



## How to enter online for the WHEELS FOR WAIRARAPA

1. If this is your first time using the Main-Events online entry system, you will need to register as a user first. It is FREE. Go to the Main-Events.com website and at the top right, click on **Register**. Follow the process through. Wait for a confirmation email to come through – it is usually within 5 minutes so if longer than that ring Anne at 06 378 2310 or email [anne@main-events.co.nz](mailto:anne@main-events.co.nz) and we can activate it manually. Once you are logged in, go to the **Online Entry** tab on the far right. Click on the **ENTER NOW!** Green button on the lower part of the screen.
2. Under **STEP 1: Select Category** click on the only option available which is the blue button WHEELS AT WAIRARAPA.
3. Under **PART 2: Select Vehicle and Driver**, the two drop lists will be blank the first time through. You will need to add trucks and drivers to your profile to enter. Once added to the system they will appear in the drop list to select from. EACH truck must be added separately and associated with a driver. To begin with, start by adding one truck and assigned driver. IMPORTANT - Each truck entry must be uniquely identified so for clarity please enter the **Fleet number and Company Name** – eg #3 – ABC Trucking. This will be part of the catalogue on the day. The make and model is entered later so don't use that as the Fleet number and Company Name.
4. When you click to add a new vehicle, type in the *Fleet number and Company Name*. The software will search to see if any other matches exist – which should be **No matches found** if you are identifying vehicles with different Fleet numbers. You will then need to specify your relationship – choose OWNER or PERSON RESPONSIBLE. This does not appear in any public documentation so although required is not important. Adding a driver is a similar process but choose IT'S ME or other as you think appropriate. Again, required but not important.
5. Once you have entered the first truck and first driver, the next stage involves adding that truck and driver to the classes. From **Part 2: Select Vehicle and Driver** as in the drop list, choose the truck and the driver and click on the green button **Continue – Add/Edit Related Info**.
6. In this area, you enter the information related to the truck and to the driver. Click either on the blue pencil button to the left or just click in the space showing and add the information. Anything with a gold asterisk is required info – so all of this is required. Be sure to TICK the make all truck information public BUT not the driver's mobile number.
7. Once all the information is in place, click on the green button **Select Classes/Activities**. The next screen is a list of all classes you can enter. Tick on the left those that you want to enter for THIS TRUCK & DRIVER. Click on the green button **Continue** at the bottom of the list of available classes.
8. **Part 5: Entry Summary** shows a summary of the entrants and classes entered and any fees associated – in this case zero as the entry fee is per truck and entered later. At this stage if you have ANOTHER truck to enter, click on the blue button + Confirm this entry and add another so that you go back to the start for entering another truck and *if required* another driver. Make sure you select the correct truck and driver once added to then add related info and select classes for that second truck. Repeat for as many trucks as you plan to enter.
9. Once you have added ALL trucks into their classes and you get to this Entry Summary stage again, click instead on the green button **Confirm this entry and continue to next step (fees)**. In **Step 2: Other Fees/Items**, you will be charged for each truck entered and you can indicate if you need camping or BBQ tickets. Put the number of nights or number of people in the **QTY** section.

10. **Step 3: Customer Info** asks two questions. If you are staying on the grounds over the event, tick Yes. If you can make your truck and driver available to give rides to the general public over a 45 minute period as a fundraiser for local young lad Eli - please say True. We will contact you with details later. Click on the green button to **Continue**.
11. **Step 4: Address and Contact Details** involves giving information the show needs to contact you. You will need to provide an address – work or otherwise. It can be a postal or physical address. If this is your first time through, you will need to click on the blue button + **add address** and follow through. Once added, you then select this address. Your name and email address from your login should appear below. Please add at least one phone number that will be accessible by the event organisers. By the way, changing your email here does not change your login email. Click on continue.
12. **Step 5: Payment** – you only have one option so tick **DIRECT CREDIT** and the direct credit details will then appear below with the bank account details and number that you will need to make your payment. Click on **Confirm payment method and continue**.

## VERY IMPORTANT STEP

13. A complete summary of your entry then appears with all details entered. This is for you to CHECK and make sure all is correct. If you are happy with all the details, then scroll down to the very bottom of the screen and **tick that you are 18 years of age and accept the terms and conditions**. You can view the terms and conditions by clicking the words – or view as a document under the DOCUMENTS tab. If you tick and then click on the **Confirm and submit entry**, it confirms your entry. If you DON'T tick and click the green button, your entry is NOT submitted and the secretary will not know anything of your entry.
14. If you confirmed and submitted your entry, the next screen that appears has a big **FINISHED!** At the top. And you will then receive an email from Main-Events confirming your entry as below. If you don't get one of these, check your spam folder.

## Now what? ...

In the Main-Events system, you can view all entries in the different classes as they enter from the CLASSES tab from the public view. Go to Main-Events.com and look for the **Wheels at Wairarapa** event (little truck to the left) from the list. Click on the event name and then on the **CLASSES** tab.

Click on the class name you want to view. Once viewing the class list, you can sort the list in AZ or ZA order by clicking on the heading (eg Model arrows). Click once for AZ and click again to reverse the order ZA. You can also print your own copy of the class list from the button at top right.

If you want to know more about a vehicle, click on the **Vehicle name** and a form will popup showing other information – eg registration, speedometer reading

## 9 - Best Hino



**Category** Wheels at Wairarapa  
**Start Date** 6 Feb 2022  
**Entry Fee** \$0.00

### CLASS MENU

[Class list](#)

[Photos](#)

Entry lists displayed below may be incomplete because it only contain entries entered online and/or uploaded by the event administrator.

Driver ↓↑	Vehicle ↓↑	Truck Make ↓↑	Model ↓↑	Year ↓↑	Owners ↓↑
Joe Brown	#3 - ABC Trucking	Hino	300 Series	2019	ABC Trucking

## Making changes or cancelling entries

You can email the show secretary direct by clicking on the **CONTACT** tab from the show page on Main-Events.com, but we suggest you use the MESSAGING feature for the show. You can type in a message and see when it was actioned. This process is on the same ONLINE ENTRY tab where you first went to start the process. But this time, click on the green button below **Class Changes/Other Messages**.