

SuperShow Competition Entry Management

(WIP 25/1/24)

Choose Competition Settings for the whole Event

- Enable the Competition Module
- Request Exhibitor Bank Details; Yes/No
- Allow Exhibitor Entry Discount threshold; Yes/No
- Set tax for Competition Entries (inclusive or exclusive)
- Choose to use Instant Entry Numbering method; Yes/No
 - Other entry numbering options available for Admin to run at any time before Showday
- Customise competition automatic entry email sent to exhibitor; option to include entry number with automatic email available

Configure Category Settings

- Create parent/child structure for any category
- Set the entry field set per category (set at any level) (your Entry Form fields) [Assign the entry field set](#)
- Specific details per category; location, entry fee, start date/time, bank payout for category, set PDF display settings per category
- Add Opening and Closing Notes per category
- Add an image per category
- Assign a Judge to the Category (all classes within that category)
- Assign a Sponsor(s) to the Category (all classes within that category)
- Share/see category across multiple events

Configure Competition Classes

- Create a Class; configure class title, class number, description, location, class date/time, assign to a category/section, set entry fee, set a max entrants limit
- Assign the class to a category
- Create/Edit Prize(s); no limit to prizes, cash amounts or Voucher/Trophy/Merchandise/various types, add Prize title (optional), set payment/award method for winnings
- Create a Championship class, assign feeder classes / qualifying classes
- Set an Age Restriction; None/Adult/Youth/Open
- Allow entry online/disable online entry
- Add Qualifying note and/or footnotes
- Allow multiple animals to be requested per class Eg. Pairs of animals require 2 animal's details
- Assign [sponsors](#)
- Assign [judges](#)
- Set the Member's Entry Discount (per class or per category)
- Configure Competitions T&Cs to be agreed to when exhibitor is entering a class
- Renumber Classes; choice of multiple numbering systems, option to include Prefix, option to freeze specific sections when renumbering
- Bulk Update options
 - Classes can be created in bulk using the [bulk import](#) process
 - Bulk update entered class' Status (Open/Closed), class Bank Payout setting (Yes/No)

Publish/Open Competition Entry

- Confirm all checks on the [Commerce Checklist](#) before opening Competitions to the public
- Enable your Competition Entry system to allow the public to view and enter classes online
- Show your Competition Entry system page on your website (choose where to display it, set to Visible)

- Bulk Open Competition classes, you can also set to open/closed per class
- We recommend that a member of the Competition Section submits a test entry before opening

Competition Entry Management

- Once entries are open, exhibitors can view and enter and pay for classes online
- The Exhibitor will receive an email confirmation of their Order and Entries
- The Show Admin can receive an automatic email for all competition entries (optional, not recommended)
- Should a query arise with an Exhibitor's entry, the Show Admin has a number of solutions;
 - Exhibitor entered the wrong class - Solution; move the entry to the correct class
 - Exhibitor cannot attend the show - Solution: entry can be cancelled, and refunded if paid online
 - Exhibitor Entered Wrong Details - Solution: Exhibitor can update their own account info (Exhibitor name, address, animal details)
- You can facilitate users who cannot enter online by manually creating an entry for them; create an automatic fake email account, manually add their given details and record their payment for the entry
- Renumber your entries if not using Instant Numbering; options to renumber per category, per section and throughout the show available
- Download entries (csv spreadsheet)
- Download Catalogue of entries per section/category
- View Finished / Unpaid / Unfinished entries on ENTRIES section
- Bulk Upload entries using a csv spreadsheet for classes without entry field set details (ie. exhibitor name only)

Show Day Competition Management

- Print Steward's Sheets showing the Class information and Exhibitor Information
- Print Judges' Sheets showing the Class information and space for Judges to record result
- Results Stewards or Judges can enter Results directly online
- Results can be published immediately and visible to the public live
- Run Reports for Prize Payouts and generate a bank payout file as soon as Results are entered

MANUAL ENTRY

Add individual entries

New User: Entries > Add New > Save & Impersonate User to Enter (through front end)

Existing User: Find existing user account > Impersonate > create new entry Bulk Entry

LATE ENTRIES

Internal Show decision to take / not allow late entries

System can be left open, for late entries, BUT you will need to review numbering.

Instant numbering available

Can manually add numbering per entry, if preferred Entrants will not be listed in your printed catalogue

Can be entered via the online entry system once the Class is set to OPEN

CLOSE CLASSES

- Change Competition Pages Access to Public
- Bulk Close all Classes or choose to close an individual class
- Hide the competition Entry system page (/enter-class) page
- People can still view classes through the View Classes page

ENTRY NUMBERING

Option to number all entries at one time OR instant numbering with entry

TROUBLESHOOTING USER ISSUES

Unpaid entry - user can return to the Account > Orders > View to pay
Download spreadsheet and filter entrant data

Animal in wrong class

Wants to move entry to another class - ADMIN ONLY

From individual entry view choose class to move entry to from class dropdown
Show Admin must handle the balance (+/-) with show exhibitor outside of the system

EXHIBITOR ENTRY ONLINE (Any ISA SuperShow Platform User)

User can view & enter classes via your website

Selects classes to enter

If logged in, goes to entry information screen - If not logged in, user is prompted to login

Enters Exhibitor information (Name, Address, Bank details (optional), DOB if required) Enters Animal information (if animal class)

Proceeds to checkout

Pays for entry

Can view their Entries (finished and unfinished) via Account Dashboard

UNFINISHED ENTRIES / Before payment is made

User can Edit Entry from Account view

Change animal entered

Change exhibitor entered

Submit for payment

COMPETITION DOCUMENTS (Show Admin)

SCHEDULE (pdf)

CATALOGUE (pdf)

Choose data to display in the catalogue Renumber entries when ready

4 options

Renumber before showing in catalogue fully Only paid entries will show in the catalogue

Download catalogue for print Output Per section Output Per category

Choose information to display on entry Use Index of exhibitors

STEWARDS SHEET (pdf)

Download sheet per class

Download sheet per section

EXHIBITOR LETTERS

Write Content for letter SuperShow > Settings > PDF Settings > Exhibitor Letter Upper Content and Lower Content

To view: Event > Download PDFs > Exhibitor Letters (with and without entry numbers)

Choose category to print

EXHIBITOR CARDS

MAIL MERGE LABELS (inc and ex Entry details)

PRIZE CARDS

RESULTS