

## HOW TO USE THE SHOWING SCENE ONLINE ENTRY SYSTEM

Go to <https://fifeshow.com/exhibitor-information/entry-forms> and click on the **Entries** button on the right of the page.

If you have used the system before, **log in** using the same email address and password that you set up previously. If you have forgotten your password, please click on the link to reset it – don't register again or you will end up with a second account. When you reset your password, you will receive an email from Showing Scene with details on what to do – please check your junk mail if it doesn't arrive quickly.

If you have not used the system before, **register** for an account using an email address and password that you will remember.

The email address you use will be used to send you invoices, further information etc. so please input it accurately.

**To enter Classes** - once you have logged in/registered, click on the section you want to enter, e.g. Cattle, Sheep etc., where you can read the general info then click on "Enter Now" to go to the relevant Classes. Scroll down to find the class you want to enter. For most Classes, you will see that **Membership** is required – if you are not already a Member of the Association, you will be prompted to add it in before entering Classes – click on Annual Competing Membership – "View Membership". Complete your address, phone number. At each stage you can "Save and Continue" so that info is not lost.

Once you have added your membership to the cart, click on "View Shows for the Fife Show" then "View Show". This takes you to where you enter Classes. Click on "**Enter Now**". Choose the section you want to enter then scroll down to the class and click "Enter Class". Your details, as the account holder, will already be prepopulated.

Then complete the "**Exhibitor**" section – either choose your own name from the list or "Create new exhibitor" to add someone else. The Exhibitor is the person handling, riding or driving the animal in the Ring.

If you are entering for someone else, you can either do this in your own account, by naming them where prompted as the "Exhibitor" or "Handler", or you can set up a separate account for them. As details for the Catalogue and for items to be posted out are pulled from the information put in by account holders, if you use your own account for someone else's entries, any admission wristbands will be sent to you rather than to the Exhibitor, so it would be better to register for separate accounts, with the relevant names and addresses, if you are entering for different people.

Then add the **animal's details**. If you choose to "save to your account", these details will remain in the dropdown list for future years.

If you are entering Classes but do not know which animals you will bring yet (this will apply mainly to Cattle), you can enter animals by naming them Cow 1, Cow 2 etc – **you do need to give each animal a different name** or the system will think the same animal is being entered in multiple classes. **Add** each animal's name separately, as a new animal – these will show in a dropdown list, please don't change a name in the list as this will then change ALL entries linked to that name. Before the Show (by noon on 16<sup>th</sup> May at the very latest), you can then provide the correct name,

eartag number etc for each animal so that the individual's BVD status can be checked and we can ensure the return to ScotEID is accurate.

If you have 2 or more animals in the same class, and will, therefore, have 2 handlers, you should add each exhibitor's name – this will then generate a first aid fee for each ring handler/rider/driver.

The **Owners** details will then also be asked for.

For all Entries, before you can submit your application you will be asked to confirm that you have read the Guidance for that section and the Fife Agricultural Association Livestock Rules. These documents will be there for you to read, or you can read them and see the Schedule for that section by clicking on the "**Download Documents**" button.

Click on "**Add to Cart**" to finish. The first screen will show your entry and first aid fee. If you want to add additional entries, click on "**Make another entry**" and repeat the process – all the info you have already put in will be there so if it is for the same animal, handler, owner you just need to choose from the dropdown list. The "**View Extras**" button allows you to buy extra wristbands, catalogues etc. "**View Cart**" will take you to the payment stage and your membership will be added in at this point, before you pay.

You will then receive an email detailing the entries you have made – this also acts as your VAT receipt.

If you have any problems using the system, just get in touch and I shall try to help.