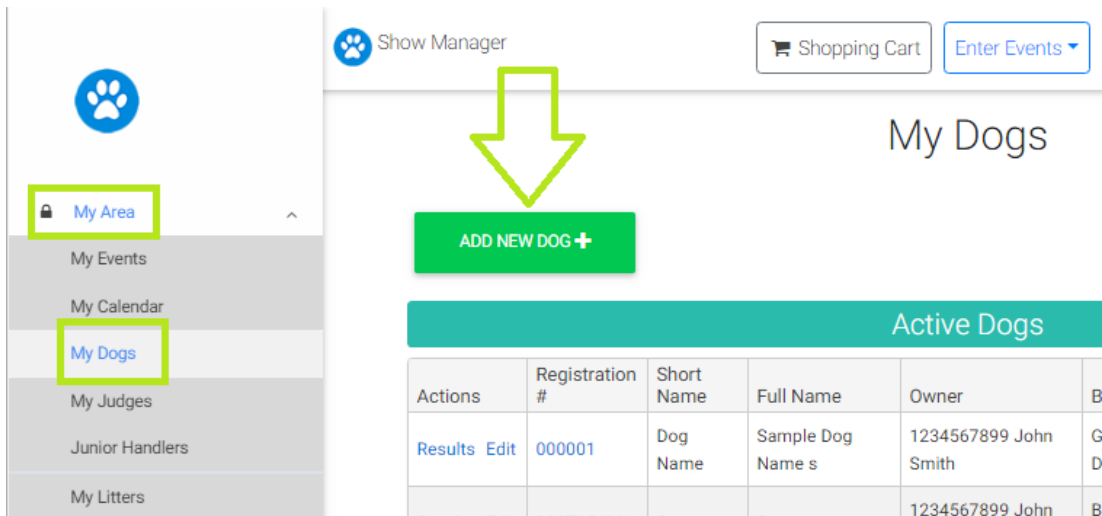# Show Manager – Quick Start Guide

Overview:

1. Add in your dog details
2. Select an event
3. Create entries
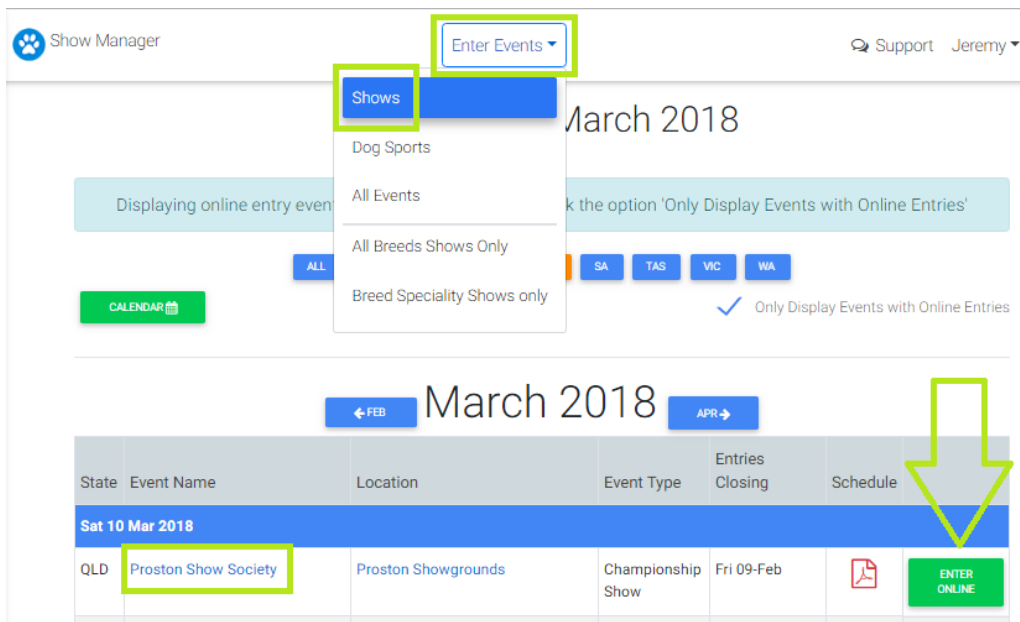4. Check out and pay

Add in your dog details

From the menu click on 'My Area' and then select 'My Dogs'. From the 'My Dogs' page click on the green 'Add New Dog' button and enter all your dog's details as per the Pedigree Certificate.

Select an event

Click on the 'Enter Events' button at the top of the page and then select your discipline. From the list of events you can either click on the green 'Enter Online' button or click on the event name to view more details about the event.

Create entries

Click on the 'Add New Entry' button to create an entry.

Proston Show Society - Championship Show, Sat 10 Mar 2018

CONFIRM ENTRIES ✔

Step 1 - Create Entries

ADD NEW ENTRY ✚

Name	Class	Event Age	Discount	Cost	

Select your dog and class then click on the 'Save' button

Step 1 - Select Dog

Select the Dog *
Yeller ▼

Dog Full Name
Ch Ol Yeller

Age at Event
Y:2 M:8 D:1

Step 2 - Select Normal Class

Select a Normal Class from the list
Intermediate (18-36 Months) ▼

Add another normal class for this dog

Step 3 - Select Special Class

There are no special classes for this event.

CANCEL ↺   SAVE 💾

Repeat this process for all the entries that you want to make. To order a catalogue edit the units and insert the quantity you want, typically for a catalogue this is 1.

Step 2 - Event Extras

Event Extra	Cost	Units	Total Cost	
Catalogue	$3.00	1	$3.00	✎ EDIT UNITS

When all the entries have been added click on the 'Confirm Entries' button, this will take you to a summary page where you can check all your entries are correct.

CONFIRM ENTRIES ✔

From the event details page click on the 'Accept the terms and conditions of entry & Add to Shopping cart' button.

You are purchasing (Not Paid)		
EDIT ENTRIES 🖉		
Details	**Discount**	**Cost**
Ch Ol Yeller: 5a, Intermediate (18-36 Months) - Bull Terrier (Miniature)	$0.00	$10.00
1 x Catalogue	$0.00	$3.00
1 x Online Entry Fee - $0.55 Per Entry	$0.00	$0.55
		Total: $13.55

ACCEPT THE TERMS AND CONDITIONS OF ENTRY & ADD TO SHOPPING CART $

"I hereby apply to enter the foregoing exhibit in terms of and upon the conditions set out in the Controls Constitution, Rules and Regulations by which I agree to be bound, and I hereby certify to the correctness of the particulars endorsed here on." and "I certify that this exhibit has not within the said period of three months been in a kennel affected with any contagious or infectious disease and that the dog possesses a current vaccination certificate."

Check out and pay

Now the entries are in the shopping cart you can continue and add more shows into the shopping cart, when you are ready to pay click on the 'Check out & Pay' button to enter your credit card details and lodge the entries.

CLEAR CART 🗑			CONTINUE SHOPPING & ADD MORE SHOWS →
Description	**Unit Cost**	**Quantity**	**Amount**
Proston Show Society - Championship Show, Sat 10 Mar 2018 (1 entry)			DELETE
Ch Ol Yeller: 5a, Intermediate (18-36 Months) - Bull Terrier (Miniature)	$10.00	1	$10.00
Catalogue	$3.00	1	$3.00
Online Entry Fee - $0.55 Per Entry	$0.55	1	$0.55
			Total: $13.55
Processing Fee			
Processing Fee for $13.61	$0.61	1	$0.61
			Total: $0.61
			Net: $14.16
			Tax: $0.12
			Shopping Cart Total: $14.28

CHECK OUT & PAY $