



Exhibitor Participation:

We provide an on-line entry form available at www.ozentries.com or www.ozentries.com.au. Exhibitors can enter as many dogs as they like within the one entry submission. A separate page is presented for each dog being entered.

If the exhibitor has used on-line entries before then all they need to do is enter the dog's registration number and all of that dog's details are recalled and displayed on the entry form. Only the class to be entered must be chosen and submit pressed. Of course if their dog is not already on the OZentries database they will have to enter full details for the first time – all the normal details that they would enter on a paper entry form are collected on the on-line entry form.

We provide a level of validation that cannot be provided on paper entry forms – all required details must be provided (i.e. no blanks allowed for required fields), the exhibitor cannot enter a dog in a bitch class or vice-versa, they cannot make a mistake in the total costs for entries as these are calculated automatically based on the scheduled fees. Exhibitors can order catalogues and the cost for these are also included.

OZentries can also charge (on behalf of the club) a mailing fee for each exhibitor to cover the club's costs of providing return of exhibitor cards – at the moment most clubs charge \$0.65 (as at November 2010) for this to cover envelope and postage costs. This charge can be different if a club so elects. Entry, catalogue and mailing fees are also added automatically to the total cost.

All payments by the exhibitor must be made on-line by credit card. We charge the exhibitors a small fee for using the service to cover our administration costs, plus credit card fees to cover our banking and on-line gateway costs. Goods and Services Tax (GST) is payable on the OZentries charges only, not show entry fees, catalogue(s) or mailing charges as these are collected on behalf of clubs and affiliates, who are responsible for their own tax arrangements.

All fees and charges (including GST) are calculated automatically and included in the total cost, and are displayed clearly so that the exhibitor knows what exact costs we are charging. All credit card payments are processed immediately via our on-line banking gateway. We use 128 bit secure server encryption for our credit card transactions – the best security currently available on the Internet.

Once the entry process is completed each exhibitor is presented with a full summary page showing what dogs have been entered, the classes entered, catalogues ordered and a full and clear summary of the cost and other charges. A unique receipt number is also provided and displayed on this page for each exhibitor. There is a "print" button on the page and the exhibitor is encouraged to print this as proof of entry. An automated return email to the exhibitor is also sent summarising entry details and also quoting the receipt number.

To assist exhibitors even further we also provide a password protected "Entries Verification" process for exhibitors to register and login so that they can check what shows and exhibits they have entered in the last two months. This also reduces the workload of show secretaries in answering exhibitor queries.

Club Participation:

To answer the first question that almost all clubs ask – there is absolutely no cost to the club for using our on-line entry service.

Once the club publishes their show schedule (either direct to OZentries or in the Dogs NSW Journal), OZentries can open the show for on-line entries. If required a club can also forward their schedule earlier and we can publish it on our "Future Shows" web page.

Once the show has been opened for on-line entries we also provide the show secretary with secure on-line login facilities (i.e. unique username and password for your show). The club secretary logs in to the club login area of the OZentries website to use the following facilities:

- 1) A display of exhibitors who have entered the show (with individual charges) and all entries received so far showing exhibit name, class entered etc so that the show secretary can answer any query that they may get from an exhibitor
- 2) Download buttons to click so that at any time the show secretary can download exhibitor and entry details into a CSV file for use with Excel.
- 3) A “Show Status” showing whether on-line entries have already been closed or are still open for the show and a “Show Close” button to click when the secretary wishes to close on-line entries for the show (a confirmation message will be asked to avoid accidental closures). Entries can be left open until as late as possible, but the show secretary needs to ensure there is sufficient time for catalogue printing and other show administration tasks.
- 4) A display of “Show Summary” cumulative settlement details for the show together with a “Print Statement” button that can only be activated after on-line entries have been closed.
- 5) A facility for the show secretary to advise the club bank details so that we can do an direct credit for entries, catalogues and mailing fees

Once entries have closed the final downloaded exhibitor and entry files are used for all other show administration functions. Address labels can be printed from the details in the exhibitor file to mail back entry cards, and catalogues can be prepared by loading information from the entry file into catalogue programs. This means greatly reduced typing and other administration tasks.

After on-line entries have been closed and show secretaries have been able to view their final statement details, OZentries will process a direct Electronic Funds Transfer credit directly to the club’s bank account in accordance with the amount shown on the settlement statement.

One other facility we do provide for some of the larger shows is the ability to get “interim” settlement payments. For example if we get to 3 or 4 weeks prior to the show and the club needs some of the funds for entries already received, OZentries will arrange that for the club on request. This will be handled as a special one-off case and in practice most entries come in quite late so for shows making this not worth doing – but where circumstances warrant it we are happy to oblige whenever possible.

Show Schedule:

Now finally – the only thing that OZentries ask from the clubs is that they advertise on their published show schedule that on-line entries are being taken at www.ozentries.com. For that purpose we do supply an “entries available” logo to use – as shown here.

