www.main-events.com

Step by Step Online Entry for Home Industry

Thank you for taking the time to go through this process. 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 entries and your preferred Exhibitor name.

Please be aware that in places you may come across terminology that is more horse related where an entry (your cake or photography) is labelled a horse/pony or you as the exhibitor 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
1 Feb 2019	CREATE YOUR FREE Online Entry Show here	For all equestrian activities, New Zealand	Open now
9 Feb 2019	Canterbury Show Jumping and Show Hunter Championships	National Equestrian Centre, McLeans Island, Christchurch, New Zealand	Entries closed
11 Feb 2019	Marlborough Showjumping Summer Show	Marlborough Equestrian Park, Marlborough, New Zealand	Accepting late entries
15 Feb 2019	Masterton A & P Show	Solway Showgrounds Masterton, New Zealand	Accepting late entries
20 Feb 2019	St Matthews Inter-School Equestrian Event	Solway Showgrounds, Masterton, Wairarapa, New Zealand	Open now
23 Feb 2019	SOUTHLAND SHOWJUMPING CHAMPIONSHIPS	Gore, Southland, New Zealand	Open now
2 Mar 2019	Strath Taieri A and P Show	Middlemarch, Otago, New Zealand	Open now
3 Mar 2019	Glenuku Equine Dressage	Waitangi Falls Road, Auckland, New Zealand	Open now
8 Mar 2019	Wanaka A&P Show (Upper Clutha)	Wanaka, Otago, 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 **Online Entry** tab, you can view the schedules by clicking on the link provided upper left (which are also accessible from DOCUMENTS tab at top). Once you have the classes in mind that you want to do, click on the ENTER NOW button. You should print and have the schedule open as you enter.

5. In Step 1, you select the section of the show you are entering – eg click on the blue Home Industry (61 classes) button.

6. In this next step, you must select the entry that you want to enter first. The process with online entry is to enter each entry 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 your name and for the Entry just put in *Entry* as the catalogue will only display your name. IMPORTANT – do not use commas or quotation marks in your entry or exhibitor names.

7. When you click on the ***Add a new Entry***, a box will popup asking for the name which you type in *Entry* and then click on the SEARCH button. The program searches for a possible match – which is used with with horses that trade hands, the program is looking to see if the horse is already in the system. In your case, just choose ***NONE OF THE ABOVE ARE A MATCH***.

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 ITS ME! or PERSON RESPONSIBLE for the entry.

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 *Entry* in the drop list.

9. 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 Home Industry category.

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

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

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

[Continue - Add/Edit Competitor Info ▶]

10. The next area is where you put in the information the show has required for entries in your category of Home Industry.

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.

Entry (Entry)

Name	Value

Anne Vallance (Exhibitor)

Name	Value
✎ School Name ❓	
✎ ❋ City/Town	Middlemarch

[Continue - Select Classes ▶]

Notice that the City/Town Number has a gold asterisk beside it. This indicates a field that is required. You cannot leave blank.

11. 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. Or simply click into the VALUE box. f 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.

12. 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.

    As the section is **Home Industry**, you will use the same name ENTRY for all sections - eg flowers, muffins, eggs, knitted items or photographs. So you can select the different classes even if unrelated.

Part 4: Select classes

	Name	Section	Date	Est Start	Location	PM	EF
☐	196 - Arrangement Bold and Bright	Flowers	2 Mar 2019		Hall		$0.00
☐	197 - Feature Class – Succulents/Cacti	Flowers	2 Mar 2019		Hall		$0.00
☑	198 - Roadside Arrangement - not grown in the garden	Flowers	2 Mar 2019		Hall		$0.00
☐	199 - Single Bloom (one stem, one flower) - grown by exhibitor	Flowers	2 Mar 2019		Hall		$0.00
☐	200 - Multiple Bloom (one stem, many flowers) - grown by	Flowers	2 Mar		Hall		$0.00

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

☐ 256 - Feature Class - Ages 9-13 Best or herb

Continue ▶

NOTE - there is $0 entry fee for each class as the entry fee is a one off $3 Admin fee per person that is paid under FEES. It doesn't matter how many things you enter.

13. The next stage is quite important. You are not adding more entries and therefore want to go to the next step which is other FEES. 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	Home Industry	
Competitors	Entry (Entry) Anne Vallance (Exhibitor)	
Classes	198 - Roadside Arrangement - not grown in the garden	$0.00
	229 - Any hand sewn item	$0.00
	237 - Local Scene\Landscape	$0.00
	Total:	$0.00

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

14. Once you have clicked on the green button to proceed to the next step, you will come to the SHOW FEES The fee for the Home Industry is the $3 per person so put in the appropriate QUANTITY as shown on the right and when finished, click on the green CONTINUE button.

NOTE - the Late Fee and Members Discount does NOT apply to Home Industry.

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 ▶

Step 3: Customer Info

✷ denotes a required field.

✷ Staying on grounds?: ❓   No

Any special stabling requirements: ❓

Bank Account Name: ❓   My bank account

Bank Account Number: ❓   12-345678-9124-01

Home Industry Section Notes: ❓   1 roadside arrangement
2 hand sewn items - hat and babies bib
3 photographs

Continue ▶

15. The next stage asks for information that associated with the overall 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 used for horse entries. You would leave blank.

    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. You can leave this blank.

16. In the Home Industry Section Notes - please specify if you are entering more than 1 item in a CLASS - you are allowed up to 3 items per class.

17. 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.

18. 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:

◉ 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:	tba
Account Number:	12-3150-0311211-00
Reference:	STRF46K6 ❓
Deposit Amount:	$3.00

Confirm payment method and continue ▶

19. 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.

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

    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, you don't have to 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, click on CLEAR ENTRIES AND RESTART ENTRY PROCESS. The good thing is that any information you have put in about your entry and yourself will still be there for you to pick form.

Otherwise to edit as you go

21. 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.
22. 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

Home Industry

| ✏️ | Entry · Anne Vallance 3 classes | $0.00 |

Misc Items ✏️

Show Fees

1 x Administration Fee (ADM) $3.00

Current total

$3.00

Clear all entries and restart entry process