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 (elysion@bigpond.net.au) 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 logo]

Search for an animal 🔍

🛒 ✉ 1 👤 My account ⌃ ?

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Alpacas for sale

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Board reports

Logout

Search animals

✓ Register sire authority

➕ Register animal

RECENT ACTIVITY

13 Recent transactions

See more

Did you know?

You can now order IAR tags and DNA kits through eAlpaca

These features are available from the 'Manage herd' link on the left. At the bottom of the page you'll see links to 'Order IAR tags' and 'Order DNA kits'.

Alpaca sales through 'eAlpaca listings'

Simplify Solutions (the developers of eAlpaca) are providing an additional service listing animals for sale. View more information in underline eAlpaca listings. *There are 46 huacaya and 12 suri currently listed for sale*.

You can currently register females over 24 months at the standard fee

From now until 30 June 2018 you can register female alpacas of any age for the standard registration fees - so, get registering all those females without delay!

SHOWS

4 Shows open for entry   **20** New show results

See more

Recent sales listing

SCHUTARA PARK POLLYWAFFLE (120283), 137-month old WT Female Huacaya

Recent show result

FORESTGLEN SPLENDOUR IN THE GRASS (234560) won *Huacaya White Female - Intermediate* at Carousel Of Colour 2018

Financial   Show results

FINANCIAL SUMMARY
June, 2018

FINANCIAL SUMMARY
May, 2018

FINANCIAL SUMMARY
April, 2018

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

eAlpaca

Search for an animal 🔍

🛒 ✉ 👤 My account ▾ ?

Home › Shows

Shows

Home 🏠

My animals 🦙

Manage herd

Linebreeding calculator

Members 👥

Help ?

Search for specific show

Enter show name

🔍 Search

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

Upcoming   Recently held

Upcoming shows

➕ Create new show

Show name ▾	Show location ▾	Type ▾	Show date ▾	Entry close date ▾	Status ▾
RNCAS Canberra Royal Show 2018 View and enter	EPIC Flemington Rd, MITCHELL, ACT 2602	Age Championship	23/02/2018 - 25/02/2018	05/01/2018	Open for entry
Berwick Alpaca Show View and enter	Akoonah Park, Princes Hwy, Berwick	Age Championship	24/02/2018 - 24/02/2018	05/02/2018	Approved
Moss Vale View and enter	Illawarra Highway Moss Vale	Age Championship	11/03/2018 - 11/03/2018	17/01/2018	Incomplete
Royal Bathurst Show View and enter	Bathurst Showground	Age Championship	10/04/2018 - 15/04/2018	29/03/2018	Approved

eAlpaca

Search for an animal

My account ▾   ?

Create new show

Step 1 of 6: **Show details**

1: Show details 2 3 4 5 6

From the list of required information on the first page of this document asks you to fill in the basic details of the show, such as the name, what type of show it is and what are the show dates. The following steps of the process ask for more information about each of these details and change depending on the selections made on this page

* - required fields

Show name *

AUSTRALIAN ALPACA TEST SHOW

Show location *

Royal Showgrounds

Show location PIC *

S4003421

Selecting a billing code (accounting job code) is necessary for the system to correctly record payments

Show type

☑ **Age championship**

☑ **Colour championship**

Accounting information

Accounting job code *

CLA (for the 'Clare' show in SOUTH AUSTRALIA region)

Dates

Show start date (dd/mm/yyyy) *

05/03/2018

Show end date (dd/mm/yyyy) *

05/03/2018

Dates

Show start date (dd/mm/yyyy) *

05/03/2018

Show end date (dd/mm/yyyy) *

05/03/2018

Entry end date (dd/mm/yyyy) *

20/02/2018

> 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

> While these dates default to the same date, they can be changed

Show content

Halter and fleece classes

☑ Halter classes

☑ Fleece classes

> The show can be Halter, Fleece, or both. Also, choose which miscellaneous classes will be present in the show

Miscellaneous classes

☑ Junior handler

☐ Junior judging

☑ Parader (showmanship)

☐ Parader (stockmanship)

Halter requirements

Penning time and date *

7:30am on 05/03/2018

Judging start time *

09 : 00

on halter judging date (edit in step #4)

> If 'Halter' has been selected, fill in the penning details and starting times for judging

Fleece requirements

Measure fleece growth in:

○ Days

● Months

Delivery due date *

25/02/2018

Fleece requirements

Measure fleece growth in:

○ Days

● Months

Delivery due date *

25/02/2018

Delivery address

Address line 1 *

3554 EXAMPLE ROAD

Address line 2

Address line 3

Suburb / town *

Alpacatown

State or territory *

SA

Postcode *

5208

Instructions

Specific details about delivery go here....

Show instructions

Dress code *

● White coat

○ White and black trousers/skirt

○ Other (see Special instructions)

Special instructions for dress code

Enter any special instructions

Show instructions

Dress code *

- ○ White coat
- ○ White and black trousers/skirt
- ○ Other (see Special instructions)

Special instructions for dress code

Polkerdot overalls on underneath.

Show schedule link

| http:// | alpacashow.com.au/show_schedule |

Extra show items (costs)

Item	Cost	
Friday night big BBQ	$ 36	🗑 Remove
Show cap	$ 10	Remove
Extra fan	$ 10	Remove
Power outlet	$ 15	Remove
Show jacket	$ 29	Remove

➕ Add a new row

✖ Cancel   ⏸ Pause   Next ➡

Annotations:

If you have a show specific document prepared for exhibitors to:

1. view
2. download
3. print

then place the link to it here

In addition to the common dress code requirements, additional details can be stated in this text box

The costs here are examples of common show costs, but can include anything specific to the show, including food, merchandise and even sponsorship options for winners. Click 'Add a new row' for each new cost

Clicking this will remove the specific extra cost listing

Click next to proceed to the next step of the show creation process

'Cancel' deletes ALL show information and cannot be undone

Create new show

Step 2 of 6: Convenor details

1   **2: Convenor details**   3   4   5   6

* - required fields

If you select 'No' another search box like the one visible below for the 'Co-convenor' will be shown requiring you to search for the member who is the show convenor

Convenor

Are you the convenor? *

- ● Yes
- ○ No

(additional search box would appear here)

Is there a co-convenor? *

- ● Yes
- ○ No

Co-convenor's name *

ADORI

SHINIGAMI ADORI (adori@example.com, ADORI, ADORI3, ADORI2, ADORI4)

The show can have co-convenors. Where you are not the show convenor, or you select 'Yes' for a co-convenor, a search box like the one below will appear, allowing you to search members by name and select them from the dropdown list provided. The search suggestion must be selected for the system to save it

javascript:;

Is there a co-convenor? *

- ● Yes
- ○ No

Co-convenor's name *

SHINIGAMI ADORI

Convenor contact details

Email address *

Phone type

Business

Phone number

The information in these fields has been hidden for privacy reasons, but are required fields and by default are pre-filled from your profile

Available from *

09 : 00

Available to *

17 : 00

Chief Steward

Are you the chief steward? *

- ● Yes
- ○ No

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' if you need to make changes to show details otherwise click 'Next' to proceed to the next step of the show creation process

✖ Cancel   ⏸ Pause   ← Back   Next ➡

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Search for an animal

My account ?

Create new show

Step 3 of 6: **Judge details**

1 2 **3: Judge details** 4 5 6

Select judging dates for each of the different classes. They all default to the 'show start date' set in the first step. The 'to date' is not required but can be changed. It defaults to the 'show end date' set in the first step

* - required fields

Class type	Estimated number of exhibits*	Judging from date*	Judging to date
Fleece	32	05/03/2018	05/03/2018
Halter	46	05/03/2018	05/03/2018
Junior handler	8	05/03/2018	05/03/2018
Parader showmanship	5	05/03/2018	05/03/2018

Provide a dollar amount for the travel budget of judges

Travel budget available (per judge) *

500

Note: Clicking "Next" will send a request for judges to the shows administrator per the above requirements

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

✖ Cancel   ⏸ Pause   ← Back   Next →

Bendigo Agricultural Show Society Inc

Early-bird discount?

- ⦿ Yes
- ◯ No

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 entry fee, AUD*	Early-bird close date	Member entry fee, AUD*	Member early-bird fee*
Fleece	$ 18	$ 15	31/01/2018	$ 15	$ 15
Halter	$ 25	$ 20	31/01/2018	$ 20	$ 18
Junior handler	$ 0	$ 0	31/01/2018	$ 0	$ 0
Parader showmanship	$ 0	$ 0	31/01/2018	$ 0	$ 0

Method of payment *

- ⦿ Online (Credit or debit cards)

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

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

Select how payment is to be handled for the show

Click 'Next' to proceed or 'Back' to make changes to details in previous steps

✖ Cancel   ⊟ Pause   ← Back   Next ➜

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Search for an animal 🔍

🛒 ✉ 👤 My account ⌄ ?

Create new show

Step 5 of 6: **Select and order classes**

① ② ③ ④ **5: Select classes** ⑥

In step one, you selected a colour and age (fusion) show with halter, fleece, junior handler, preliminary parader showmanship, classes. You can now further customise this selection by choosing from the options on the right, and sort the selected sections and special classes in the order you require for your schedule, catalogue and results entry.

If you need to change show content or parent classes please change the show details.

Click 'Save' after making any changes

Sections

🖫 Save and keep editing   ⬇ Download summary list of all available classes (doesn't work yet)

This sortable section shows you all the classes present in the show and how they will appear on the class listing

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

Sections for australian alpaca test show

☑ Huacaya

Additional halter classes

☑ ✎ White Suri Male (Halter, Colour - HCHWSOM)

☑ mature

☑ ✎ White Suri Female (Halter, Colour - HCHWSOF)

☑ wether

☐ dam's progeny

☑ ✎ White Huacaya Male (Halter, Colour - HCHWHOM)

☐ best in colour

☐ reserve champions

☑ ✎ White Huacaya Female (Halter, Colour - HCHWHOF)

☐ sire's progeny

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Create new show

Step 6 of 6: Show summary and confirmation

1 2 3 4 5 6: Summary and confirmation

> This is a summary of all the show's details. You can quickly navigate back to any section by clicking the corresponding number in the breadcrumbs (hover over the number to see which step it is)

Show details

> The summary information is broken into sections which follow the order in which the process was completed

australian alpaca test show

Royal Showgrounds
05/03/2018 - 05/03/2018

Convenor

PAUL & FRANCES HASLIN

elysion@bigpond.net.au

02 4878 9429 (available from 9:00am to 5:00pm)

Show instructions

Dress code: White coat

Show schedule link: http://alpacashow.com.au/show_schedule

Show content

Show type: Colour championship and Age championship

Halter class times

Penning time: 7:30am on 05/03/2018

Judging start time: 9:00am on 05/03/2018

- 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

- 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 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

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

✖ Cancel

⏸ Pause

← Back

Create show ➡