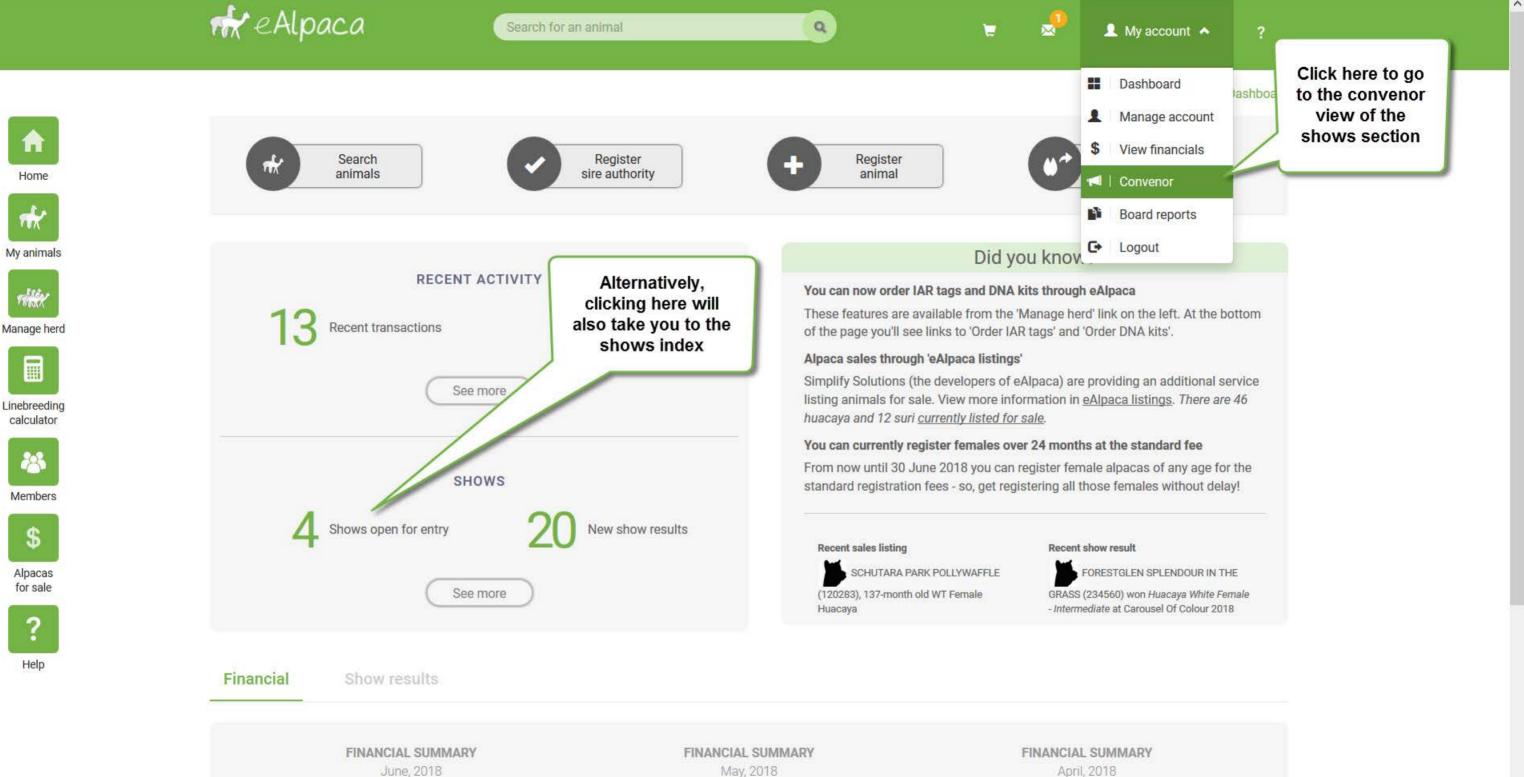
eAlpaca Convenor Guide

Setting up a show

Before you commence setting up a show on eAlpaca you will need the following information available:

- Show name
- Show location
- Location PIC
- Accounting job code
- Age or colour championship
- Show start date
- Show end date
- Entry close date
- Show content
 - Halter classes
 - Fleece classes
 - Junior judging
 - Junior handler
 - Paraders
- For halter classes
 - Penning date and time
 - Judging start time
 - Dress code
- For fleece classes
 - Age in months or days
 - Fleece delivery date
 - Fleece deliver address
 - Fleece special instructions
- Link to show schedule
- Entry fees
- Other costs (meals, parking etc)
- Convenor name
- Convenor contact details
- Chief steward name
- Estimated number of entries
- Judge start and finish dates
- Travel budget for judge
- Payment method
- Details of classes to be offered

If you are not already listed as a show convenor (you can check this on your Member profile) you will need to apply to the AAA Shows Administrator (<u>elysion@bigpond.net.au</u>) to be given Show Convenor rights in the system. To be given these rights you need to have convenor experience or have completed Show Convenor training.



eAlpaca

Search for specific show

Enter show name

Shows

Q

Q Search

10/04/2018 - 15/04/2018

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Home



My animals



Manage herd



Linebreeding calculator



Members



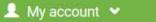
Upcoming Recently held **Upcoming shows** Show location T Show date 💌 Туре 💌 Show name 🔻 **RNCAS Canberra Royal Show 2018** EPIC Flemington Rd, MITCHELL, ACT 2602 Age Championship 23/02/2018 - 25/02/2018 View and enter **Berwick Alpaca Show** Akoonah Park, Princes Hwy, Berwick Age Championship 24/02/2018 - 24/02/2018 View and enter Moss Vale Illawarra Highway Moss Vale Age Championship 11/03/2018 - 11/03/2018 View and enter **Royal Bathurst Show Bathurst Showground**

https://dev.ealpaca.com.au/show/convenor/create_show

View and enter

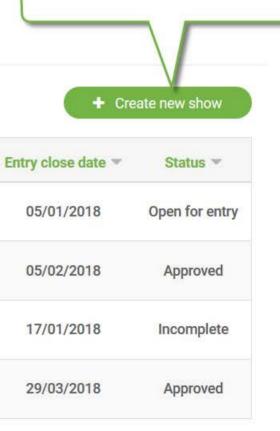
eAlpaca © Copyright 2015-2018. All Rights Reserved.

Age Championship



Home Shows

This button is only visible if you are already a convenor. Click here to begin the new show creation process





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nd eAlpaca	Search for an animal	Q	1	💄 My accou
Create new show				Home > Create
Step 1 of 6: Show details	1: Show deta	ils 2 3 4 5 6	From the list of page of this do details of the sh	cument asks y ow, such as th
* - required fields				
Show name *				
AUSTRALIAN ALPACA TEST SHOW	I			
Show location *		Show location PIC *		Selecting (accounti
Royal Showgrounds		S4003421		necessary correctly r
Show type		Accounting information	on	
Age championship		Accounting job code * 🏼 🥖		
Colour championship		CLA (for the 'Clare' show	in SOUTH AUSTRALIA regio	n)
Dates				
Show start date (dd/mm/yyyy) *		Show end date (dd/mm/yyy	y) *	
05/03/2018				

reate show - show details

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V

information on the first isks you to fill in the basic as the name, what type of the show dates. The process ask for more these details and change ions made on this page

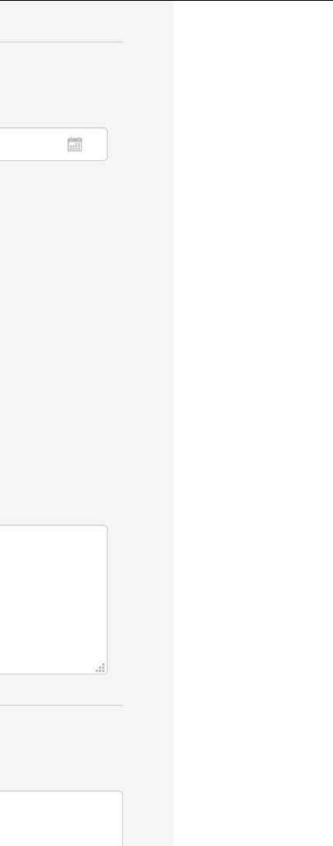
cting a billing code ounting job code) is ary for the system to atly record payments

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	-
[sill]	

The entry end date is usually some weeks before the show start date. A different fleece delivery date can be set below if the fleece option is selected	Dates Show start date (dd/mm/yyyy)* 05/03/2018 Entry end date (dd/mm/yyyy)* 20/02/2018	Show end date (dd/mm/yyyy)* 05/03/2018 While these dates default to the same date, they can be changed Miscellaneous classes ✓ Miscellaneous classes ✓ Junior handler
If 'Halter' has been selected,	Fleece, or both. Also, choose which miscellaneous classes will be present in the show	 Junior judging Parader (showmanship) Parader (stockmanship)
fill in the penning details	Penning time and date * 7:30am on 05/03/2018	Judging start time *
and starting times for judging		on halter judging date (edit in step #4)
\square	Fleece requirements	
	Measure fleece growth in:	Delivery due date *
	DaysMonths	25/02/2018

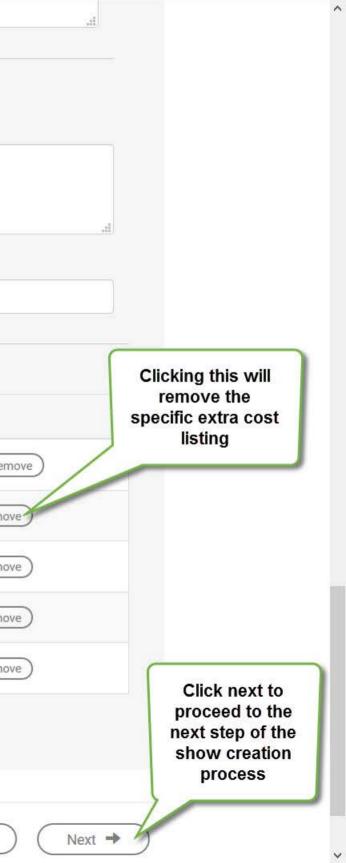
	Fleece requirements Measure fleece growth in: Days Months Delivery address	If 'Fleece' has been selected, fill in the fleece specific details here. The fleece 'entry close date can be different to that the halter entries. It is usual before the beginning of the show	ece The te' t for ally
	Address line 1 *		Address line 2
	3554 EXAMPLE ROAD		
	Address line 3		Suburb / town *
			Alpacatown
Provide all the necessary details	State or territory *	Postcode *	
for fleece delivery,	SA	~ 5208	
including any special	Instructions		
instructions	Specific details about delivery go	here	
	Show instructions		
	Dress code *		Special instructions for dress code
	 White coat White and black trousers/skirt Other (see Special instructions) 		Enter any special instructions

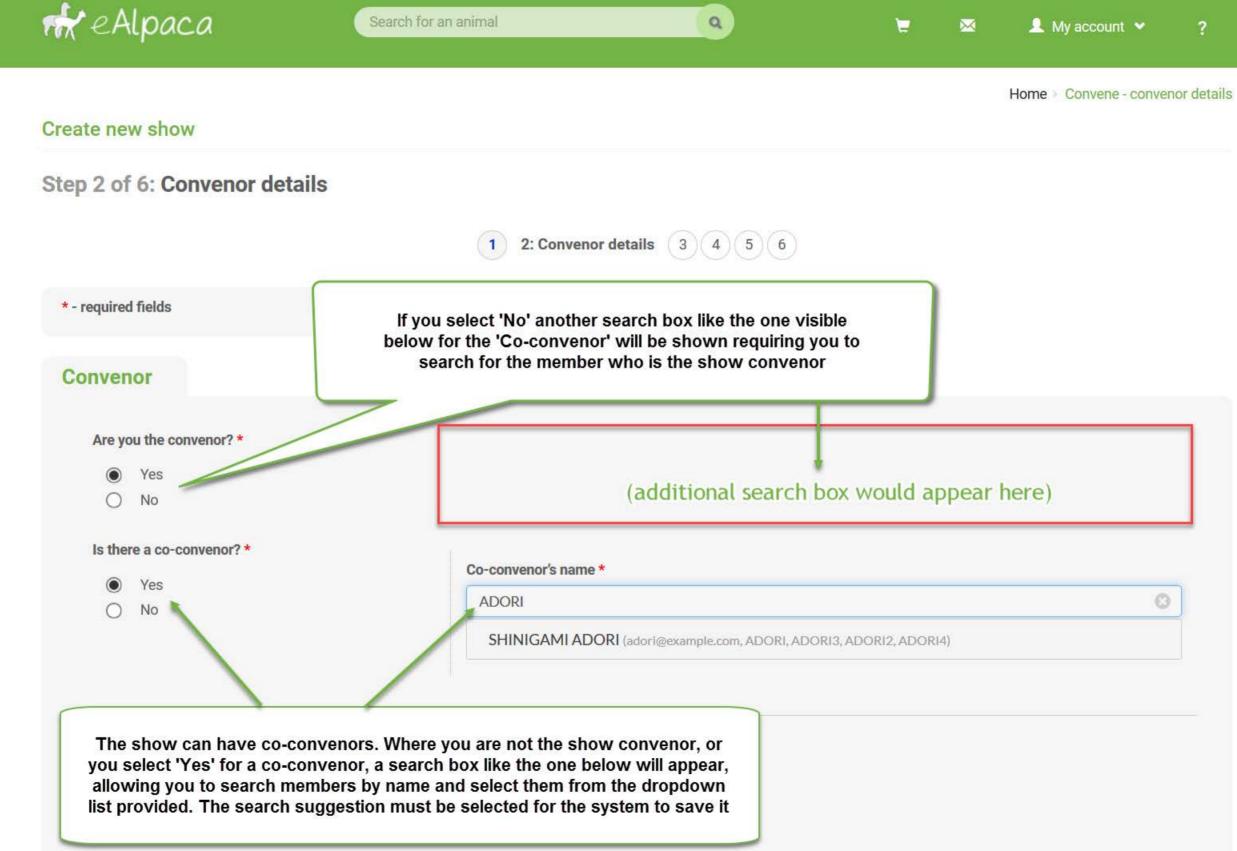


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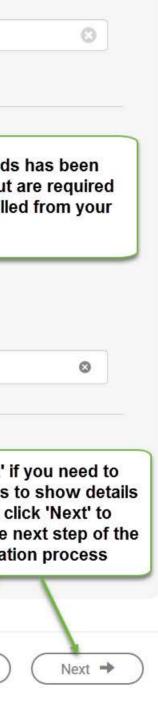
If you have a show specific document prepared for exhibitors to: 1. view 2. download 3. print then place the	U	oat nd black trousers/skirt ee Special instructions)	In addition to the common dress code requirements, additional details can be stated in this text box	Special instructions for dress Polkerdot overalls on undern	
link to it here	http:// alpa	acashow.com.au/show_schedule			
The costs here are examples of common show	Extra show ite Item Friday night big			S	Cost 36
costs, but can include anything		107220.20			
specific to the show, including	Show cap			\$	10 Remo
food, merchandise and	Extra fan			\$	10 Remo
even sponsorship options for	Power outlet			S	15 Remo
winners. Click 'Add a new row'	Show jacket			S	29 (Remo
for each new cost	Add a new	'row 'Cancel' deletes	ALL		
	Cancel	show informatio cannot be und	provention of the second se		Pause





javascript:;

Co-convenor's name *		
SHINIGAMI ADORI		
	•	The information in these field hidden for privacy reasons, bu fields and by default are pre-file
Phone number		profile
	Available to *	
0	17:00	
As with the 'convenor' and 'co-convenor' section above, if there is a separate steward for the show, their name must be entered in the box which would be provided		Click 'Back' make changes otherwise proceed to the show crea
	Phone number	SHINIGAMI ADORI



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	nt eAlpaca	Search for an animal	9	📜 🛛 🚨 My acc
				Home > Creat
	Create new show			
	Step 3 of 6: Judge details	1 2 3: J	udge details 4 5 6	Select judging the different of default to the 's in the first step. required but c defaults to the 's
	* - required fields			in the
	Class type	Estimated number of exhibits*	Judging from date*	Judging to a
	Fleece	32	05/03/2018	05/03/2018
	Halter	46	05/03/2018	05/03/2018
Provide a	Junior handler	8	05/03/2018	05/03/2018
dollar amount for the travel	Parader showmanship	5	05/03/2018	05/03/2018
budget of judges	Travel budget available (per judge) * 500 Note: Clicking "Next" will send a request f	or judges to the shows administrator per the	above requirements	Cli pro chang

➡ Pause) (

+ Back

reate show - judge details

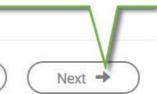
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ng dates for each of nt classes. They all 'show start date' set p. The 'to date' is not t can be changed. It e 'show end date' set he first step

to date		
	planta prifit	
	Manager Training	
	elente 1111	

Click 'next' when ready to proceed or 'Back' to make nges to details in prior steps



Bendigo Agricultural Show Society Inc

Early-bird discount?

Yes 0

No 0

Based on selection above, this entry fees table will change asking for details about the prices for show societies members and/or early-bird entries as well the standard entries. Please provide cutoff dates for early bird entries. Empty prices are assumed to be a cost of \$0.00 (free)

Class	type	Entry fee, AUD*	Early-bird ent	try fee, AUD*	Early-bird close	date	Member en	try fee, AUD*	Membe
Fleece	e	\$ 18	\$	15	31/01/2018		\$	15	
Halter	r	\$ 25	\$	20	31/01/2018	international and a second sec	\$	20	
Junio	r handler	\$ 0	\$	0	31/01/2018	[int]	\$	0	
Parad	ler showmanship	\$ 0	\$	0	31/01/2018	press to	\$	0	

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Method of payment *

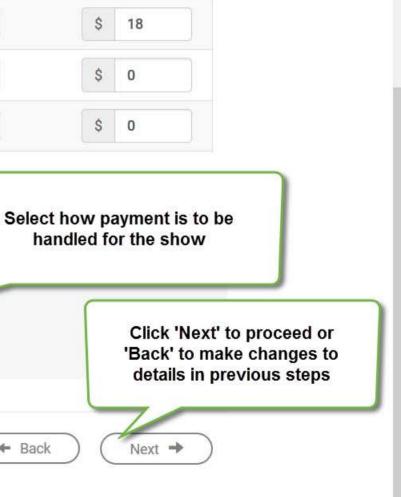
Online (Credit or debit cards) \bigcirc

This option is recommended unless the hosting show organisation requires direct payment from exhibitors

By mail (eAlpaca will not track financials for this show) 0

X Cancel

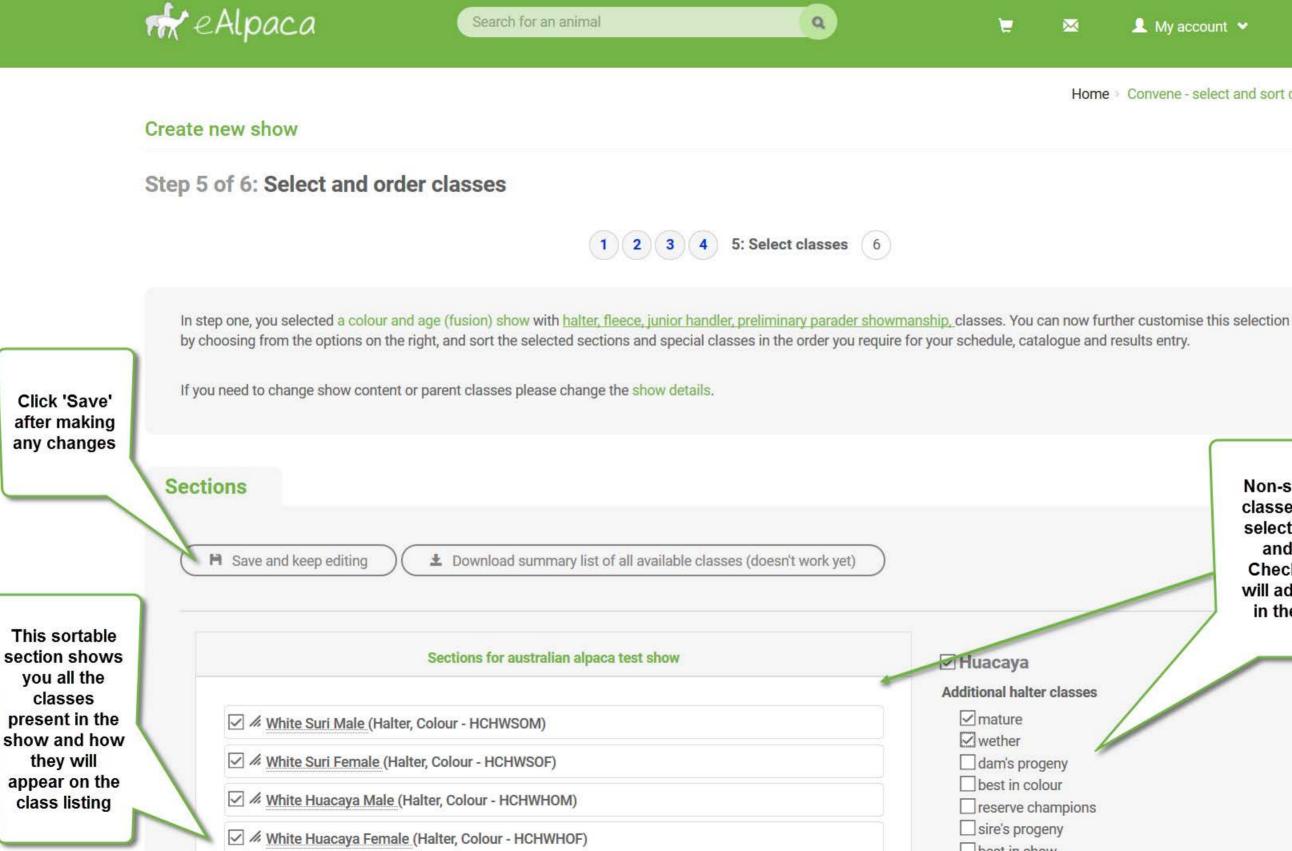
H Pause Back



nber ea	arly-bird fee*	
6	[







Home > Convene - select and sort classes

Non-standard (optional) classes are available for selection here for halter and fleece classes. Checking options here will add/remove classes in the adjacent listing

	nt eAlpaca	Search for an anima	1	۲	×	💄 Му асс
	Create new show					Home > C
	Step 6 of 6: Show summ		3 4 5 6: Summary and confirmation			This is a su details. Yo back to any correspo breadcre number t
The summary information is broken into sections which follow the order in which the process was completed	Show details australian alpaca test s Royal Showgrounds 05/03/2018 - 05/03/2018	how	Convenor PAUL & FRANCES HASLIN elysion@bigpond.net.au 02 4878 9429 (available from 9:00am to 5:00pm)			
	Show instructions Dress code: Show schedule link:	White coat http://alpacashow.com.au/sho	w_schedule			
	Show content Show type: Halter class times Penning time:	Colour championship and Age 7:30am on 05/03/2018	championship			

Convene - confirmation

Summary of all the show's You can quickly navigate any section by clicking the sponding number in the fcrumbs (hover over the er to see which step it is) ~

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- Fancy Huacaya Male
- Fancy Huacaya Female
- Light Fawn Huacaya Male
- Light Fawn Huacaya Female
- Roan Huacaya Male
- Roan Huacaya Female
- Medium/Dark Fawn Huacaya Male
- Medium/Dark Fawn Huacaya Female
- Brown Huacaya Male
- Brown Huacaya Female
- Grey Huacaya Male
- Grey Huacaya Female
- Black Huacaya Male
- Black Huacaya Female
- Wether

Colour Huacaya Fleece classes

- White Huacaya Fleece
- Fancy Huacaya Fleece
- Light Fawn Huacaya Fleece
- Roan Huacaya Fleece
- Medium/Dark Fawn Huacaya Fleece
- Brown Huacaya Fleece
- Grey Huacaya Fleece
- Black Huacaya Fleece

- Fancy Suri Male
- Fancy Suri Female
- Light Fawn Suri Male
- Light Fawn Suri Female
- Roan Suri Male
- Roan Suri Female
- Medium/Dark Fawn Suri Male
- Medium/Dark Fawn Suri Female
- Brown Suri Male
- Brown Suri Female
- Grey Suri Male
- Grey Suri Female
- Black Suri Male
- Black Suri Female
- Best Suri in Show

Colour Suri Fleece classes

- White Suri Fleece
- Fancy Suri Fleece
- Light Fawn Suri Fleece
- Roan Suri Fleece
- Medium/Dark Fawn Suri Fleece
- Brown Suri Fleece
- Grey Suri Fleece
- Black Suri Fleece



After reviewing all the information, click 'Create show' to add the show to the show listing. This is the end of the show creation process \sim

Create show 🔸