

# Notes for TRADE & SPONSORS - Te Kauwhata A&P Show

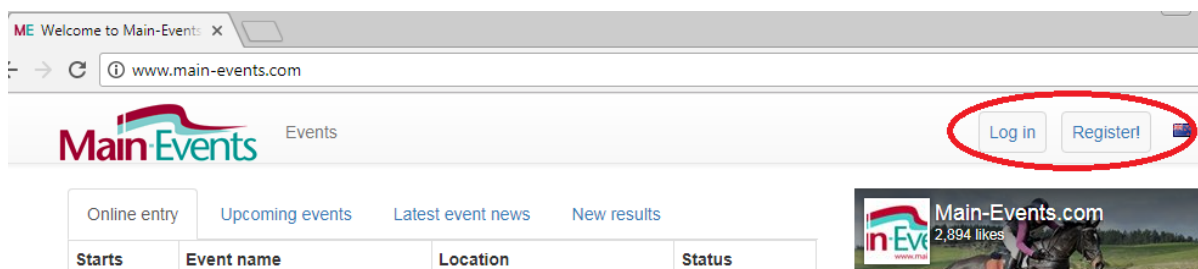
Thank you for trying out our new online entry portal for trade and sponsors for the Te Kauwhata A&P Show. Using this portal ensures that our secretary has consistent and accurate information about your business, the services you provide as an exhibitor and all contact details including logos.

This system was set up primarily for online entry into equestrian and A&P type shows so please understand the terminology related to these type of shows MAY appear at times. Do not let this worry you. For example, the following

- **Classes** = Section/type of involvement
- **Competitors** = your business and person to contact
- **Business** (sometimes referred to as Entry or Horse) = Your company/trading name
- **Exhibitor** (sometimes referred to a Exhibitor or Rider) = Person show is to deal with (Manager)

## Register as a User of the Main-Events website (FREE)

If you have never used the Main-Events.com website before, you will have to REGISTER as a user. Do this by clicking on the REGISTER! button at the top right. Follow directions and wait for your confirmation email to come through based on the email you provided as your login.

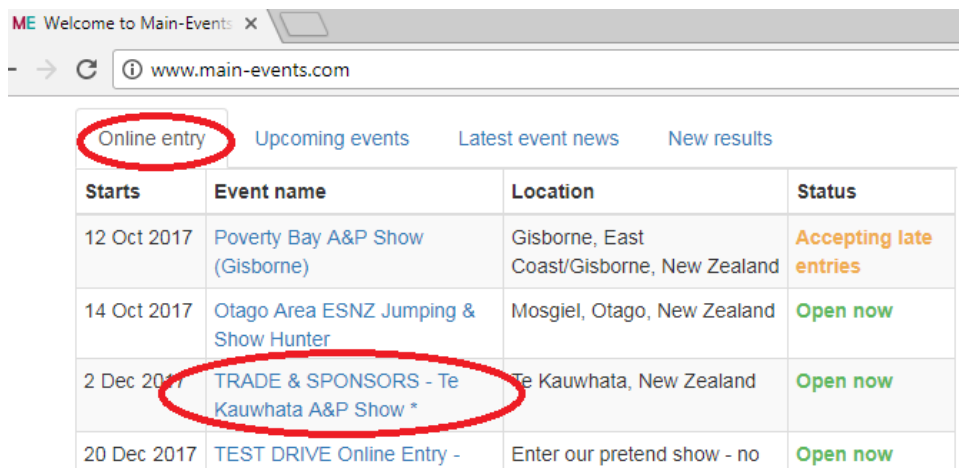


If you do not get an email within 5 minutes, email support@main-events.co.nz and we can activate your email for you.

Once you have your login activated, come back to the Main-Events.com form and click on LOG IN at the top right. Once logged in, you can start the online process.

## Start the online entry

Login as above. Find the TRADE & SPONSORS - Te Kauwhata A&P Show in the list on the front page under ONLINE ENTRY. Click on the name. Shows are listed in date order so this show will be near the bottom.



Starts	Event name	Location	Status
12 Oct 2017	Poverty Bay A&P Show (Gisborne)	Gisborne, East Coast/Gisborne, New Zealand	Accepting late entries
14 Oct 2017	Otago Area ESNZ Jumping & Show Hunter	Mosgiel, Otago, New Zealand	Open now
2 Dec 2017	TRADE & SPONSORS - Te Kauwhata A&P Show *	Te Kauwhata, New Zealand	Open now
20 Dec 2017	TEST DRIVE Online Entry -	Enter our pretend show - no	Open now

## Enter now!

---

Once at the "show", click on the tab ONLINE ENTRY on the far right and then from the lower part of the screen, click on the big green button - ENTER NOW!

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

## Online Entry

### Intro

Welcome to our new booking system for trade and sponsors wanting to join in the celebration that is the Te Kauwhata A&P Show. This is your chance to get in on early bookings and confirmation of trade space and sponsorship at this show.

There are step by step instructions on how to do a booking under the DOCUMENTS tab. Or contact us through the CONTACT tab if you are having any difficulty.

### Event Details

**Event code:**

TKS002

**When:**

Sat 2 Dec 17

**Entries close:**

Friday, 1 December 2017

### Fee Policies

#### Late entries

- late entries are **not available**

#### Discounts

- discounts are **not available**

#### Cancellations:

- cancellations are **disabled**

#### Payment Options

- Bank deposit

## Online Entry Steps

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



Enter Now!

## STEP 1 - Online Entry process

---

The first step is to choose what you are entering for - in this case an application for the Food and Trade area.

The information for each area of "entry" will vary slightly for example:

### Food and Trade

- Will ask about a food license

### Sponsorship

- Will ask that you upload your logo and/or an advertisement as a PDF

### Photographer

- Will ask what days and sections you intend to cover at the show

# ★ TRADE & SPONSORS - Te Kauwhata A&P Show \*

Like Share Be the first

Details News Documents Classes Competitors Photos Contact Online Entry

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 1: Select Category

Food and Trade (2 classes)

Sponsorship (4 classes)

Photographers and Media (3 classes)

Click on the Blue Button under **Select Category**.

## Business Name and Contact Person

If this is a second or subsequent entry for a show, the business and contact person will be filled in - if you have more than one business or contact person, select from the drop list.

If this is your first time through, then you must add your BUSINESS/FARM name by clicking on the + **Add a new Business/Farm** button on the right.

Details News Documents Classes Competitors Photos Contact Online Entry Administration

Intro

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Finish!

### Online Entry Summary

Edit current selections

Category:  
Food and Trade

Clear all entries and restart entry 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 2: Select Competitors

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

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

Business	<input type="text" value="Real Fruit Icecream"/>	<input type="button" value="+ Add a new Business/Farm"/>
Contact Person	<input type="text" value="Mary Masters"/>	<input type="button" value="+ Add a new Contact Person"/>
<input type="button" value="Continue - Add/Edit Competitor Info"/>		

## Adding a NEW Business or Adding a new Contact Person

When you click on either of the blue buttons on the right, you will be prompted with a small popup form as follows. Type in the trading name of your business and then click on the Search button.

## Add Business/Farm

×

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

\* Name:

Real Fruit Icecream

Search

Cancel

The search will then go looking for a possible match. As this is YOUR business it does not need to be linked to another with a similar name *so even if your business name pops up*, choose NONE OF THE ABOVE ARE A MATCH.

## Add Business/Farm

×

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

\* Name:

Real Fruit Icecream

There were some potential matches found in the system.

Is 'Real Fruit Icecream' 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 screen will ask what your relationship is to the business (eg Owner), and what country and region. Obviously New Zealand and whatever.

Click on **Submit**.

## Add Contact person

Repeat the process to **add a new Contact Person**. This should be the person that will be on the trade stand or attending the show. Your "relationship" in this case could be 'ITS ME' or "owner" again.

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

\* Name:

Real Fruit Icecream

ⓘ No matches found in the system.

\* Your relationship:

Owner

\* Country:

New Zealand

State/region:

Wairarapa

Once your Business/Farm has been created, you can edit and add as much detail as you want!

Submit

Reset

Cancel

## Finished adding

Make sure both the Business and Contact Person are displayed. Then click on **CONTINUE - ADD/EDIT COMPETITOR INFO** (for you, this means BUSINESS INFO).

### Part 2: Select Competitors

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

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

**Business** Real Fruit Icecream + Add a new Business/Farm

**Contact Person** Mary Masters + Add a new Contact Person

**Continue - Add/Edit Competitor Info**

The form that pops up next shows both the Business and the Contact Person (although labelled competitors!) and the information that you should provide the show organisers. Anything with a gold star/asterisk to the left of the name is a REQUIRED item that must be filled in.

### 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.

#### Real Fruit Icecream (Business)

Name	Value
<input type="checkbox"/> * Products/Services <span>?</span>	Real fruit icecream, frozen yoghurt, smoothies, milkshakes and American hotdogs.
<input type="checkbox"/> Will have food license at show? <span>?</span>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Announcers Script <span>?</span>	We have been travelling around North Island A&P shows for 6 years offering a top quality selection of real fruit icecream, yoghurt, smoothies and milkshakes. Come and see us on the right of the main grandstand.
<input type="checkbox"/> Website <span>?</span>	<a href="http://www.marysfruiticecream.co.nz">http://www.marysfruiticecream.co.nz</a>

#### Mary Masters (Contact Person)

Name	Value
<input type="checkbox"/> Contact Person's Mobile Phone	027 123 4567

**Continue - Select Classes**

To edit or add information, click on the blue pencil to the left or just click into the VALUE column next to the item name.

IMPORTANT - you should tick to make this information public - except for the Contact Person's Mobile phone number. The show organisers will be able to see this but no one else.

WEBSITE? If you are filling in the website, be sure to put in the http:// and the

#### Add/edit competitor info

##### Announcers Script: ?

We have been travelling around North Island A&P shows for 6 years offering a top quality selection of real fruit icecream, yoghurt, smoothies and milkshakes. Come and see us on the right of the main grandstand.

Make this information public?

Additional Notes:

address in full. This will be a live link that riders can click to view information (IF the show makes this info available to view!)

When finished, click again on the big green button CONTINUE - SELECT CLASSES (but you are to read as Select Area).

## Select what section of the trade/display you want

From here, select ONE of the options provided as appropriate. In this case, the Food court. You don't pick the size here. That is in the next step. Click on green button CONTINUE.

### 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 4: Select classes

Name	Option	Notes	FF
<input checked="" type="checkbox"/> Food Court	5	For those cooking and preparing food at the show. You will require a Food License. Select space in blocks of 3m x 3m under FEES (next step) which will calculate the Fee payable.	\$0.00
<input type="checkbox"/> Trade Display Area	6	Trade space is selected in blocks of 3m x 3m under FEES (next step) which will calculate the total Fee payable.	\$0.00

Continue ▶

## Check the summary

The next form that opens is a summary of what you have selected to date.

### 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 5: Entry Summary

This is a summary of your current entry.

Category	Food and Trade	
Competitors	Real Fruit Icecream (Business) Mary Masters (Contact Person)	
Classes	Food Court	\$0.00
		Total: \$0.00

+ Confirm this entry and add another

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

You should click on the green button UNLESS you have two or three different trade display types which is not likely. Email for help with this if you do.

## Miscellaneous Items and Fees

This is where you book the space requirements which will incur a fee or charge to the business. In our example, as Real Fruit IceCream, we are looking for 3 sites of 3 x 3 so we are after a 9m wide by 3 metre deep site.

## Step 2: Misc Items

\* denotes a required field.

### Trade Space

Name	Description	Price	QTY
BLOCK of 3m x 3m Trade Space (TRS)	Trade must book in blocks of 3m x 3m. Please specify how many BLOCKS of 3x3 you will require. You must provide your own power.	\$25.00 per 3m x 3m	<input type="text" value="3"/>

### Other

Name	Description	Price	QTY
Other Donation (DON)	Please specify the amount you are able to provide as donation in the QUANTITY box. We very much appreciate your support of our show.	\$1.00	<input type="text" value="50"/>

Continue ►

Click on CONTINUE once you have indicated your requirements. The donation is optional but if you are providing funds for the show on top of the site booking, you can enter this now.

## Customer Requirements

This area is where you add in any notes you want the show organisers to know about.

Notice the **Staying on grounds?** is a required text box - you must enter yes or no.

## Step 3: Customer Info

\* denotes a required field.

\* Staying on grounds? ⓘ

No

Other notes or requests: ⓘ

Arriving late so leave the gates open! Can we have the space on the right of the grandstand as we had last year please.

Continue ►

Click on the green button CONTINUE.

## Address and phone details

The next stage requires that you fill in information on address, name, email (if not the same as login) and phone numbers. If this is the first time through the Main-Events online entry system you will have to do all this. It is saved for the next time however.

To start, click on the blue button upper right + **add address** and fill in the popup form that appears. Save and close out. The address will then appear in this area.

IMPORTANT - even if this is the only address that appears you MUST click into the circle (option) next to the type of address to select it.

## Step 4: Contact Info

\* denotes a required field.

### \* Address

+ add address

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

#### Home

184 Te Kanuka Road  
RD 9  
Masterton  
5840  
Wairarapa  
New Zealand

#### Postal

PO Box 448  
Masterton  
5840  
Wairarapa  
New Zealand

Carry on filling in phone and email details. Again, these will be saved to your profile for the next time. Click on green button to continue.

## Select Payment Option

In the next stage, you select a payment option as set by the show organisers. In this case, direct credit only.

## 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:	BNZ
Account Name:	Te Kauwhata A&P Show
Account Number:	02-0444-0016943-00
Reference:	TKWMAF7C 
Deposit Amount:	\$125.00

Confirm payment method and continue ▶

When you select the payment option, the Direct Credit Details appears with the total amount of the direct credit and the Reference code which you should use along with your business name.

Click on the green button to continue.

## Summary

This is NOT the final step. It is a summary of what you have done.

## 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

Customer Info



If you are happy with it, then scroll all the way down to the bottom of the form and tick that you are 18 years of age or older and accept the terms and conditions.

The final step is to click on the green button CONFIRM AND SUBMIT ENTRY.

**Deposit Amount:** \$125.00

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

Confirm and submit entry ▶

Now you are finished!

## Finished!

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

Please print this page for your own reference.

### Entry Information

<b>User</b>	 Anne Vallance
<b>Entry Reference</b>	TKWMAF7C
<b>Name</b>	Vallance, Anne
<b>Email</b>	anne@main-events.co.nz
<b>Postal</b>	PO Box 448

### Payment Option

#### Bank Deposit

<b>Bank Name:</b>	BNZ
<b>Account Name:</b>	Te Kauwhata A&P Show
<b>Account Number:</b>	02-0444-0016943-00
<b>Reference:</b>	TKWMAF7C 
<b>Deposit Amount:</b>	\$125.00

The show organiser will receive an email copy of your entry.

You will also receive an email where you can click to view the detail of your entry.

Dear Anne,

Thank you for your entry into the 'TRADE & SPONSORS - Te Kauwhata A&P Show \*' event. You can view the details of this entry at an address:

<http://www.main-events.com/user/27/anne-vallance/onlineentry/view/88487>

Also, you can always view a list of all your previous events entered from your 'My Main-Events' area.

<http://www.main-events.com/user/27/anne-vallance/onlineentry>

--

Thank you,  
Main-Events.com Team

## MY MAIN-EVENTS - your profile area

Or you can click on MY MAIN-EVENTS just under your login (make sure you are logged in), and from there click on ONLINE ENTRY tab and you will then see the entry under TRADE AND SPONSORS - Te kauwhata A&P Show.

To view the detail, click on the small blue magnifying button to the left of the line.

Notice that the entry is PND or Pending. The show organiser will ACT (Activate) the entry once payment has been received and/or a trade space has been allocated.




## Anne Vallance

Details Events Competitors Photos Online Entry

### Online Entries

This contains an archive of all your previously submitted online entries.

Showing 1 - 20 of 231

	Customer	Event	Class Entries	Date	Status
	Anne Vallance	TRADE & SPONSORS - Te Kauwhata A&P Show *	1	03/10/2017	
	Anne Vallance	Secondary Schools Equestrian Cup 2017	2	04/09/2017	