

# Show Secretary Checklist



Below is a simple chronological check-list for show secretaries to assist them in the management of their on-line entries process.

1. Show schedule preparation: When preparing your club's show schedule you must specify on the schedule to be published that on-line entries will be available at [www.ozentries.com](http://www.ozentries.com). To do this you should display our "On-line Entries Available" logo (see above) on the schedule, which can also be downloaded from the OZentries website.
2. Show schedule publication: If your schedule is published in the Dogs NSW Journal and includes the OZentries "On-line Entries Available" logo, your show will be made live immediately after publication. If the schedule is published elsewhere then you will need to send the schedule to OZentries in advance of its publication to ensure the show is made live in time. You can also provide OZentries with an advance copy of your finalized show schedule so that it can be published in our "Future Events" section. This helps clubs to advertise their coming shows.
3. After on-line entries are open: At the time of making on-line entries are live, the show secretary will receive the secure username and password associated with their show/s.
4. Show secretary login: Using their advised username and password, show secretaries can now login from the OZentries website to view and manage their entries. There are a number of features provided from this login area and these are discussed in the following steps.
5. Entry enquiries: All the information that would normally be available on a paper entry form is displayed from the login page. All exhibitor queries can be answered by the information presented here. This page is dynamically updated each time a new entry is received.
6. Financial information: The login page also provides a complete financial statement and summary of the total entries and fees received to date.
7. Bank Details: The login page provides the facility for the show secretary to advise the club banking information (bank, account name, account number, BSB and club contact email address) so that settlement can be made direct to the club's bank account. If your club has held previous on-line shows then your bank details are likely to be held by OZentries and need not be advised again. If your bank details have changed or are incorrect then you must change them prior to settlement.
8. Entry download: The login page provides the facility (press of a button) to download all entry and exhibitor information to be used in the preparation of the show catalogue. Once again the information provided here is dynamically updated as further entries are received.
9. Show Close: When it comes time for the show to be finally closed for on-line entries (this may be much later than official paper entry closing date) the show secretary must take action. A "Close Entries" button is provided from the login area, and once pressed no further on-line entries can be submitted.
10. Catalogue preparation: Once the show secretary has closed entries for a show, the final entry and exhibitor downloads should be made in preparation for the show catalogue.
11. Settlement statement: After closing on-line entries the show secretary can also click on the "Print Statement" button to produce the show settlement statement (PDF format) and print it as required.
12. Show settlement: OZentries will receive automated advice that a show has been closed, and will then proceed to final settlement of the club's funds to their nominated bank account (by Electronic Funds Transfer). Settlement will be for the total entry, catalogue and mailing fees due to the club. For some of the large major shows we can also provide an interim settlement based on the funds already received. This can be arranged if requested by the show secretary, however due to the late entry patterns of most dog exhibitors this is not a realistic option for most shows.