



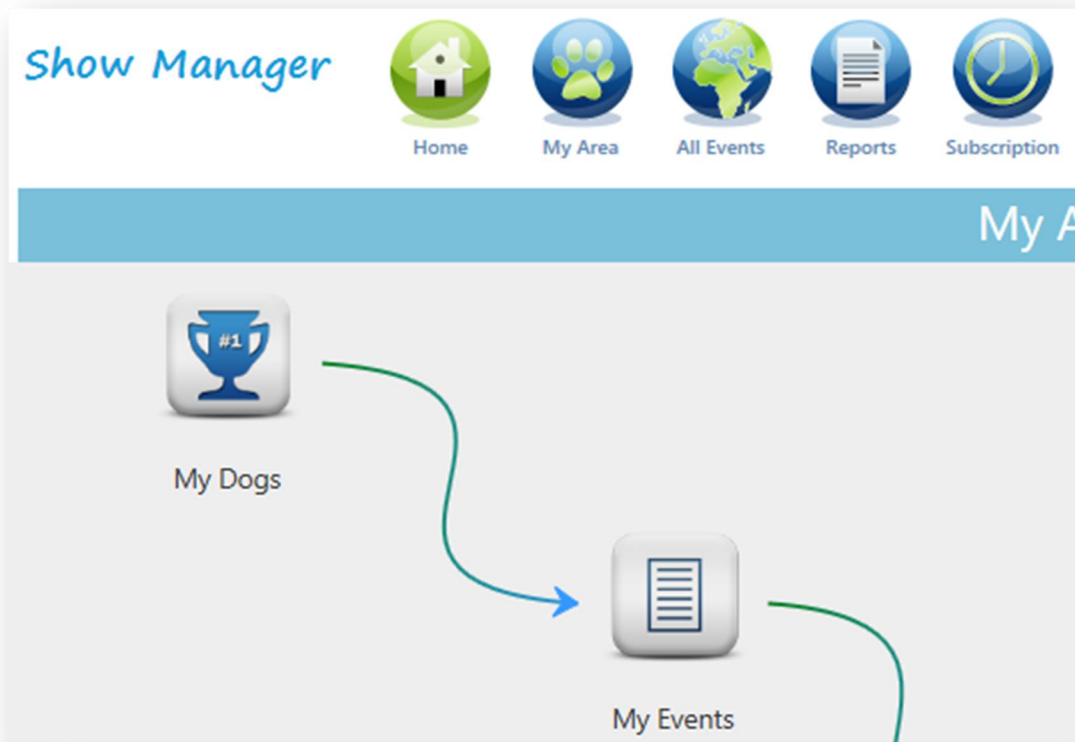
Show Manager Quick Start Guide

Overview:

1. Enter Dog Details
2. Add Events
3. Add Event Entries
4. Enter Online or Print Entry forms

Enter Dog Details

From the 'My Area' click on 'My Dogs' and then click on 'Add New Dog' will take you into the details view. Add in all the dog details as per their certificate of registration.





Show Manager Quick Start Guide

Add Events

You are able to select the state and also you can change between Shows and Dog Sports. You can also switch between the Calendar and List views, in the Calendar the Open shows appear as green and champ shows as blue. Click on the event to review the event details, if you want to enter this event click on the 'Attend Event' button.

QLD Events

Map View | List View | Event Type: Show | State: Queensland | Show Only Online Entries:

← February 2014 →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Events shown in calendar:

- Sat 1: Beenleigh & District Kenne! Club Inc - OP (Red)
- Sat 1: Beenleigh & District Kenne! Club Inc - CH (Red)
- Fri 7: Allora Kennel Club inc - OP (Green)
- Sat 8: Allora Show Society Inc - CH (Blue)
- Sun 9: Allora Kennel Club inc - CH (Blue)

List View

QLD Events

Calendar | Date Type: Event Date | State: Queensland | Search:

← July 2013 →

Actions	Event Name	Location State	Club State	Event Type	Entry Close Date	Event Date
<input checked="" type="checkbox"/>	Laidley A & I Society	QLD	QLD	Championship Show	14-Jun-2013	05-Jul-2013
<input checked="" type="checkbox"/>	Callide Valley Canine Club	QLD	QLD	Championship Show	31-May-2013	06-Jul-2013
<input checked="" type="checkbox"/>	Central Queensland Toy Dog Club	QLD	QLD	Championship Show	01-Jun-2013	06-Jul-2013
<input checked="" type="checkbox"/>	Beenleigh & District Kennel Club	QLD	QLD	Championship Show	03-Jun-2013	06-Jul-2013
<input checked="" type="checkbox"/>	Beenleigh & District Kennel Club	QLD	QLD	Championship Show	03-Jun-2013	06-Jul-2013

Click on the ok icon to attend the selected event. You can use the 'Search' feature to look for shows by their name.



Show Manager Quick Start Guide

Add Event Entries

Now you have the event in your list to create an entry we simply click on the 'Create Entries' button.

Laidley A & I Society - Championship Show

Event Details	Entry Details
Club: Laidley Agricultural Show Event Date: 05-Jul-2013	Entry Sent: <input type="checkbox"/> Entry Received: <input type="checkbox"/> Edit
Location: Laidley Showgrounds, QLD Entry Close Date: 14-Jun-2013	Entry Sent Date: <input type="checkbox"/> Payment Number: <input type="checkbox"/>

Entries Results

Create Entries (+)

From the 'Create Entries' page click on the 'Add New Entry' button at the top of the list, then select the dogs you want to enter and also add an extras to be included. A warning will display if the age of the dog does not appear to be correct for the selected class.

Entries

[+ Add New Entry](#)

Age may be less than minimum allowed age, please check the event age and class	Name	Class	Event Age	Entry Cost	
	Sample Dog Name	Open	Y:0 M:5 D:17	\$8.00	X Delete Edit

Once all the entries are complete you will receive a summary of what you are about to order.

Entries Results

Edit or Create Entries (i)

You are purchasing

Actions	Item Name	Details	Cost
	Sample Dog Name	Open	\$10.00
			Total: \$10.00

Create Order & Pay (\$)

[← My Events](#) [Email Entry Form](#) (✉) [Download Entry Form](#) (↓) [Dogz Online Event Details](#) (D) [Add Event to your calendar](#) (📅) [Delete](#) (X)



Show Manager Quick Start Guide

If the show is offering online entries you will have 2 choices, you can proceed to enter online by clicking on the 'Create Order & Pay' button or Click on the 'Download Entry Form' button to produce the entry forms for all the dogs you have entered, then print and post to the club. If the club is not offering online entries then your only choice will be to select 'Download Entry Form'.