

How to use Showday.online

First-time users will first need to create an account on our new online entry platform showdayonline.

Click the CREATE AN ACCOUNT link and enter a valid email. Then create a password (8 characters), fill in the details as required click CREATE AN ACCOUNT (you will only need to do this once, next time you will login as a returning user). You will receive an email straight away – if you can't see it look in your junk email. If you don't get one at all, redo the process and check you are putting in your correct email address.

When you are a returning user, login with your email address and password. If you have forgotten your password, use the "Reset your Password" option on the Login screen.

Then select FRED'S PASS RURAL SHOW as the show you wish to enter.

Select PLACE AN ENTRY then select INDIVIDUAL ENTRY (unless you are a group, i.e., school, aged care, or other facility) then you would select GROUP ENTRY.

INDIVIDUAL ENTRY - For the first time you use showdayonline to enter an exhibit, you'll need to create an Entrant profile so fill in the entrant's name -realise that other fields are optional (you do not need to fill out anything other than first and last name). Then ADD NEW ENTRANT. These details will be stored for the next time you use Showday.online.

GROUP ENTRY – Enter the name of the organisation and then under Name of Entrants add the names of all those exhibiting. It will take you straight to SELECT CLASSES

EXHIBIT TYPE – From the drop-down menu select – Indoor/Display. Click on SELECT CLASSES.

From the drop-down menu, choose the Section you wish to enter. A box will appear reminding you to read the Section notes before booking any classes. Tick the box at the bottom to accept the entry notes.

ENTERING - You can then begin selecting which classes you wish to enter (click the + sign to expand the section).

If entering multiple items into the same class, increase the QTY counter to reflect the number you are entering. You can enter as many classes as you like in the different sections.

FINALIZING - Once you have selected all classes for one section, you can click ADD ANOTHER ENTRY if you have entries in other sections, otherwise you can click the FINISHED ADDING CLASSES button at the bottom.

EXTRAS – The next screen is for Extras, where you can purchase a membership to the Fred's Pass Rural Show if you wish, otherwise skip this screen and select FINISHED ADDING EXTRAS.

Once all complete, click that you agree, and your entries are done.

You should receive an email confirming your entries (please check your junk mail if you don't receive it)

Helpful videos can be found at

<https://showday-online.com/how-to-place-entries/>