

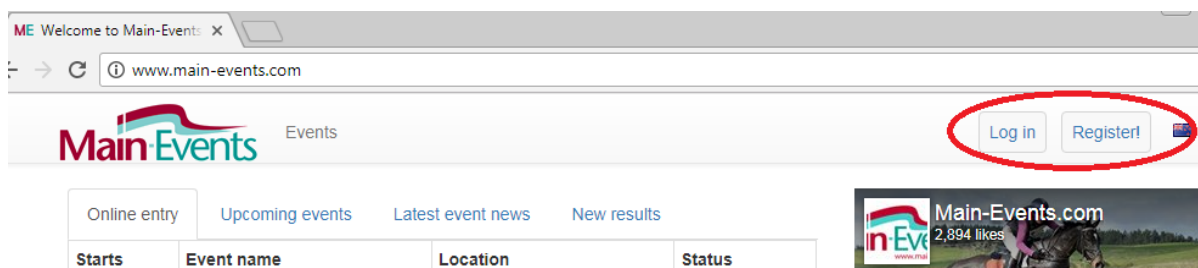
Notes for ONLINE ENTRY - Ellesmere A&P Show

Thank you for trying out our new online entry portal for the Ellesmere A&P Show. Using this portal ensures that our secretary has consistent and accurate information about your contact details as an exhibitor.

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.

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.

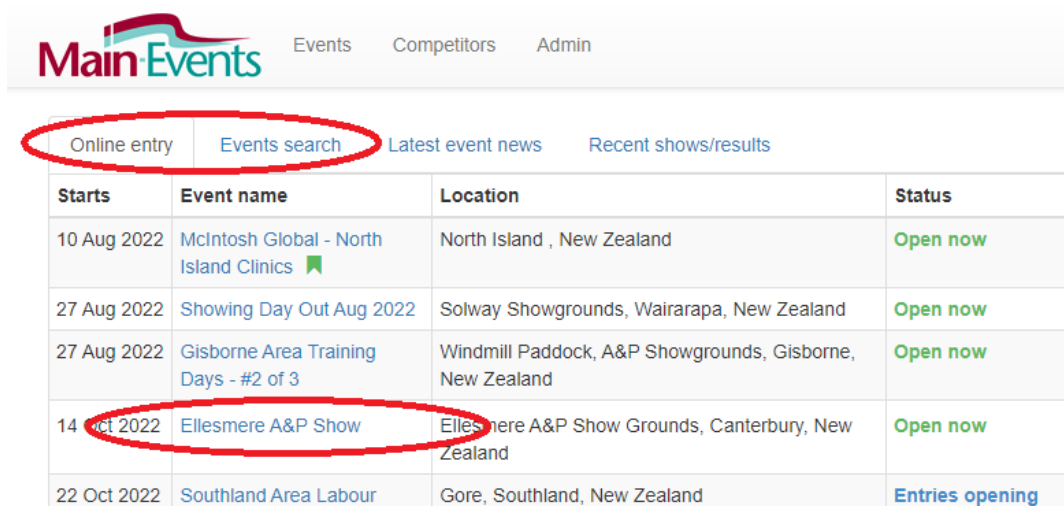


If you do not get an email within 5 minutes, email support@main-events.co.nz and we can activate your email for you.

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 the 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.



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!

Event Details

Event code:

EAP005

When:

Fri 14 Oct 22 - Sun 16 Oct 22

Entries close:

Friday, 16 September 2022

Schedules:

SCHEDULE - Horse Section 2022

SCHEDULE - Alpaca Section 2022

SCHEDULE - Cattle - Beef, Dairy, Pigs & Dairy Goats

SCHEDULE - Grain & Seed

SCHEDULE - Highland & National Dance

SCHEDULE - Home Industry, Handcrafts & Schools

SCHEDULE - Poultry

SCHEDULE - Sheep, Wool & Dog Trials

SCHEDULE - Wearable Arts

Fee Policies

Late entries

- late entries are **not available**

Discounts

- discounts are **not available**

Cancellations:

- cancellations are **disabled**

Payment Options

Online Entry Steps

- Step 1:** Select/Add entry type and related info
- Step 2:** Select other items/fees
- Step 3:** Add/edit customer info
- Step 4:** Address and contact details
- Step 5:** Select payment option
- Step 6:** View summary and SUBMIT
- Finish!**

Enter Now!

Class Changes/Other Messages

STEP 1 - Online Entry process

The first step is to choose what you are entering for - in this case a category – eg sheep & dog trials.

The information for each section of your entry will vary slightly - for example equestrian might ask for height certificates or ESNZ registration whereas the Home Industry, Handcrafts & Schools will ask for the school and age of competitor if appropriate and Sheep or Cattle ask for a Herd ID and registration.

Part 1: Select Category

Showing & Breed Classes (320 classes)

Cattle, Pigs & Dairy Goats (87 classes)

Grain & Seed (41 classes)

Highland National Dancing (18 classes)

Home Industry, Handcrafts & Schools (191 classes)

Poultry (90 classes)

Sheep, Wool & Dog Trials (142 classes)

Wearable Arts (5 classes)

Click on the Blue Button under **Select Category** that is the section you want to enter.

Entry name and Exhibitor

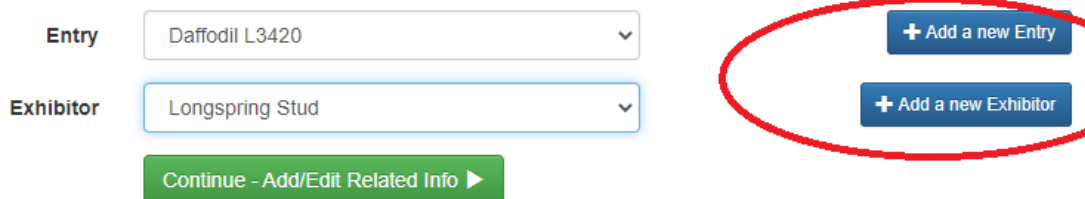
If this is a second or subsequent entry for a show, the horse & rider OR entry & exhibitor drop lists will have filled in - if you have more than one previous entry/exhibitor name, select from the drop list.

If this is your first time through, then you must add your ENTRY and EXHIBITOR name by clicking on the + Add a new Entry or + Add a new Exhibitor button on the right.

Part 2: Select Entry and Exhibitor

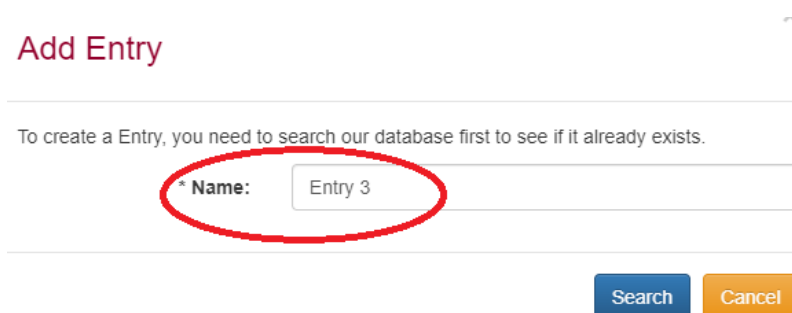
The table below shows the different entry types that are required for the Cattle, Pigs & Dairy Goats category.

Use the drop down lists to select or click on the blue button to add a new one.



Adding a NEW Entry or Adding a new Exhibitor

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 horse or entry and then click on the Search button.



What is the Entry versus Exhibitor?

The entry is the animal, floral arrangement, handcraft, sheep etc that you enter for judging. And Exhibitor is the person or farm to be associated with the entry.

So where the entry has a name – horse, dog, cattle, painting etc, put that in. If the entry is not named, you can just put in *Entry*.

IMPORTANT – where you intend to enter multiple entries in a class where names are not usual – eg 3 sheep or 2 chocolate cakes or 4 roses, then each one should have a unique name – eg Entry 1, Entry 2 and Entry 3. However, you DO NOT need to have a different “name” if entering 1 sheep in 3 classes. That can still be Entry 1 with your as the Exhibitor as the class entered will define the age and breed.

- 3 sheep in 1 class = Entry 1, Entry 2 & Entry 3
- 1 sheep in 3 classes = Entry 1
- 1 entry in sheep and floral arrangements = Entry 1

Entry 1 is the catch all name.

The search will then go looking for a possible match. As this is YOUR entry it does not need to be linked to another with a similar name as it is more than likely lots of others have put in Entry 1 as a name!

Choose **NONE OF THE ABOVE ARE A MATCH** as circled below.

Add Entry

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

* Name:

Entry 3

There were some potential matches found in the system.

Is 'Entry (NZ)' a match? Yes

Is 'Entry (A) (NZ)' a match? Yes

Is 'Entry (HF) (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.

Search

Cancel

The next screen will ask what your relationship is to the business (eg Owner), and what country and region. Obviously New Zealand and whatever. We suggest you choose PERSON RESPONSIBLE. Click on **Submit**.

Add Entry

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

* Name:

Entry 3

 No matches found in the system.

* Your relationship:

Person Responsible

* Country:

New Zealand

State/region:

Canterbury

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

Submit

Reset

Cancel

Add Exhibitor

Repeat the process to **add a new Exhibitor**. This should be the farm name (or rider in equestrian) that is associated with your entry. Or it may be the name of the Handler in a *Junior Exhibitor* class. Your "relationship" in this case could be Person Responsible again.

In the example below, the Entry is actually named animal – Daffodil L3420.

Finished adding

Make sure both the Entry and Exhibitor Name are displayed. Then click on **CONTINUE - ADD/EDIT RELATED INFO**.

Part 2: Select Entry and Exhibitor

The table below shows the different entry types that are required for the Cattle, Pigs & Dairy Goats category.

Use the drop down lists to select or click on the blue button to add a new one.

Entry	<input type="text" value="Daffodil L3420"/>	+ Add a new Entry
Exhibitor	<input type="text" value="Longspring Stud"/>	+ Add a new Exhibitor
Continue - Add/Edit Related Info		

The form that pops up next shows both the Entry and Exhibitor information that you should provide the show organisers. Anything with a gold star/asterisk to the left of the info item (eg City/Town) is a **REQUIRED** item that must be filled in.

Part 3: Entry and Exhibitor Information

You must enter all required information before you can continue to the next step

* denotes a required field.

Daffodil L3420 (Entry)

	Info item	Information
	Registration	
	Date of Birth	30 Jul 2002
	Information	Sire: Dragon J235 Dam: Beauty J196

Longspring Stud (Exhibitor)

	Info item	Information
	* City/Town	Masterton

[Continue - Select Classes/Activities](#)

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

Add/edit competitor info

Registration:

Make this information public?

Additional Notes:

IMPORTANT - you should tick to make this information **PUBLIC** unless it is not usually listed in the catalogue. Then if not public, the show organiser can view but not others when looking at class lists.

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

Select what classes you want to enter

From here, select CLASSES from the list provided as appropriate. All classes are in numeric order so please refer to the schedule for your schedule under the DOCUMENTS tab so make it easier to find them. Once finished, click on green button CONTINUE at the bottom of the list. Could be a long way down!

Step 1: Class/Event Registration

Follow the easy 5 part process - select category, add entrants, update info, select class/activities and confirm

Part 4: Select From

	Name	Section	Date	Est Start	Location	PM	EF
<input checked="" type="checkbox"/>	180 - Cow, three years and over, in calf or with calf at foot	All Breeds (Beef)	15 Oct 2022			\$40, 30, 20, 10 .	\$7.00
<input type="checkbox"/>	181 - Cow, two years and over, in calf or with calf at foot	All Breeds (Beef)	15 Oct 2022			\$40, 30, 20, 10 .	\$7.00
<input type="checkbox"/>	182 - Heifer, yearling	All Breeds (Beef)	15 Oct			\$40 30	\$7.00

Check the summary

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

Step 1: Class/Event Registration

Follow the easy 5 part process - select category, add entrants, update info, select class/activities and confirm

Part 5: Entry Summary

This is a summary of your current entry.

Category	Cattle, Pigs & Dairy Goats		
Entrants	Daffodil L3420 (Entry) Longspring Stud (Exhibitor)		
Classes/Activities	180 - Cow, three years and over, in calf or with calf at foot		\$7.00
	215 - Cow, five years and over.		\$7.00
		Total:	\$14.00

[+ Confirm this entry and add another](#)

[Confirm this entry and continue to next step \(fees\) ▶](#)

Missing a class?

If you have discovered you are missing a class, click on the small blue pencil symbol to the right of CLASSES: and reselect. DO NOT click on the orange button!

Next?

If all looks correct, then choose from the blue and green buttons below the summary. If you have another entry to put in, choose the blue button. If this is your last or only entry, then click on the green button to confirm and move to the next stage.

Other Fees/Items

Class entry fees are automatically part of the classes you selected. In this area, you add in the other fees that apply generally to your entry. Put the appropriate QTY in the box as shown below.

Edit current selections

Category:

Cattle, Pigs & Dairy Goats

Competitors:

Daffodil L3420 · Longspring Stud

Classes:

180 - Cow, three years and over, in calf or with calf at foot · 215 - Cow, five years and over.

[Clear all entries and restart entry process](#)

Step 2: Other Fees/Items

* denotes a required field.

General Fees

Name	Description	Price	QTY
Horse Administration Fee (HADM)	This applies to every rider competing in Equestrian classes	\$5.00 per rider	<input type="text" value="0"/>
General Administration Fee (GADM)	This applies to all other section exhibits	\$5.00 per exhibitor	<input type="text" value="1"/>
Membership (MEM)	Annual Membership Subscription for 2 adults, children under 12 years old free	\$20.00 Two Adults	<input type="text" value="1"/>
Horse - Box (HR)	Covered stables are available and will be allocated at the	\$10.00 per horse	<input type="text" value="0"/>

Membership Discounts

Membership Discount

Name	Description	Price	QTY
Sheep Discount ()	Members Discount - total classes entered in quantity box	-\$3.00 Per class	<input type="text" value="0"/>
Wool Discount ()	Members Discount - total classes entered in quantity box	-\$1.00 Per class	<input type="text" value="0"/>
Sheep Dog Trial Discount ()	Members Discount - total classes entered in quantity box	-\$2.00 Per class	<input type="text" value="0"/>
Beef & Dairy Discount ()	Members Discount - total classes entered in quantity box	-\$3.00 Per class	<input type="text" value="2"/>
Dairy Goats Discount ()	Members Discount - total classes entered in quantity box	-\$1.00 Per class	<input type="text" value="0"/>

The Ellesmere A&P Show has a special members discount per class and you can indicate here how many classes you have entered so you can apply the discount. For your convenience, the Membership is also a fee you can pay during your entry in the General Fees area.


To work out how many classes you have entered, look at the ONLINE ENTRY SUMMARY at the top right of this form. It will show how many classes each of your entries is in. Total those up and then put that number of classes in the QTY column for the appropriate discount – 2 as shown above.

Click on the green CONTINUE button to move on.

Online Entry Summary

Completed entries +

Cattle, Pigs & Dairy Goats

 Daffodil L3420 · \$14.00
Longspring Stud
2 classes

Current total

\$14.00

Clear all entries and restart entry process

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. The bank account number is needed for paying out prize money and/or refunds after the show.

Step 3: Customer Info

* denotes a required field.

* Staying on grounds?: 


No

* Bank Account Number: 

12-34567-890123-45

NAIT Number for Livestock section: 

12345

Any special stabling requirements: 

Will be arriving at 6:00 am - will the gates be unlocked?

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

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

+ add address

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, POLIPAY only.

Click on the green button to continue.

Some banks ...

Some banks do not process PoliPay (eg Rabobank) in which case the process is to do the online entry, then start the PoliPay process and then CANCEL the PoliPay process.

Your entry will be flagged as in ERROR but the show secretary can retrieve it so you need to notify the show secretary that you need their Direct Credit details so that you can pay online.

Step 5: Payment

Please select a payment option:

Internet Banking (Pay with POLi)

Confirm payment method and continue ▶

Summary

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

Class Entries

Category	Competitors	Classes	EF
Cattle, Pigs & Dairy Goats	Daffodil L3420 · Longspring Stud	180 - Cow, three years and over, in calf or with calf at foot	\$7.00
		215 - Cow, five years and over.	\$7.00
Class entries total:			\$14.00

Misc Items

Category	Name	Description	Price	QTY	Cost
General Fees	General Administration Fee	This applies to all other section exhibits	\$5.00	1	\$5.00
	Membership	Annual Membership Subscription for 2 adults, children under 12 years old free	\$20.00	1	\$20.00
Membership Discount	Beef & Dairy Discount	Members Discount - total classes entered in quantity box	-\$3.00	2	-\$6.00
Misc items total:					\$19.00

Grand Total: \$33.00

Payment Info

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

[Confirm and submit entry ▶](#)

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.

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

Now you are finished and you will get a message to that effect. Look for the big FINISHED! As on the right.

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.

If you don't receive an email, check your spam folder.

Finished!

Congratulations, you have completed the online entry and it has been :
Please print this page for your own reference.

Entry Information

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

Dear Anne,

Thank you for your entry! You can view the details of this entry at 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>

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Thank you,
Main-Events.com Team

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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 listed near the top with any other shows you have entered.

To view the detail of your entries, 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.

Main Events Events Competitors Admin

Anne Vallance My Main-Events

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 359

	Customer	Event	Class Entries	Date	Status
	Anne Vallance	Ellesmere A&P Show	2	15/08/2022	PND
	Anne Vallance	Test Show 2022	1	20/07/2022	PND

ONLINE ENTRY MENU

- Entries
- Messages