

# Event Administration Checklist



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

1. Schedule preparation: When preparing your club's event schedule you must specify on the schedule to be published that on-line entries will be available at [www.horses.ozentries.com](http://www.horses.ozentries.com). To do this you should display our "On-line Entries Available" logo on the schedule, which can be downloaded from the OZentries website.
2. Schedule publication: You will need to send the schedule to OZentries in advance of its publication to ensure the event is made live in time for exhibitors to enter.
3. After on-line entries are open: At the time of making on-line entries live, the event administration contact will receive the secure username and password associated with their event/s.
4. Event login: Using their advised username and password, event administrators can 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 event administrator 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 events 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 any event catalogue. Once again the information provided here is dynamically updated as further entries are received.
9. Show Close: When it comes time for the event to be finally closed for on-line entries (this may be much later than official paper entry closing date) the event administrator 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 event administrator has closed entries for an event, the final entry and exhibitor downloads should be made in preparation for the catalogue.
11. Settlement statement: After closing on-line entries the event administrator can also click on the "Print Statement" button to produce the event settlement statement (PDF format) and print it as required.
12. Event settlement: OZentries will receive automated advice that an event 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 any mailing fees due to the club.