

## SHCA Show Module – General Notes

### Getting started:

The link to the SHCA database can be found at <http://showhorsecouncilaust.com.au/shc-data-base>. 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 owner (where the owners are not part of the same family). 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 an “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. All events that are open for entries are now listed under “forthcoming”, and you can just click on “enter”. You can still select the event from the drop down menu if you wish. “Downloads” contains various documents pertaining to the event that are available to view or download if you wish.

### 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.**

If you are searching for a rider or person use the surname only. Please note that there are partnership records in the system that will cause your entry to fail if you select them – the entry form must only contain the member record of the actual rider of the horse. The exhibitor can be changed at the top of the screen (see note above) if the exhibitor is a partnership.

**Click on “Add Horse Exhibit” to enter “horse” classes, eg Open Classes, Childs Classes etc. The horse record should be put in first - the rider MUST also be nominated.**

**Click on “Add Person Exhibit” to enter “person” classes, eg Rider Classes, Handler Classes etc. The person records should be put in first - the horse MUST also be nominated.**

### General Notes about Stabling and other requirements

Any special requests in regard to stabling and camping (eg stable with Showie family) 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. If the Affiliate running the event has a PayPal Account, 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. If the Affiliate running the event does not have a PayPal account, you will still need to submit your entry, but no “Pay” button will appear. You will need to click on “entry details + invoice” – this will bring up an invoice that will have the account details for direct deposit to the Affiliate’s bank account listed at the bottom.

**You can login and access your entry at any time.**