiple names of handler – eg farm and then a youth handler.

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



## 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

Exhibitor

[+ Add a new Entry](#)

[+ Add a new Exhibitor](#)

[Continue - Add/Edit Competitor Info](#)

- 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 to see if the animal is already in the system.

Changes are good, that the search will not come up a match so click on NONE OF THE ABOVE ARE A MATCH if that is the case.

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.

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

- 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?

- 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.
- 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).

## 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

## 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 ▶

- The next area is where you put in the information the show has required for entries in your category of cattle or apaca. 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 |
|--|-------|
| <input checked="" type="checkbox"/> Date of Birth  |       |
| <input checked="" type="checkbox"/> Information <span style="color: green;">?</span>                                       |       |
| <input checked="" type="checkbox"/> <span style="color: orange;">*</span> NAIT Number <span style="color: green;">?</span> |       |
| <input checked="" type="checkbox"/> B/F Record or Herd No <span style="color: green;">?</span>                             |       |

### Longspring Stud (Exhibitor)

| Name   | Value     |
|--|-----------|
| <input checked="" type="checkbox"/> City/Town <span style="color: green;">?</span> | 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. (Note – we now ask for the NAIT number in the overall FARM/CUSTOMER area instead).

- 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): 

Additional Notes:








« 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  |

Save Close

- 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   |       |
|  | Information  |       |
|  |  <b>NAIT Number</b>  |       |
|  | 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.

- 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     |
|-------------------------------------|---|------------------|-------------|-----------|-----------|-------------|--------|
| <input type="checkbox"/>            | 371 - Senior Cow Born Before 31 May 13                    | Lifestyle Breeds | 21 Feb 2015 |           | Beef Ring | \$12, 10, 8 | \$8.00 |
| <input checked="" type="checkbox"/> | 372 - Yearling Female Born Between 1 Jun 13 And 31 May 14 | Lifestyle Breeds | 21 Feb 2015 |           | Beef Ring | \$12, 10, 8 | \$8.00 |
| <input type="checkbox"/>            | 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.

- 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.

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

- [+ 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           | <input type="text" value="1"/> |
| Membership Subscription (LMEM) | Optional - but appreciated! | \$35.00 per exhibitor | <input type="text" value="1"/> |
| Camping (LCP)                  | Camping at show             | \$20.00 per exhibitor | <input type="text" value="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:**

**\* Bank Account Number:**

**\* Staying on grounds?:**

**Any special stabling requirements:**

**Yard/Accommodation Dates:**

[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.

### \* Address

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

+ add address

### 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 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!

20. The next screen is a summary of all entries fees so far. If you are happy with that, then can scroll all the way down to the bottom of

## 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 ▶

step  
pay.

and  
you  
the

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

Confirm and submit entry ▶

screen and tick that you are AT LEAST 18 YEARS OF AGE AND ACCEPT THE TERMS AND CONDITIONS of the show.

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

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

[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 from instead of adding.

### *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 (LMEM) | \$35.00 |

### Current total

**\$49.00**