

## **HOW TO COMPLETE AN ONLINE ENTRY IN SHOWDAY ONLINE**

The following guidelines should help you to complete your registration and entries for the 2023 Noorat Show.

### **REGISTERING**

If you are new to Showday Online, you will first need to create an account.

1. Top right-hand corner of the screen select **LOGIN/REGISTER** and **CREATE AN ACCOUNT**  
You will need to fill in all your details (not all fields are mandatory).
2. When completed choose **CREATE AN ACCOUNT** in the bottom left-hand corner.
3. If you already have an account, select **LOGIN**
4. To save time, go to **MY ACCOUNT > MY PROFILE** Here you can . . . . .
  - Edit your details if needed in **My Profile**
  - Add/edit details of **Entrants** (including yourself). When adding an entrant, make sure you select the country. You will also be asked for bank details here. Prizemoney is paid directly into a bank account and unless bank details are provided, or other arrangement made with the Secretary will be withheld.
  - Add/edit details of your livestock **Exhibits** as required. PIC numbers are mandatory.
  - Find details of previous entries (**Orders**) and **Membership**
5. Go back to the Noorat Show home page to enter.

### **ENTERING**

1. Select **PLACE AN ENTRY**
2. Select **INDIVIDUAL ENTRY** (if appropriate) or **GROUP ENTRY** (for schools/groups)
3. Under **ENTRANT NAME** select entrant name/school or group name
4. Select **EXHIBIT TYPE** (Homecraft is *Home Industries Pavilion*)
5. On the right-hand side of the screen choose **SELECT CLASSES**
6. On the left-hand side of the screen under **SELECT CLASSES FOR ENTRY** select the section you wish to enter.  
The **Section Notes** page will pop up. Scroll down to the bottom and select ***I have read and accept the entry notes.*** **Livestock exhibitors please note** a waiver is included here which you accept when moving forward to entries.  
If there are sub-sections, they will now appear under the section heading. Select the sub-section and the classes will appear.
7. After each entry selection complete the **SUMMARY OF ENTRIES** form on the right-hand side of the screen. Mandatory fields will be highlighted in **RED outlined boxes**. If you completed all the entrant/exhibit details on registering, these fields will self-populate saving heaps of time.  
If you have another entry go back to the listed classifications and select the next class and repeat the process. If you have more than one entry in the class, adjust the number beside the class description and the summary will provide the correct number of forms to complete for each entry in the same class.  
**NOTE:** If you have purchased a membership ticket through Showday Online before submitting your entries, the entry fee will automatically adjust. You can purchase a membership ticket at the time you do your entries. See in the ribbon above the entry details, **MEMBERSHIP** is an option to purchase before finalizing payment. Entry fees will automatically adjust then.  
Before selecting **FINISHED ADDING CLASSES** review your entries. All required fields must be filled before it will allow you to move on.

8. **EXTRA ITEMS**

Select any **EXTRA ITEMS** you may require here.

**Sheep & Cattle Exhibitors: Animal Health Declarations must be uploaded at the time of entry via the [Click to upload PDF, JPG or PNG files](#) button. Entries will not be confirmed until all necessary paperwork is in place.**

9. **MEMBERSHIP**

Here you can select to purchase a membership ticket. This will automatically adjust your entry fees.

10. **PAYMENT**

Tick box to indicate acceptance of the Showday Terms & Conditions.

All entries must be paid for at the time of entry using your credit card via our secure Square payment gateway.

Be sure to click **CLOSE** on the window once you have finalized your payment to ensure your entries are submitted.

You will receive an email acknowledging receipt of your entries and if all requirements are in place, a further email confirming acceptance of entries will be sent (Homecraft exhibitors will also include exhibit cards). Please check your junk/spam folder if you don't receive an email.

**ADVICE & ASSISTANCE**

If you are having difficulty with entering online don't get frustrated, please contact Vicki on 0455 669 984.