

## HOW TO PLACE ENTRY THROUGH SHOWDAY ONLINE

- Create a new account - or if you already have an account from another show login to your account using your previous details.
  - If you have forgotten your password please click on **forgot password** to reset your password
- Select the show you would like to enter - MUNDULLA.
- Click on PLACE AN ENTRY
- Click on INDIVIDUAL ENTRY
- In Entrant Name select your Entrant from the drop down or click on ADD NEW to add a new entrant to your account – *a family can have one account and add children to this account.*
  - If clicking Add New fill out your Entrants name. Other fields are optional.
- In EXHIBIT TYPE select INDOOR / DISPLAY
- Click on SELECT CLASSES
- From the drop down choose the Section you would like to enter
- On the pop up tick, the box to accept the entry notes for this section
- Click the PLUS symbol beside the section you are entering to expand to the classes.
- Click on the class or classes you are entering to select them
- If entering multiple items into the same class, increase the QTY counter to reflect the number you would like to enter.

- Fill out the items name in the Exhibition Name box if applicable eg painting name
- Fill in any additional information the show may require for this entry if asked.
- Once all classes have been selected
  - Click on ADD ANOTHER ENTRY if you need to place more entries for this show and repeat this process.
  - Click on FINISHED ADDING CLASSES if you do not need to place any more entries for this show.
  - On the next screen select any extra items you need that are available. We will not have any items in there.
- Click on FINISHED ADDING EXTRAS once done.
- Purchase Membership if required or pay your membership invoice if showing – THIS IS NOT APLICABLE TO OUR SHOW
- Click on FINISHED MEMBERSHIP once done
- Tick the box to agree to our website T&C's
- Click on the payment type and enter any payment details as required
- Click on PAY NOW – this will register your entries
- You will now be emailed an acknowledgement of your entries. Please check you Junk / Spam folder if this email is not in your inbox.