



# COMPETITION MANAGEMENT STAGES

*(WIP.. further updates in progress)*

## **SET UP CLASSES** (*Show Admin*)

- Create a Class; Title, description, location, class date/time, assign to a category/section, entry fee, max entrants limit,
- Assign sponsors
- Assign judges
- Assign Prize money
  - Various types/cash amount
  - Give Titles to prizes (optional)
- Set as a Championship class
- Assign feeder classes / qualifying classes if championship class
- Add Qualifying note and/or footnotes
- Set Bank Payout status for winnings
- Allow entry online/disable online entry
- Set an Age Restriction (Adult/Youth/OPen)
- Assign the entry field set
- Choose number of animals to be required per class
  - Eg. Pairs of animals: 2 sets of animal details
- Give an Entry Discount for bulk entires (optional)

## **ENTRY MANAGEMENT** (*Show Admin*)

- OPEN ENTRIES**
  - Complete Commerce Checklist
  - Make page visible on website
  - Turn on Competition Entries from SuperShow > Settings > Competition Entries > Allow Comp Entries > Open
  - Bulk Open / Close classes
    - Event > Classes > Bulk Update
    - Can also set individual classes to open/closed via list view
- CLOSE ENTRIES**
  - SuperShow > Settings > Competition Entries > Allow Comp Entries > Close
- REVIEW SUBMITTED ENTRIES**
  - Download entries (csv spreadsheet)
  - Download Catalogue of entries per section/category
  - View Finished / Unpaid / Unfinished entries on ENTRIES section
- LATE ENTRIES**
  - Internal Show decision
  - Can be entered via the online entry system, once the Class is set to OPEN



## TROUBLESHOOTING USER ISSUES

- Unpaid entry - user can return to the Order to pay
- Download spreadsheet and filter data
- Animal in wrong class
  - Wants to move entry to another class - ADMIN ONLY
  - 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**



- EXHIBITOR CARDS**
- MAIL MERGE LABELS** (*inc and ex Entry details*)
- PRIZE CARDS**
- RESULTS**