



Club Guide to Getting Started with Easy Dog Entries

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1 Introduction

Easy Dog Entries provides an online entry service for dog shows across Australia. Using our service, hundreds of clubs have collectively run thousands of shows, with the whole process streamlined by our software.

In this document, you will learn how our system works for clubs to save money and reduce time spent administrating your shows.

2 Running Your Show

To run your show using Easy Dog Entries, simply follow these steps.

2.1 Create the club account if you haven't already

If you haven't used our service before, please create a new club account at this page: <https://www.easydogentries.com/account/register/club>

If you already have a club account, you will not need to create another one, and can simply login with the account details.

Please note that club accounts are separate from exhibitor accounts, so if you only have an exhibitor account you will need to also register as a club.

2.2 Include our logo on your schedule

When submitting to your state's controlling body, please request that they include our logo and website details on your show schedule.

This will ensure that exhibitors are aware that they can enter online, and will help improve your entries.

Our logo can be downloaded by visiting this page:

<https://www.easydogentries.com/about/downloads>

2.3 Send us your schedule

Please email your schedule directly to us at: schedules@easydogentries.com

It is important that you attach the schedule in PDF format as that is what the system expects when being loaded on to your club account. If another format is used, it will delay the process.

When sending us the schedule, you can include any extra requests in the body of your email, including ribbons, cataloguing, or fundraising/membership inquiries.

2.4 Review your shows

Within a few business days we will have your schedule uploaded to the system.

Once this happens, you will receive an email alerting you that the show or shows are now up. When this happens, **it is important that you login and review the shows quickly**, and particularly look at the offers specified in the offers tab. This information is what will be used to charge exhibitors when entering your show, so if it is incorrect it can cost your club money.

We make every effort to list everything as specified in the schedule, but we encourage all clubs to confirm everything is correct as soon as possible once the show is listed.

2.5 Setup your breed sort

After reviewing your offers, you will need to confirm your breed and class sorts. This process is relatively simple for the majority of shows that follow a standard ordering, however if your show will run with any other ordering you can adjust it on this tab.

Once everything is in the correct order, save the ordering and this will then enable the downloads section.

2.6 Setup your judges

Finally, you can add your judges on the judges tab. Judges are sorted into groups and then further broken down into breeds.

This information will feed into the catalogue and certificate generator.

2.7 Monitor your entries

At any time, you can login and review your entries by downloading the spreadsheet, catalogue, or any of the other documents available.

2.8 Input manual entries

If your club will be processing manual entries, you can add these to the show until it is finalised. You can also remove manual entries by deleting them in the manual entries section.

2.9 Processing refunds or changes of entry

You can independently process refunds or changes of entry at this page:

<https://www.easydogentries.com/account/refunds>

Exhibitors will need to provide you with their order number, or you can find their details on the spreadsheet download.

2.10 Closing the show

Closing the show will disable exhibitors from entering online, but it will still allow you to download documents, add or remove manual entries, process refunds or changes of entry, and adjust the breed sort and judges.

2.11 Finalising the show

Finalising the show will prevent any further changes from being made to the show, including adjusting online and manual entries, and the breed sort and judges. It will still allow you to download documents, and also to email the exhibit numbers to your exhibitors.

2.12 Download your documents

We provide many documents required to run a show, in numerous formats for different states and requirements.

2.12.1 Spreadsheet

This document contains all of the information to review the status of your show. It includes a list of all exhibits, exhibitors, orders, entries and extras, and breed entry numbers.

2.12.2 Catalogue

This document contains all of the entries in the order specified by your breed sort. It is ready to print, and has options to include a cover sheet, and to add and format many different fields for each entry.

2.12.3 Certificate generator

This document can be used offline without an Internet connection, and contains all of the information needed to print challenge and best of breed certificates.

2.13 Email your exhibit entry numbers

Once the show is finalised, you can email the exhibit entry numbers to all exhibitors for which we have an email address on file, which includes manual exhibitors. Once the numbers have been sent, you will receive a summary email that contains a list of all of the exhibitors that we were unable to email.

Exhibitors can print these exhibit entry numbers at home and bring them on the day. For any exhibitors that missed the email or didn't print their numbers, we recommend providing blank cards and pens for exhibitors to write out on the day. These blank cards are available for download from the system.

2.14 Receiving payment

Once the show is finalised, we automatically make a payment for the entry fees and sponsorship (if provided) on the next Monday, Wednesday or Friday, at 12 PM Sydney time.

Payments are generally received in the club's bank account on the next business day, but this can take up to 5 business days depending on the banks involved.

It is important that the bank account details on the club account are correct, as we are not automatically notified if a payment bounces back, so this will result in a delay for the club to receive the funds.

Easy Dog Entries is not responsible for any incorrect bank account details on the club account resulting in payment to an incorrect account.

2.15 Have a great show!

Your show should now run smoothly with all of the documents provided by our system, and we hope you have a great show!

3 Contact Information

If you need further help at any time while using our service, we provide the ability to contact us 7 days per week through our dedicated support system. We also have multiple phone numbers if you need to speak with us directly.

You can access this by visiting this page: <https://www.easydogentries.com/about/contact>

You can also email us directly at: support@easydogentries.com