

SHCA Show Module – Help Notes

Getting started:

The link to the SHCA database can be found on the website at www.showhorsecouncilaust.com.au. A member login will be required to enter the database – the instructions to obtain this are on the website. The email address that you put in must match the one held by the database, so if this is not the case please contact either the Secretary of your Affiliate/Constituent Affiliate or the SHCA Office to have this changed for you. Your membership MUST also be financial in order for you to obtain a login, and therefore to put in your entries on-line.

If there are any problems with:

Membership records – please try to contact the Secretary of your Affiliate/Constituent Affiliate in the first instance. If they are unable to assist, please contact the SHCA Office.

Horse Records – please contact the SHCA Office.

First steps to your Show entry:

Click on Shows in the menu on the left – this will take you to the main Show menu.

Select the event that you wish to enter from either the drop-down menu or the Forthcoming Events section.

“Downloads” contains various documents pertaining to the event that are available for download if you wish. This includes the Schedule, Rules and Regulations and detailed instructions for entering qualifying performances.

Click on the option to “enter in show” in the menu on the left or on “enter” next to the event name in the forthcoming section – this takes you directly to the entry screen.

Hints to Complete Your Entry:

Please note that there are detailed help notes at the bottom of the screen.

General Notes About “Exhibitors”

Once you have completed entering in at least one class, you will notice that an “Exhibitor Name” field will appear at the top of the screen under the name of the event & the exhibitor – if you would like your entry in the Catalogue to simply be the name shown in your membership record – then you do not need to add or change anything else in this top section. The “Change Your Details” button is not operational at this stage – so if there is anything incorrect in your member record (address, email address, date of birth etc) you will need to contact the Secretary of your Affiliate or the SHCA Office to make the changes. **If you would like your entry in the Catalogue to show as a partnership/business or stud name eg XYZ Show Team, Showie Family – then type this in to the EXHIBITOR NAME field and hit save.**

Please complete a separate entry for each Exhibitor – eg XYZ Show Team & G Alphabet is considered a different exhibitor to XYZ Show Team & P Numbers. The entry can be completed by the same member login, but the Exhibitor Name must reflect the actual owner of the horse entered for horse classes – or the rider in the case of rider classes. If you are unsure whether a separate entry is required – please contact the SHCA Office.

General Notes about Class Entries

All horses must be registered and all persons must be financial members of an Affiliate or Constituent Affiliate of the Show Horse Council of Australasia. This includes ALL owners of horses, and ALL handlers, riders and Responsible Officers.

The Help notes at the bottom of the screen are very detailed in respect to this section. For any class in which the main exhibit is the horse, then the name of the horse is selected first, and then the rider. For rider classes, the rider must be selected first, and then the horse

A RESPONSIBLE OFFICER MUST BE ADDED to the “Participants” section. This person MUST be over 18, and a current financial Adult Active, Non Active or Life member of an Affiliate or Constituent Affiliate of the Show Horse Council of Australasia.

If a Leading Rein or Tiny Tots class has been entered, a Leading Rein Handler must be added to the “Participants” section.

Depending on the event, bank account details for the payment of any prize money gained at the event (if applicable) may also need to be included in the relevant section.

Once you have completed your entry – click on the “Save and Calculate” button – that will tell you the cost of your entry. You can then click on “Submit”, followed by “Pay”. (If the entry won’t submit – check that you have included a Responsible Officer & your bank details.)

You can login and access your entry at any time – but you will not be able to change anything yourself after the closing date of entries.

IF YOU ARE HAVING ANY PROBLEMS WITH ENTRIES – PLEASE CONTACT THE EVENT ORGANISER IN THE FIRST INSTANCE, OR ALTERNATIVELY THE SHCA OFFICE.