# SHCA Show Module – General Notes

**Getting started:**
The link to the SHCA database is in the top right hand corner of 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 or Roseanne Bowerman at 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.

Please also note that the database works most effectively when you are using either Firefox or Internet Explorer as your web browser.

If there are any problems with:
**Membership records** – please try to contact the Secretary of your Affiliate in the first instance.  If they are unable to assist, please contact Roseanne Bowerman at the Office.
**Horse Records** – please contact Roseanne Bowerman at the Office.

**Important Note re Exhibitors and Entries**
A separate entry must be completed for each exhibitor.  For example, XYZ Show Team & J Bloggs should be a separate entry to XYZ Show Team & A Candy.  The same person can complete the on-line entry, but a new entry should be started for each exhibitor and re-named accordingly (see steps below for re-naming exhibitors).

**General Notes About "Exhibitors"**
**Once you have completed entering in at least one class, you will notice that and "Exhibitor Name" field will appear at the top of the screen under the name of the event – 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 Roseanne at 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.**

 **First steps to your Show entry:**
Click on Shows in the menu on the left – this will take you to the main Show menu.

The drop-down menu at the top allows the show to be entered to be selected.

"Downloads" contains various documents pertaining to the event that are available to view or download  if you wish.

Click on the option to "enter in show" in the menu on the left – 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 Class Entries
**All horses must be registered and all persons must be financial members of an Affiliate/Constituent Affiliate of SHCA. 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.

General Notes about Stabling and other requirements
Any special requests in regard to stabling and camping (eg stable with Showie family) for should be typed in to the "Requests" section.

**PLEASE ADD A RESPONSIBLE OFFICER 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 SHCA.**

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".  Once payment has been made you will receive a confirmation email to the email address in the member record of the exhibitor.  **You can login and access your entry at any time.**