

HOW TO LODGE AN ENTRY IN CLASSES IN THIS SCHEDULE

- ONLINE (preferred) at <https://showday.online/show/boorowa> or
- Manually, by completing the Entry Form, (Class No, Name of Class, for each entry. Fill in your name, phone, and email) and deliver to the Show Office before the advertised closing date.

NB: Entry to all Pavilion Sections can be made online.

Online Entry Instructions:

Step 1 – Create Your Account:

1. Go to the web page, as above.
2. Click **LOGIN/REGISTER** at the top right of page. This will take you to the Login screen.
3. If you have already registered with Showday, **LOGIN** with your email and Password.
4. If you have not previously registered (i.e. are a first-time user) Click **CREATE NEW ACCOUNT** (down the bottom of Login screen), and input your details as required.
5. This is a 2-step process. After registering on Showday Online you will receive a confirmation email which you must action, to finalise your account setup.

Step 2 – Enter Classes:

1. Click on the > to the right of the Section you wish to enter (down the right side of the page) and this will display the Classes in that section.
2. **TICK** (on the left) the Classes that you wish to enter and ONE Entry will be added. If you wish to put more than one entry in a Class, you need to increase the quantity tab. A summary of all entries will appear on the right.
3. If you wish to enter in more than one Section, once you have finished adding your entries for one Section, go back to the top and choose the next Section and continue selecting Classes.
4. If there is more than one Entrant (e.g. your children) go back up to **SELECT ENTRANT** and **ADD NEW** – a new screen will pop up where you can fill in their Name and Date of Birth, if competing in Junior Classes. Scroll down to the bottom and click the red **ADD NEW ENTRANT**. You will see that their name is now shown in the Entrant box. Complete their entries as above. You can add as many entrants as needed. If they have already been registered their name will appear in the drop-down list.
5. When you have finished all entries, check the summary on the right, scroll to the bottom and click the red **FINISHED ADDING CLASSES**.
6. Add any Extras, then click **FINISHED ADDING EXTRAS**.
7. You will be directed to a Payment Gateway to pay for your entries. If paying by Bank Transfer please use your Surname as the reference.
ENTRIES WILL NOT BE ACCEPTED UNTIL PAYMENT IS CONFIRMED.
8. You will automatically receive an email listing what you have entered and acknowledging that we have received them.
9. Once payment has been received you will receive a **second email**, confirming that your Entries have been accepted. It will contain your invoice/receipt **and**, scrolling past that will be your **Exhibit Tickets**.

Please print them off and attach them to your entries before delivering them to the Show.

NOTE: There are two of each ticket – one with your name and one without. Keep the one WITH your name. This may be needed to claim your entry at the end of the Show. Attach the one WITHOUT YOUR NAME to your entry.