

Step-By-Step Guide 'How To Complete A Show Entry'

Introduction

This is a step-by-step guide explaining how to enter a competition on the Bendigo Show website (www.bendigoshow.com.au). Within this guide you will find steps to create an account, enter a competition for yourself, enter a competition for another person on your account, purchase a Society Membership, making a payment and downloading exhibitor cards.

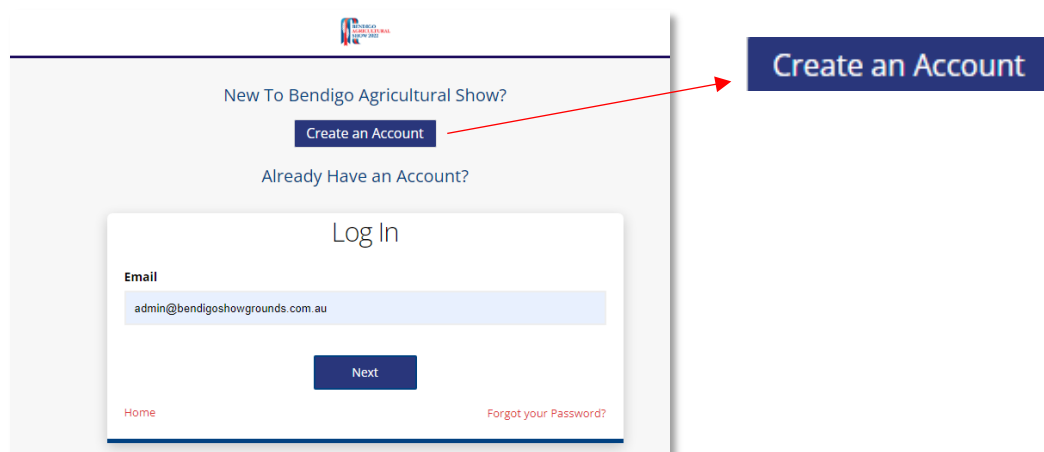
'Create an Account'

If this is the first time you've entered competitions for the Bendigo Show you will need to create a new account. Follow the instructions below to create your account and then proceed to Step 1 in '**Enter a Competition**'. If you have an existing account, proceed to '**Enter A Competition - Step 1**'.

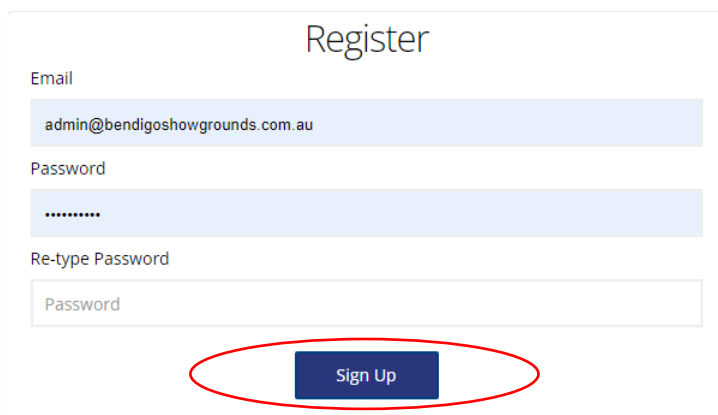
Step 1: Open the Bendigo Show website in your browser (www.bendigoshow.com.au).

Step 2: Select '**Log In**' in the top right-hand corner of the home page.

Step 3: Select '**Create an Account**'.



Step 4: Register your email address and create a password. Select '**Sign Up**'.



NOTE: Make a note of your password for future reference.

‘Memberships’

Show Society Membership fees are \$60 and entitles you, your partner or guest and family (unlimited 12 years and under) entry to the Bendigo Agricultural Show at any time during the two days and nights of the Show. You are able to park your car inside the Showgrounds. A discounted entry fee to a selection of competitions also applies to members.

For the discount to be applied Memberships must be purchased via website (www.bendigoshow.com.au/memberships) prior to entering competitions.

‘Enter a Competition’

To entered competitions on the Bendigo Show website, open your website browser, open the Bendigo Show website (www.bendigoshow.com.au) and follow the steps outlined below.

Step 1: Select ‘*Log In*’ in the top right-hand corner of the home page.

Step 2: Log into your account by entering your email address and your password. Select ‘*Sign In*’.

NOTE: If you’ve forgotten your password, select ‘*Forgot your password*’ and follow the prompts to create a new password.

The image displays two sequential screenshots of the Bendigo Show website's login process. The first screenshot shows the 'Log In' page with an email field containing 'admin@bendigoshowgrounds.com.au', a 'Next' button, and a 'Forgot your Password?' link. A red arrow points from the 'Forgot your Password?' link in the first screenshot to the 'Forgot your Password?' link in the second screenshot. The second screenshot shows the password field with masked characters, a 'Sign In' button circled in red, and a 'Go Back' link.

Once you’re signed into your account you will land on the home page of the website. Across the top of the home page are a list of headings (refer to image below).

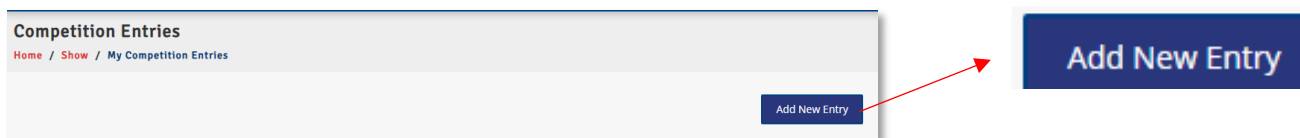
Step 3: Select 'Competitions'.



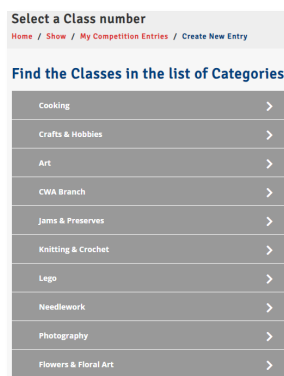
Step 4: Select 'View and Enter Classes' from the dropdown menu.



Step 5: You will land on the 'Competition Entries' page. Select 'Add New Entry'



Step 6: All of the available competitions are listed. Select the section you wish to enter i.e. Cooking via either option A or B over the page.



Option A: If you have a printed copy of the Competition and Prize Schedule enter the class number, as stated in the Schedule, directly in the **'Class Number'** box i.e. Enter A27 as shown below. The class details can be viewed by selecting the **'View Class Details'**.

Select Classes then Enter
If you know the Class Number, enter it directly
Class Number:
Class A27: **My Favourite Cake**
[View Class Details](#)

Option B: Select the Category you would like to enter from the drop-down menu i.e. Cooking. This will drop down and display the Open and Senior sections and Junior sections. Select the appropriate section i.e. Open and Senior Cooking

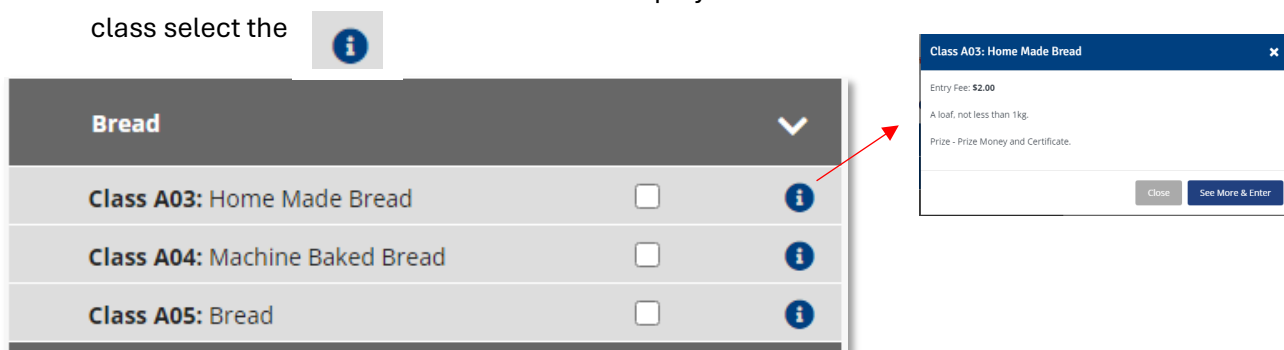
Find the Classes in the list of Categories

Cooking	▼
Open and Senior Cooking	>
Junior Cooking	>

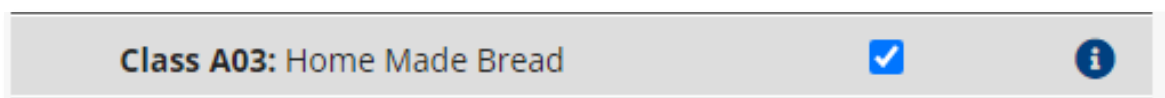
Step 7: Select the Category you require i.e. Bread

Open and Senior Cooking	▼
Biscuits & Slices	>
Bread	>
Cakes - General	>
Cakes - VAS Ltd Competitions	>
Confectionery	>
Cooking	>
Decorated Cakes - 18 Yrs & Under	>
Decorated Cakes - Novice	>
Decorated Cakes - Open	>
Men's Only	>
Open Cooking	>

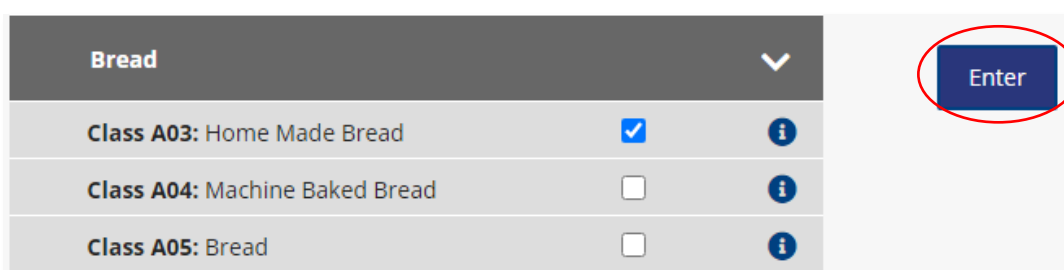
A list of all of the i.e. Bread classes will be displayed. For information/details about each class select the



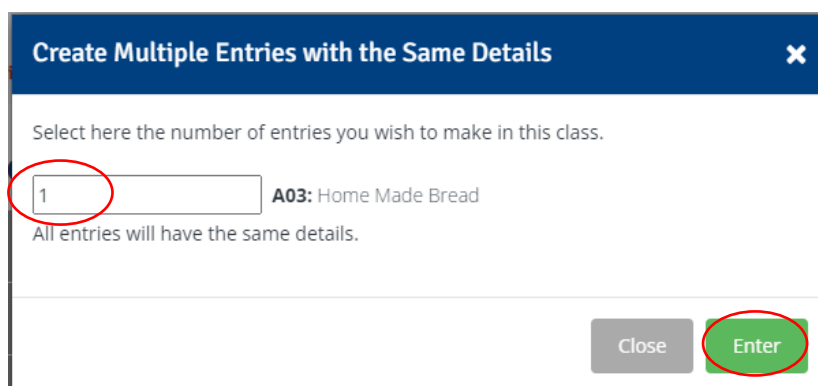
Step 8: Place a **'tick'** in the box next to your choice of class.



Step 9: Select **'Enter'**.



Step 10: If you wish to enter more than 1 entry into a class, change the number to the required quantity and select **'Enter'**.



NOTE: Ensure you check the class number and class name are correct.

Step 11: You will land on the class entry page which outlines all class information, including regulations, entry fee, Steward contact details and prize information together with the entry options. Scroll to the bottom of the information page.

NOTE: Take note of the notification regarding **'Membership'** and the discount that can be received. If a membership has not been purchased in advance, the discounted rate will not apply. This cannot be adjusted later. Ensure you take out your membership in advance by selecting the prompt and following the steps required (see over page).

Cooking / Senior Cooking / Bread / Class A03
 Home / Show / My Competition Entries / Class A03 / New Entry

! You do not have an active Membership - Entry Fees will be charged in full. For discounted showing entry fees, you can submit your Membership renewal payment to activate this.

Entry Details Preview

Class A03
 Please note: fields denoted with an asterisk (*) must be filled in.

Home Made Bread

ENTRIES CLOSE: FRIDAY, 30th SEPTEMBER

CHIEF STEWARD: Mrs. Sharron Stemmer Ph: 0414 956 292
 SECTION STEWARD: Mrs. Marjorie Shay Ph: 5449 7157

PRIZES: First: \$2.00 plus Certificate
 Second: \$1.00 plus Certificate
 (Unless otherwise stated)

JUDGING: 10am THURSDAY
 All prize money will be paid when exhibits are collected.

REGULATIONS:

1. ALL ENTRIES ARE SUBJECT TO THE BY-LAW REGULATIONS OF THE SOCIETY.
2. PLEASE READ SCHEDULE AND INSTRUCTIONS CAREFULLY.
3. All exhibitors must bring each entry on a white cardboard plate, suitable to the size of the entry, with the ticket firmly attached to the plate.
4. Delivery and collection of exhibits:
Delivery: Exhibits to be delivered to the Showgrounds on **Thursday, 20th October only - between 8am and 9.45am.**

Step 12: Select the drop-down arrow for **'Apply for Exhibitor'** and select your name.

Applying For

Exhibitor *
 * Please Select *

Notes (optional)
 Notes

Number of Entries
 Number of Entries
 1

I / We have read and agree to the [Rules & Regulations](#) governing Competition Entries for Bendigo Show and agree to be bound by them. *

Next

Applying For

Exhibitor *
 Dana Lorrain

If you did not adjust the number of entries you wish to enter in this class in Step 6, you can adjust it here.

Number of Entries

Number of Entries
 1

I / We have read and agree to the [Rules & Regulations](#) governing Competition Entries for Bendigo Show and agree to be bound by them. *

NOTE: These multiple entries are for the person who's name appears in the 'Applying For' dropdown box.

Step 13: Select the box to acknowledge you've read the Rules and Regulations. You can read these by selecting the heading **'Rules and Regulations'** in red.

Step 14: Select 'Next'

Applying For

Exhibitor *

* Please Select *

Notes (optional)

Notes

Number of Entries

Number of Entries

1

I / We have read and agree to the [Rules & Regulations](#) governing Competition Entries for Bendigo Show and agree to be bound by them. *

Next

An overview of the competition will appear for you to review. Check the details are correct and select **'Confirm and Continue'**.

NOTE: If you need to make an adjustment, select **'Edit this Entry'**. If you've changed your mind and no longer wish to enter this class select **'Delete'**.

Competition Entry: Review

[Home](#) / [Show](#) / [My Competition Entries](#)

Class A03

Home Made Bread

[Edit this Entry](#) [Delete This Entry](#)

Contact Details

Contact Name	Dana Lorrain
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Entry Fee: **\$2.00**

[Confirm & Continue](#)

You will then return to the **'Competition Entries'** page.

You have 1 entry ready for payment

Class A03: Home Made Bread	Edit	Delete
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'Entry for Another Person'

The steps for entering another person under your profile, be it a child or another adult, are as follows.

Step 1: Follow Steps 1 - 6 in **'Enter a Competition'** above.

Step 2: You will land on the entry page with all details of the class, including regulations, entry fee, Steward contact details, prize information and entry options. Scroll to the bottom of the entry page.

Cooking / Junior Cooking / 10 Years & Under / Class AA44

[Home](#) / [Show](#) / [My Competition Entries](#) / [Class AA44](#) / [New Entry](#)

You do not have an active Membership - Entry Fees will be charged in full. For discounted showing entry fees, you can submit your Membership renewal payment to activate this.

[Entry Details](#) [Preview](#)

Class AA44

Please note: fields denoted with an asterisk (*) must be filled in.

NDAS Competition - Chocolate Cake

ENTRIES CLOSE: FRIDAY, 30th SEPTEMBER

CHIEF STEWARD: Mrs. Sharron Stenmer Ph: 0414 956 292

SECTION STEWARD: Mrs. Marjorie Shay Ph: 5449 7157

PRIZES: First: \$2.00 plus Certificate
Second: \$1.00 plus Certificate (unless otherwise stated)

JUDGING: 10am THURSDAY

All prize money will be paid when exhibits are collected.

Step 3: Select the drop-down arrow for **'Apply for Exhibitor'**.

Applying For

Exhibitor *

* Please Select *

Notes (optional)

Notes

Number of Entries

Number of Entries

1

I / We have read and agree to the **Rules & Regulations** governing Competition Entries for Bendigo Show and agree to be bound by them. *

Next

Step 4: Select **'***Create New Contact***'** (last item on the dropdown menu)

BENDIGO AGRICULTURAL SHOW 2022

21ST & 22ND OCTOBER 2022

Full Price: \$2.00
Member's Price: \$1.00

Location: Homecraft Pavilion (A3)

Prizes: 1st - \$2, 2nd - \$1

Applying For

Exhibitor *

* Please Select *

- ***Create New Contact***

Number of Entries

Number of Entries

1

I / We have read and agree to the **Rules & Regulations** governing Competition Entries for Bendigo Show and agree to be bound by them. *

Step 5: Complete the mandatory fields (*) for the new contact/competitor.

NOTE: If the new contact is a junior competitor, ensure you complete the questions **'Are you 18 or over?'** and **'Date of Birth'**. The email address and mobile number entered may be the adult's email address and mobile phone if the child does not have those details themselves.

Please complete your profile

Fields marked with an * are required. Others are optional.

Applicant Details

First Name *
Grace

Last Name *
Lorraine

E-Mail *
admin@bendigoshowgrounds.com.au

Mobile *
0447 3770 093

Are You 18 or over? *
No

Date of Birth
15/12/2014
For juniors only

NOTE: Ensure you also include address details and select the **'I confirm I have read and accept our Privacy Policy'** box.

Contact Details

Address *
PO Box 109

Address (Line 2)

Town *
Bendigo

State *
Victoria

Postcode
3550

Country *
Australia

I confirm I have read and accept our Privacy Policy. *

Save Contact Details

Step 6: Select **'Save Contact Details'** at the bottom of the Contact Details window.

You will be taken back to the competition entry screen where your new persons details will be displayed. If they are not, select the drop-down menu and select their name.

Applying For
Exhibitor *
Grace Lorrain, Po Box 109, Bendigo, Victoria, 3550

Notes (optional)
Notes

Number of Entries
Number of Entries
1

I / We have read and agree to the [Rules & Regulations](#) governing Competition Entries for Bendigo Show and agree to be bound by them. *

Next

Step 7: Adjust the number of entries the person will be entering in the class as required. Select the tick box relating to **'I/We have read and agree to the Rules & Regulations governing Competition Entries for Bendigo Show and agree to be bound by them.'** *

Step 8: Select **'Next'**.

Step 9: A summary of the entry details will be displayed. You have an opportunity to edit the entry if you need or delete if you've changed your mind. Once confirmed the details are correct, select **'Confirm & Continue'**.

Competition Entry: Review
[Home](#) / [Show](#) / [My Competition Entries](#)

Class AA44
NDAS Competition - Chocolate Cake

Edit this Entry Delete This Entry

Contact Details	
Contact Name	Grace Lorrain
Address	Po Box 109
Town	Bendigo
State	Victoria
Personal Telephone	0447 3770 093
Personal E-mail	admin@bendigoshowgrounds.com.au

Entry Fee: \$2.00

Confirm & Continue

You will then land on the **'Competition Entries'** page. Check through the list of entries. If you need to review the information in more detail select the **'Edit'** button. If you've changed your mind and wish to delete the entry, select the **rubbish bin** to delete the entry.

Competition Entries
[Home](#) / [Show](#) / [My Competition Entries](#)

[Pay for All Entries](#) [Add New Entry](#)

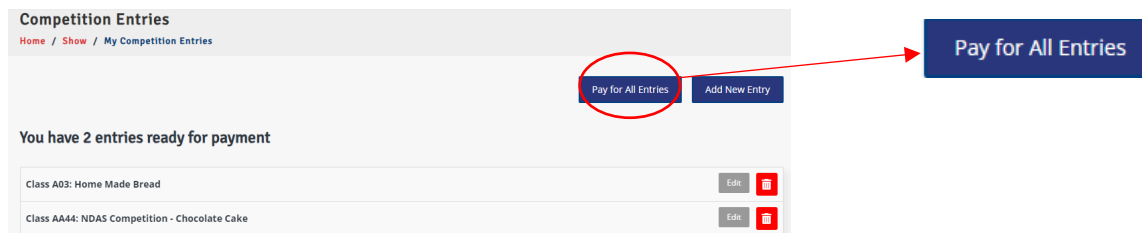
You have 2 entries ready for payment

Class A03: Home Made Bread	Edit
Class AA44: NDAS Competition - Chocolate Cake	Edit

‘Payment of Competition Entries’

Once you’ve finished entering all of your entries it’s time to pay for them.

Step 1: Select the ‘*Pay For All Entries*’ button.



The Shop Cart will appear with a summary of what has been entered and the total cost.

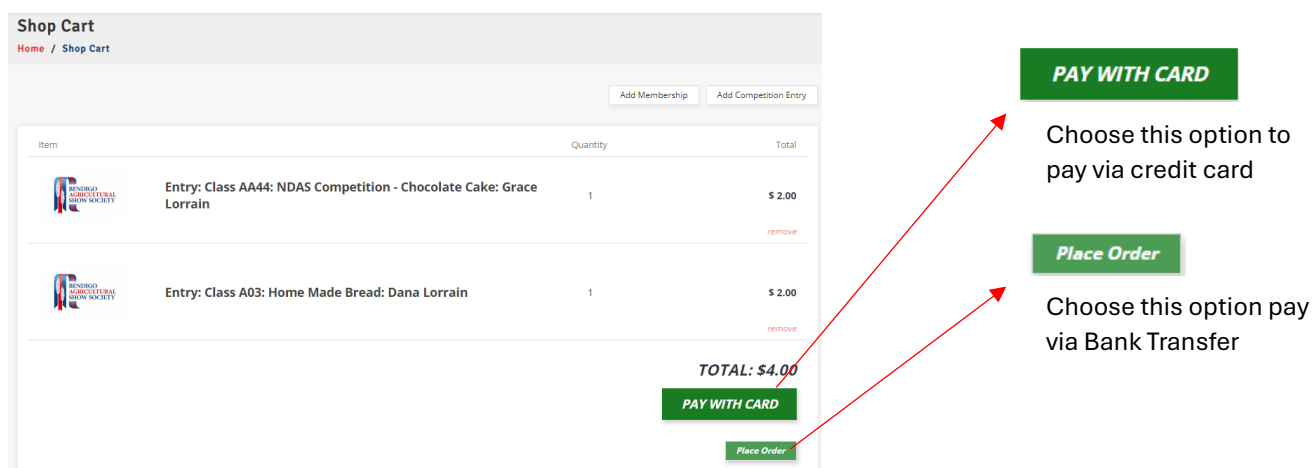
NOTE: ‘Add Membership’ - There is another opportunity here to take out a membership. If the membership is added at this point **the member discount will not be applied** to your entry fees. You may go back and start your entries again if you would like to take

‘Add Competition Entry’ – If you need to add another entry, you are able to do this via the ‘Add Competition Entry’ button and follow the steps in **‘Enter a Competition’**.

Step 2: There are 2 options for making your payment – 1 = credit card, 2 = bank transfer or cash. Select the option you prefer.

‘Pay with Card’ – The **‘Pay with Card’** option will direct you to pay with a credit card

‘Place an Order’ – The **‘Place an Order’** option will direct you to an invoice which will allow you to pay via bank transfer or cash at the showgrounds administration office.



Step 3: The **‘Billing Information’** screen will appear asking for your billing information. Complete all of the mandatory fields (*). **NOTE:** The **‘Place an Order’** option will provide you with an option to select a payment type i.e. Bank Transfer.

Select the drop-down arrow to make your selection (see over page).

Billing Information

First Name * Last Name *

Address *

Town * State *

Code Country *

E-Mail * Phone Number *

Company Name

Payment Type

Step 4: Select the tick box relating to ***'I/We have read and agree to the Rules & Regulations governing Competition Entries for Bendigo Show and agree to be bound by them. *'***

Step 5: Select ***'Next'***.

Message

Additional comments, delivery date, etc...

Total: \$4.00

I confirm I have read and accept the [Terms and Conditions](#) and the [Privacy Policy](#).

A summary of your billing details, payment choice, classes and the total amount owing will appear.

Please review your order and payment information before submitting it.

Billing Address	Payment Details
Name: Dana Lorrain Address: 42-72 Holmes Road, Town: Bendigo State: VIC Postcode: Country: Australia	Type: Deferred Payment Method: Bank Transfer

Description	Qty	Price (ex.GST)	GST	Amount
Entry: Class AA44: NDAS Competition - Chocolate Cake: Grace Lorrain	1	\$1.82	10.00%	\$2.00
Entry: Class A03: Home Made Bread: Dana Lorrain	1	\$1.82	10.00%	\$2.00
GST				Value
GST 10.00%				\$0.36
Total GST:				\$0.36
Summary				
Discount:				\$0.00
Total:				\$4.00
Submit Order				

Please tick the following checkbox to agree with the [terms and conditions](#), and then click the button to place your order. You will be given an Order reference number should you need to contact us about your order.

Step 6: Select the tick box for ***'I agree and accept the terms and conditions'*** to agree to the terms and conditions.

I agree and accept the [terms and conditions](#)

Step 7: Select ***'Submit Order'***.

A summary of your order will appear together with your 'P' reference number (refer over page).

Congratulations!
Your Order Reference is **P620**

Order Placed	
Order Made	04:15:22 July 2024
Current Status:	Payment Not Taken Online
Order Reference:	P620
Payment Method:	Bank Transfer
Entry: Class AA44: NDAS Competition - Chocolate Cake: Grace Lorrain	
Price:	2.00
Quantity:	1
Entry: Class A03: Home Made Bread: Dana Lorrain	
Price:	2.00
Quantity:	1

Step 8: Select **'OK'** at the bottom of the page. A summary of your account will appear (refer over page).

My Account - Dana Lorrain

Change my password | Change Email Address | Edit Contact Details | Delete my account

Recent activity

Shopping Cart	You have 0 items in your shopping cart.	View Orders
Orders	You have 8 orders so far.	View
Trade Stand Applications	You have no paid application & allocations	Apply
Trade Stand Applications	You have 3 incomplete applications	View
Competitions	You have entered 41 competitions.	Complete
Competitions	You have no unfinished entries.	Download
Competitions	Exhibitor Card (Size: A7 on A4)	

'Download Exhibitor Cards' (only available after the entry close date)

To download your exhibitor cards follow the steps outlined below.

Step 1: Open the home page of the Show website (www.bendigoshow.com.au)

Step 2: Log into your account via the 'log in' in the top right hand corner of the website.

About Us | Contact Us | News | **Sign In**

Step 3: Select your name

About Us | Contact Us | News | FAQ's | **dana** | Log Out

Step 4: Select the **'Download'** button (last button in the list). Your exhibitor cards for all competitions entered will download into a pdf file ready for printing and attaching to your exhibits.

My Account - Dana Lorrain

Change my password | Change Email Address | Edit Contact Details | Delete my account

Recent activity

Shopping Cart	You have 0 items in your shopping cart.	View Orders
Orders	You have 8 orders so far.	View
Trade Stand Applications	You have no paid application & allocations	Apply
Trade Stand Applications	You have 3 incomplete applications	View
Competitions	You have entered 41 competitions.	Complete
Competitions	You have no unfinished entries.	Download
Competitions	Exhibitor Card (Size: A7 on A4)	

Download

Example of Exhibitor Card

Bendigo Agricultural Show

Cooking / Junior Cooking / 10 Years & Under

AA44: NDAS Competition - Chocolate Cake Exhibit No. **379**

Entry ID: 3286

Please attach this card to your exhibit.