



Show Manager

Catalogue User Manual

help@showmanager.com.au

Jeremy - 0435 446 792

Ruth - 0407 065 365

www.showmanager.com.au

1.	Introduction	3
2.	Catalogue Module	4
2.1	Enter Postal Entries	5
2.1.1	Step 1 - Create Batch	6
2.1.2	Step 2 - Add Entries	8
2.1.3	Step 3 - Copy Entries (Optional)	10
2.1.4	Email Batch Receipts	11
2.1.5	Deposit Listing Report	13
2.2	Configure Catalogue	14
2.2.1	Event Details	14
2.2.2	Class Prizes	14
2.2.3	Judges	16
2.3	Catalogue Reports	17
2.3.1	Generate Data	17
2.3.2	Catalogue	18
2.3.3	Number Cards	19
2.3.3.1	Envelope Number Mappings	20
2.3.3.2	Receipt Number Mappings	21
2.3.4	Certificates	21
2.3.5	Paperwork	23
2.3.5.1	Judges Results Sheets (Running Sheets)	23
2.3.5.2	Stewards Graphs	24
2.3.5.3	Class Prize Envelopes	26
2.3.5.4	Envelope Group Numbers	27
2.3.5.5	Breed Score Card	27
2.3.6	Breed Numbers	27
2.3.7	Exports	28

1 Introduction

Thank for choosing the Show Manager Catalogue Module, this manual will help you get the most out of the system.

All reports are generated in .PDF, .DOCX or .XLSX format. Word 2010 or greater is required to open the office files.

To gain access to the clubs data we need to associate your normal Show Manager User account with the club who you are going the catalogue for. Only the users that are connected to the club can view the clubs data, no other user can view the clubs data. Once your account is associated with the club a new 'Club Area' icon in the top menu will appear, click on this to view the Club Area where you can also view your current and past shows details including entries and reports. By using your normal Show Manager user account and not shared club accounts we can quickly add or remove users from a club as a committee may change. As the individual user account is also used we are able to log who makes what changes, for example if someone changes the clubs bank account we can tell you who made the change.

The Club Area utilizes 3 main security roles, 'Club Admin', 'Club Catalogue' and 'Cataloguer'. If you ever have any questions please don't hesitate to contact us, help@showmanager.com.au

Catalogue Module

2 Catalogue Module

Gain access to a shows catalogue by going to the 'Event Details' page.

- Click on 'Club Area' from the top menu
- Click on 'Events' from the main menu
- Click on the Event Name to view the details page for that event.

At the bottom of the Event Details page you have 3 options;

Catalogue Options:

POSTAL ENTRIES

CONFIGURE CATALOGUE

CATALOGUE REPORTS

Postal Entries - This is where you input all of the entries that are not online entries.

Configure Catalogue - Configure all the settings for the catalogue

Catalogue Reports - All of the paper work required for the catalogue.

2.1 Enter Postal Entries

'Postal Entries' is where all the entries that are not online entries are entered into the system. When adding in the postal entries we have the concept of a 'Batch', you would typically think of a batch as being the envelope that the entries were received in however a batch is just a collection of entries that you want to combine together to make it easy to reconcile the number of entries and also the payment amount. It is recommended that you use the envelope you received as the batch.

EVENT GROUP NOTE: When the events are put into an 'Event Group' the batch will be for all events in that group. When you add the entries to the batch in this case the system will list all of the events in the group so you can quick add in all the entries for all shows at once. If you select 'Postal Entries' from any event in the event group you will always see all the batches from all the events, this means you can select the postal entries option from any event and you will end up with the same list.

The batch list will show all the existing entries in the system, the 'Entry Count' field is the number of entries you have told the system you are going to enter, the 'Actual Entry Count' is the number of entries that is actually in the system, if these numbers are different you have missed an entry. The 'Paid Amount' is the amount that the exhibitor has paid and the 'Calculated Payment Amount' is the amount that the system has calculated based on the entries put into the system, if there is a difference these will appear on any 'Refund/Owe' fields on the reports.

Click on the ['Add New Batch of Entries'](#) button to insert a new batch.

ADD NEW BATCH OF ENTRIES +

SEARCH ↵

Batch Name	Entry Count	Actual Entry Count	Paid Amount	Calculated Payment Amount	Difference	Receipt Number	Date Added
Agar, Sommer	4	4	\$44.00	\$44.00	\$0.00	6550	24-Jul-2015
Aguele, Catherin	1	1	\$11.00	\$11.00	\$0.00	6546	24-Jul-2015
Binnie, Delfina	1	1	\$14.00	\$14.00	\$0.00	6567	24-Jul-2015
Bonalumi, Kathryn	0	3	\$36.00	\$36.00	\$0.00	6548	24-Jul-2015
Boudrie, Pearlene	1	1	\$14.00	\$14.00	\$0.00	6547	24-Jul-2015
Bourbonnais, Laura	2	2	\$22.00	\$22.00	\$0.00	6536	24-Jul-2015
Broccoli, Luz	1	1	\$14.00	\$14.00	\$0.00	6555	24-Jul-2015
Capelli, Leigha	1	1	\$14.00	\$14.00	\$0.00	6566	24-Jul-2015
Cecchinato, Jean	2	2	\$25.00	\$25.00	\$0.00	6559	24-Jul-2015
Costeira, Royal	4	4	\$47.00	\$47.00	\$0.00	6533	24-Jul-2015

⏪ ⏩ 1 2 3 4 ▶ ⏭

1 - 10 of 40 items

2.1.1 Step 1 - Create Batch

A Batch will group together the entries that you input, it is recommended that you when you receive an envelope with postal entries that you enter that all the entries received in the envelope as a batch. When adding a batch it is also recommended to use the cheque name as the batch name using a Last Name comma First Initial convention, e.g. Cook, J. If the exhibitor has included a SSAE you can also use the name that is on the SSAE as the batch name. Using this convention will help with the sorting of the reports.

Tip: Enter the email address to be able to email the exhibitor a receipt of entry.

Other details that can be added to the batch is the Payment Type, Amount, Comments and Number of entries, this will then be used to work out if the exhibitor has paid the correct amount. Count the number of entry forms you have before you start to input the entries and put this number into the 'Number of Entries' field, this is a safe guard to ensure that you have entered all the entries for the batch. When the exhibitor pays an incorrect amount the amount owed and also the comment in the batch will appear on the warning reports, summary reports and also the envelopes. The 'Deposit Type' field is used to separate out the deposits on the deposit listing report and the bank code is entered to keep a reference to the bank who issued the cheque, this is handy when disputing a bounced cheque.

Adding a receipt number is optional, if one is not entered then the system will assign the batch a receipt number. Only add a receipt number if one was already assigned to the envelope, typically this may happen when the show secretary receipts the entries and has already assigned a receipt number.

Details

Batch Name (Last Name, First Name) ⓘ *

Email Address

Number Of Entries ⓘ *

0
▲▼

Paid Amount ⓘ *

\$0.00
▲▼

Deposit Type

Cheque ▼

Bank Code

Receipt Number (optional) ⓘ *

0

Comments

TIP: If the exhibitor has paid the wrong amount add the reason to the comments, this will then appear on the reports to make it easy to know why on the day of the show.

Once the batch has been saved you will then be taken to the 'Batch Details' page where you can now put in all the entries for the batch. The top of the page will show all the information that was put in the prior screen, if this needs to be adjusted click on the 'Edit' button. As you add entries the difference amount will keep changing, ideally this should become \$0.00 when all the entries are in the system.

Details				
Batch Name (Last Name, First Name) ⓘ *	Number Of Entries ⓘ *	Paid Amount ⓘ *	Deposit Type	Difference *
Agar, Sommer	4	\$44.00	Cheque	\$0.00
Receipt Number (optional) ⓘ *	Actual Number Of Entries ⓘ *	Calculated Payment Amount ⓘ *	Bank Code	
6550	4	\$44.00		
Receipt Sent	Email Address	Comments		
	help@showmanager.com.au			

When adding in the entries each event will have the event name and date at the top, then it will first show the entries and then the Event Extras. Click on the edit button in the event extras section to add in any extras that the exhibitor has purchased, for example if a catalogue was purchased click on the edit button and then adjust the units to 1. To add a new entry click on the ['Add Entry'](#) button.

Sample Event - Championship Show, Tue 30 Jun 2015

Entries

Dog #	Full Name	Event Age	Class	Breed	Discount	Paid	Owner Name
Total Count: 0					\$0.00	\$0.00	

[Copy Entries](#)

Event Extras

Event Extra	Unit Cost	Units	Total Cost	
Catalogue	\$3.00	0	\$0.00	<input type="button" value="Edit"/>

2.1.2 Step 2 - Add Entries

From the Batch Details page click on the 'Add Entry' button to add in entries for this batch.

When adding in a new entry we need to select the Dog and Class, the Entry Cost field will be automatically set based on the class selected. Any discounts can also be added when required, this might be Members Discounts or Subsequent Entry Discounts. To add a new entry start to type the dogs registration number and a list of numbers will appear in the list, click on the correct number.

Entry Details

Dog Registration *

Dog Name

Event Age

Class Name *

Entry Cost *

Discount Amount *

\$0.00

Entry Details

Dog Registration *

×

3100190077

3100191228

3100191229

3100191717

3100191888

3100191913

3100191924

Entry Cost *

Discount Amount *

\$0.00

When you click on the registration number the details of the dog will appear to the right of the entry details, check these details to ensure they are correct to the entry form. If the dogs details have changed click on the 'Edit' button in the dog details section to update the dog.

Entry Details

Dog Registration *

Dog Name
 CH. GRAND. CH. BAYATTHEMOON GLENLIVET

Event Age
 Y:7 M:6 D:28

Class Name *

Entry Cost *

Discount Amount *

Dog Details

Dog Registration Number ⓘ *
 3100197220

Dog Registered Name ⓘ *
 CH. GRAND. CH. BAYATTHEMOON GLENLIVET

Owner Name(s) ⓘ *
 4100000000

Date of Birth *
 2007-12-02T00:00:00

Gender *
 Male

Is Neutered ⓘ

BreedName
 Beagle

[EDIT](#)

Dog Details

Breeder
 Jeremy Cook

Sire Registration Number
 4100094005

Sire Full Registered Name
 CH KISLEV IRISH WHISKEY

Dam Registration Number
 3100160345

Dam Full Registered Name
 BAYATTHEMOON NICKELODEON

[EDIT](#)

If the Dog's registration number does not appear in the list click on the 'Add New Dog' button. When you add the new dog the registration number will be copied to the next page and you then need to enter in the rest of the dogs details. It's recommended that you use the ANKC pedigree look up to ensure you have the correct details for the dog and the registration number provided. When you save the new dog you will be taken back to the 'Add New Entry' page and the new dog will be selected.

The screenshot displays a web form for adding a new dog entry, divided into three main sections:


- Dog Details (Left Panel):**
 - Dog Registration Number: 3100197220
 - Dog Registered Name: CH. GRAND. CH. BAYATTHE
 - Dog Short Name: CH. GRAND. CH. BAYATTHE
 - Owner Membership Number: Jeremy Cook
 - Owner Name(s): 4100000000
 - Is an Imported Dog? (checkbox)
 - Default Event Type: Show
 - Dog Has History (checkbox)
- Dog Details (Middle Panel):**
 - Date of Birth: 02-Dec-2007
 - Age: Y:10 M:4 D:4
 - Gender: Male (selected), Female
 - Is Neutered: (checked)
 - Breed: Beagle
 - Colour: Tricolour
 - Height: (empty field)
 - Gun Dog Licence: (empty field)
- Breeder Details (Right Panel):**
 - Breeder: Jeremy Cook
 - Sire Registration Number: 4100094005
 - Sire Full Registered Name: CH KISLEV IRISH WHISKE
 - Dam Registration Number: 3100160345
 - Dam Full Registered Name: BAYATTHEMOON NICKEL

Once the entry is complete either 'Save & Exit' or 'Save and Add New' to add in more entries for this batch.

2.1.3 Step 3 - Copy Entries (Optional)

When the event is in an 'Event Group' all events in the group will be listed in the batch. Normally the entries for each event in the event group will be the same, in this case you can copy the entries from the first event into the other events.

Once you have added all the entries into the first event click on the 'Copy Entries' link at the bottom of the entries.

Entries								
Add Entry								
Dog #	Full Name	Event Age	Class	Breed	Discount	Paid	Owner Name	
3100197220	CH. GRAND. CH. BAYATTHEMOON GLENLIVET	Y:7 M:6 D:28	18	Beagle	\$0.00	\$11.00	4100000000	<input type="button" value="X Delete"/> <input type="button" value="Edit"/>
Total Count: 1					\$0.00	\$11.00		
Copy Entries 								

You will then be given a choice on which shows you want to copy the entries to, normally you will leave it selected as all events.

Please select all the events that you want to copy your entries to.

- Copy entries to the following events**

 - Mon 15 Jun 2015 to Fri 17 Jul 2015 Sample Event Day 1 - Championship Show
 - Tue 16 Jun 2015 to Sat 18 Jul 2015 Sample Event Day 2 - Championship Show
 - Wed 17 Jun 2015 to Sun 19 Jul 2015 Sample Event Day 3 - Championship Show

This will then copy all of the entries from the first event to all the other events.

HINT: Check the rest of the entries to make sure they have the same dog and class in all events.

TIP: When all the entries have been copied you can still edit the entries where the class or dog is different on different days.

2.1.4 Email Batch Receipts




You are able to email a receipt of entry to the exhibitors that have sent an entry via the post. The Email Batch Receipts process will take any batch that has an email address and email the exhibitor a receipt of entry. This process can be run many times and will only email the new batch entries that have been added since the last send.

To send the receipts click on the 'Email Batch Receipts' button from the bottom of the Batch List page.

2.1.5 Deposit Listing Report

The Deposit Listing Report can help you with the banking of the monies received in the post. The report can be run many times and will group new payments together into a new section. The report will also separate and total the type of payments that have been made. You can take this report with you to the bank when depositing the funds.



Show Manager

Event Deposit Listing
All Dogs Sports Spectacular, 23-Aug-2015
Championship Show

Deposit Date: 22-Aug-2015

Cash Deposits

6917	Curtis C	\$26.00
------	----------	---------

Cash Deposits: 1	Cash Total:	\$26.00
------------------	-------------	---------

Cheque Deposits

6878	Watt J	BEND	\$131.00
------	--------	------	----------

2.2 Configure Catalogue

The Configure Catalogue page contains 3 tabs at the top of the page.

- Event Details
- Class Prizes
- Judges

2.2.1 Event Details

The 'Event Details' tab will contain some options used when creating the catalogue.

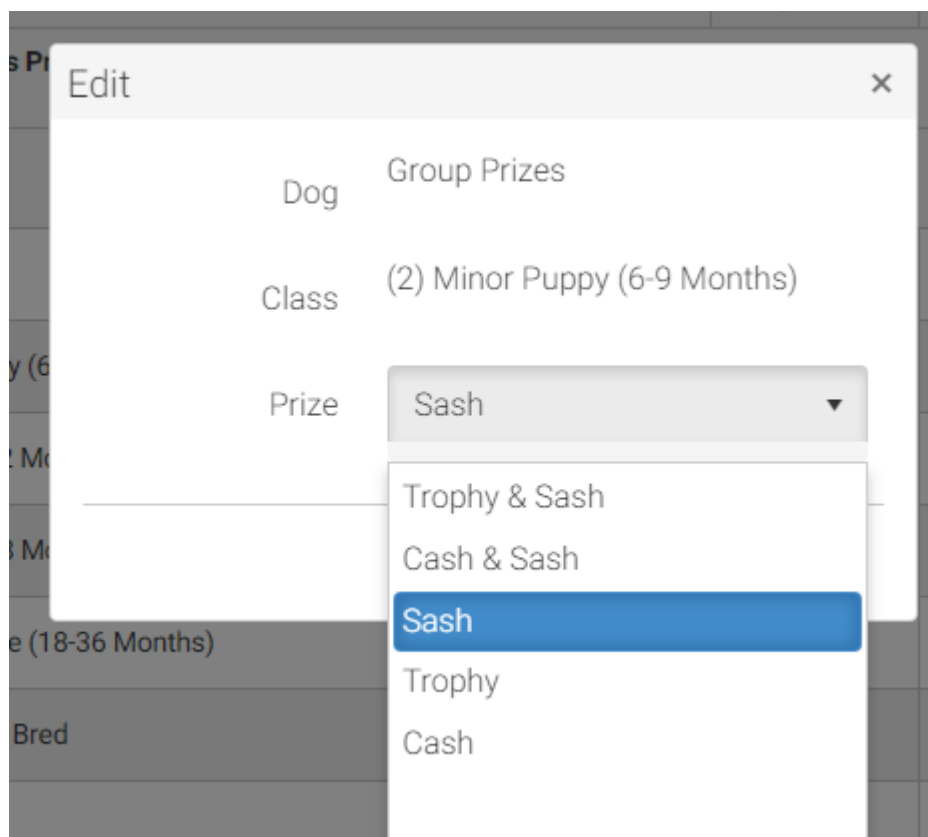
- Show Colour - When the club has more than 1 event you have the option to set the event colour, this colour will then add a colour strip to the exhibitor numbers cards to match the colour of the show. When entering postal entries the page will adjust to the shows colour to make it easier to know which event you are working on.
- Sort Class By - You have the ability to select how the dogs in the class are sorted. The options are Dog Registration Number, Entered Order (Random), Owner Registration Number, Owner Name or Date of Birth.
- Normal Class Display Format - This is the format of how the dogs are displayed in the catalogue. This option will be defaulted based on your state but can be changed if required.
- Challenge Certificate Format - ANKC is the standard current format of the Challenge Certificate/BOB, the previous version used is also there under 'Original'.
- Override Max Number of Placings (Special Classes) - For the Sweepstakes and Property classes the system will put 5 places by default, you can override this setting to reduce the number of places. For example if you only have placings to 3rd change this setting to 3.

2.2.2 Class Prizes

The Class Prizes are used in the Group Special sections and also the General Specials section on the catalogue. The system will automatically create a record for each class type and all that is required is that a prize is selected. The prizes are separated into 2 sections, General Special Prizes and Group Prizes.

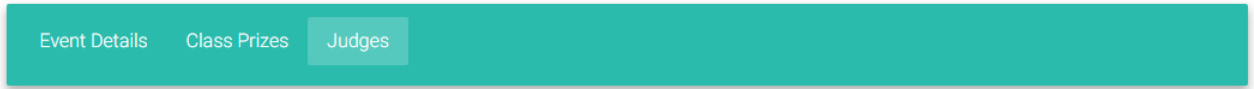
Event Details			Class Prizes		Judges
Class Prizes					
▶ General Specials Prizes					
▲ Group Prizes					
Class	Prize				
Reserve	Sash	✕ Delete	✎ Edit		
(2) Minor Puppy (6-9 Months)	Sash	✕ Delete	✎ Edit		
(3) Puppy (6-12 Months)	Sash	✕ Delete	✎ Edit		
(4) Junior (9-18 Months)	Sash	✕ Delete	✎ Edit		
(5) Intermediate (18-36 Months)	Sash	✕ Delete	✎ Edit		

To set the class prize click on the 'Edit' button to the right of the class name. Select a prizes from the list of prizes and click on the 'Update' button to save your changes.



2.2.3 Judges

The system will already have all of the Judges and their groups, all you need to do is edit the Judge to make an adjustments. You can edit the Judge by clicking on the 'Edit' button in the last column.



Normal Classes

+ Add Normal Class Judge								
Judge Name	Group	Group Description	Group Specials?	General Specials?	Ring Description	Sequence Order	Ring Steward	
Mrs A Bowe (NSW)	1	Group 1 - Toy Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ring 4	1		<input type="button" value="X Delete"/> <input type="button" value="Edit"/>
Mr G Blyth (TAS)	2	Group 2 - Terrier Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ring 2	2		<input type="button" value="X Delete"/> <input type="button" value="Edit"/>

- Judge Name - Type the judge's names as it should appear in the catalogue.
- Group - This is the breed group that this judge is judging.
- Group Description - The description of the group as it should appear in the catalogue, normally this field does not need to be modified.
- Group Specials - If this judge is judging the Group Specials for the selected breed group.
- General Specials - If this judge is judging General Specials.
- Ring Description - The ring number that this judge will be judging in, this will appear in the catalogue.
- Sequence Order - The Sequence Order will determine the order of the groups. If Group 4 was after Group 2 check that the sequence order indicates this.

Click on the 'Update' button at the bottom when you have finished configuring the judge.

The image shows a modal window titled 'Edit' with a close button (X) in the top right corner. The form contains the following fields and controls:

- Judge Name: Text input field containing 'Mrs A Bowe (NSW)'
- Group: Dropdown menu showing 'Group 1'
- Group Description: Text input field containing 'Group 1 - Toy Group'
- Group Specials?: Checkmark
- General Specials?: Checkmark
- Ring Description: Text input field containing 'Ring 4'
- Sequence Order: Spin box containing '1'
- Ring Steward: Empty text input field
- Buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a close icon)

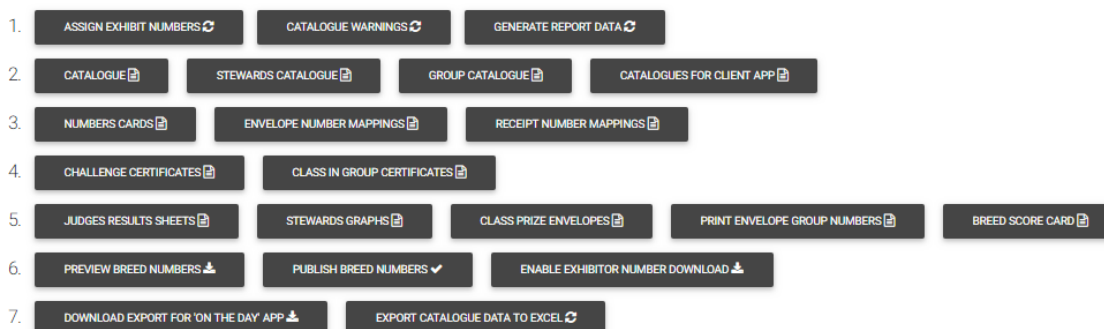
2.3 Catalogue Reports

The Catalogue Reports is where the data is generated for the catalogue and also where the catalogue and additional paper work is created.

Catalogue Reports - Sample Event - Championship Show, Tue 30 Jun 2015

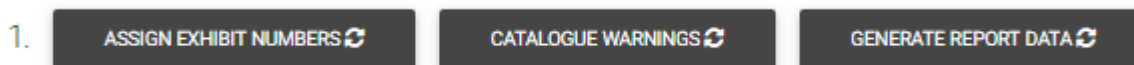
Many of the Catalogue Documents will require Office 2010 or greater.

Reports



2.3.1 Generate Data

The first row in the reports menu is where assign the exhibitor number and generate the report data required for the catalogue.



- Assign Exhibit Numbers - This step is normally only every run once when you are ready to start work on the catalogue. This will sort all of the entries and assign an exhibit number to each dog using the sort rules set in the [Catalogue Settings](#). Once the numbers have been assigned you do not need to run this step again. If this step has been run and you need to add in another entry you have 2 choices, you can add in the entry and give it a number on the end or you can run this step again and it will reassign all the numbers. This decision will normally depend how far through the process you are, for example if you have printed exhibitor numbers and posted them you will want to give the new entry a number on the end, however if you have not printed numbers you would normally run this step again.
- Catalogue Warnings - While the system will stop most mistakes from occurring this report will still show you anything which may need to be reviewed. Some examples of the warnings are when the dog is entered into a property or sweepstakes but they have not entered a normal class. These warnings are based on our experience on items which may need attention. If you come across a situation that you think may need a warning please just let us know and we can add it in.
- Generate Report Data - Running this step will take all of the entries and get them ready to create the catalogue and other reports. This step will only ever need to be run once and then all reports will be able to be run. You will only ever need to run this step again if you modify some of the catalogue settings. For example if you need to change the name of a Judge you would make the change and then run this step again, in this example you will not need to run the 'Assign Exhibit Numbers' again as we are only changing the name of the judge.

2.3.2 Catalogue

When the '[Generate Report Data](#)' step has been run you are now ready to create the catalogue and all it's associated data.

Click on each of the buttons to generate the appropriate document, when the documents are generated they will appear in the 'Event Files' section at the bottom of the page. Click on the name of the document to download and view the document.



Click on the 'Catalogue' button to generate the catalogue.

Event Files

- [06-Apr-2018 14:19 Ch23144 Stewards Catalogue Group 7 - Non - Sporting Group .pdf](#)
- [06-Apr-2018 14:19 Ch23143 Stewards Catalogue Group 6 - Utility Group .pdf](#)
- [06-Apr-2018 14:19 Ch23142 Stewards Catalogue Group 5 - Working Dog Group .pdf](#)
- [06-Apr-2018 14:19 Ch23141 Stewards Catalogue Group 4 - Hound Group .pdf](#)
- [06-Apr-2018 14:19 Ch23140 Stewards Catalogue Group 3 - Gundog Group .pdf](#)
- [06-Apr-2018 14:19 Ch23139 Stewards Catalogue Group 2 - Terrier Group .pdf](#)
- [06-Apr-2018 14:19 Ch23138 Stewards Catalogue Group 1 - Toy Group .pdf](#)
- [06-Apr-2018 14:18 Ch Catalogue .docx](#)

Click on the document name to view that document, here is an example of the catalogue that was generated.

All Dogs Sports Spectacular - Sunday, August 23, 2015

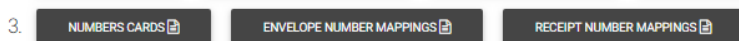
<p style="text-align: center;">Group 1 - Toy Group</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> Ring 9 - Mr E Soti (SA) </div> <p>Start Time: _____</p> <p style="text-align: center;">Affenpinscher</p> <p>Class 5 - Intermediate Dog</p> <p>1 Tim Mills & Diana Norman: CH SIMIAS SORT EM 2100379972 11-02-2013: Am Ch Tamarin Take That (Imp Usa) - Am Ch Tamarin Tweet (Imp Usa)</p> <p>2 Ven Grasso: CASSIUS CLAY V.TANIKAZARI (IMP NLD) NHSB2948262 21-12-2013: Am.Ch Yarrow Hitech Play It Again Sam (Usa) - Caudatus Ebba Ebony (Swe)</p> <p>Ch _____ Pts _____ Res _____</p> <p>Class 4a - Junior Bitch</p>	<p>Class 4a - Junior Bitch</p> <p>15 Kathryn Polkinghorne: CHERIDA TAHLIA JAIE 4100240345 03-04-2014: Ch Cobbets Cockney Rbel Imp Uk - Ch Cherida Bahama Mama</p> <p>16 Crapp R: CABROOK IM A CHARMER 5100083090 01-08-2014: Ch Cobbets Cockney Rebel (Imp Uk) - Ch That's M'perfect Angel From Droleus (Imp Uk)</p> <p>Class 10a - Australian Bred Bitch</p> <p>17 Gr & Mrs S J Everist: MERSEYPORT LA FLEURETTE 2100351604 01-12-2011: Ch Merseyport Billet Doux - Ch Woodhay Mersey Lass</p> <p>18 Crapp R: KABOB ADORED 4100243084 08-05-2014: Nz Ch Ch Homerbrent Accolade (Imp Uk) - Ch Kabob Eleanor Star</p> <p>19 Amanda Dunne: CH MARCAVAN PRETTY LITTLE LIAR 7100028452 02-10-2012: Ch Cobbets Cockney Rebel Imp Uk - Ch Marcavan Teacup Rose</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HINT: Each part of the Catalogue document has a style, this enables you to easily change sections of the catalogue by modifying the style of the document and not each individual part. For example you can change the font for all the breed names by modifying a single style. For more information on how to modify the style of the document please contact us and we will assist you. help@showmanager.com.au

Other Options from this section are:

- Stewards Catalogue - This option will create a catalogue for each group and the catalogue is the same as the normal catalogue however the breeds will not cross over a page, this makes it easier for the steward to see all dogs on the single page.
- Group Catalogue - This option will create a normal catalogue for each group, the format will be the same as the normal catalogue.

2.3.3 Number Cards



Click on the 'Number Cards' button to generate the exhibitor number cards. When you select this option you will have a few choices:

- Show Manager Page - This will create a sheet of numbers with the Show Manager colour logo.
- Show Manager Page Black - This will create a sheet of numbers with the black Show Manager logo.
- Custom Logo Page - Selecting this type of number card will give you the option to upload your own image to be used on the number cards. This image can be a sponsor or club logo.
- Custom Dual Logo Page - Same as the Custom Logo page however you can select an image to appear at the top of the numbers and also at the bottom.

When select one of the custom logo options you will also need to select an image that you want to upload, the ideal size of this image is 2.7cm x 6.9cm.

Select type of exhibitor number

Exhibitor Number Format

Custom Logo Page

Top Custom Logo File

Ideal Size: 3.5cm x 6.9cm

Select files...

PNG

DolLogo.png

21.57 KB

x

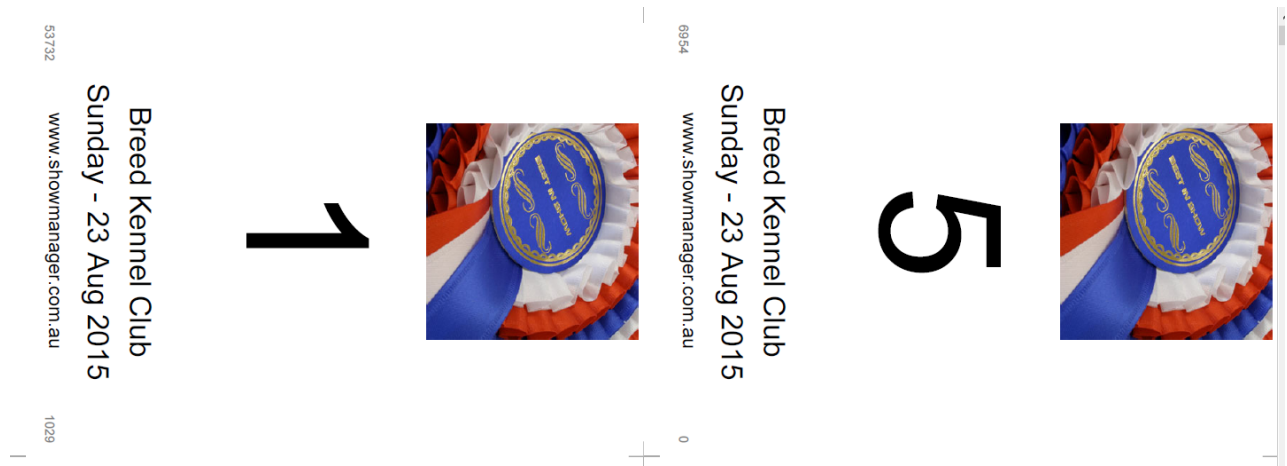
← REPORTS

GENERATE EXHIBIT NUMBERS

Once you have made your selection for the type of number card click on the 'Generate Exhibit Numbers' button. In the event files section you will now be able to download the exhibitor numbers and print them on an A4 page, we recommend that you use paper with a thickness of at least 160GSM.

TIP: Allow the exhibitors to download and print their own number cards. Go to the 'Breed Numbers' section for more information.

The number cards will create 8 numbers on the sheet, at the bottom of the number card you will also see some small numbers, the number on the left is the receipt number and the number on the right is the envelope number. These numbers are handy to use when putting numbers in envelopes.



TIP: When printing the 'Merged' version with the exhibitor details on the back select duplex printing and duplex on the short side of the document and not the long side.

2.3.3.1 Envelope Number Mappings

From the Event Reports you can print the exhibitor envelopes, typically for this report it will be the Pickup on the Day Envelope. The Envelope Number Mappings report will tell you which numbers are to go into the corresponding envelope.



Show Manager

Envelope Number Mappings Breed Kennel Club, 23 Aug 2015 Championship Show

1004	28 Chihuahua (Long Coat)	C1-42703/13	1023	56 Griffon Bruxellois	4100255768
	35 Chihuahua (Smooth Coat)	4100243047		85 Pekingese	2100424587
	37 Chihuahua (Smooth Coat)	C1-25326/11		86 Pekingese	2100424583
	690 Poodle (Toy)	3100315570		88 Pekingese	4100221779
		2100402893		98 Pug	5100080764
1005	46 Chinese Crested Dog	4100253096	1024	109 Tibetan Spaniel	4100229745
	155 Jack Russell Terrier	4100254444		112 Tibetan Spaniel	4100256019
	160 Jack Russell Terrier	4100207127		114 Tibetan Spaniel	4100236410
	338 Beagle				

The Envelope Number Mappings report contains the following columns in order:

- Envelope Number - This number will also be on the exhibitors envelope
- Exhibitor Number - The exhibitor numbers that need to go in the envelope
- Breed
- Dog Registration Number

2.3.3.2 Receipt Number Mappings

This is similar to the envelope number mappings however it uses the receipt number from the batch when it was entered. This report is to be used for shows that have SSAE and you are putting the numbers back into the exhibitor's envelope and using the return post envelopes.



Show Manager

Receipt Number Mappings
Breed Kennel Club, 23 Aug 2015
Championship Show

	<u>Postal</u>			<u>Postal</u>	
P6878	24 Chihuahua (Long Coat)	CI-05395/15	P6935	708 Shar Pei	4100255314
	27 Chihuahua (Long Coat)	4100219539		709 Shar Pei	4100255315
	29 Chihuahua (Long Coat)	4100253911		712 Shar Pei	4100192045
	31 Chihuahua (Long Coat)	4100231583	P6936	496 German Shepherd Dog	4100178795
	33 Chihuahua (Long Coat)	4100191082	P6937	493 German Shepherd Dog	4100240732
	34 Chihuahua (Long Coat)	4100146696	P6938	314 Welsh Springer Spaniel	4100176832
	36 Chihuahua (Smooth Coat)	4100197355		319 Welsh Springer Spaniel	4100165428
	39 Chihuahua (Smooth Coat)	4100253913	P6939	698 Schipperke	4100253236
	42 Chihuahua (Smooth Coat)	4100226128		699 Schipperke	03446-2013
	45 Chihuahua (Smooth Coat)	4100210684		701 Schipperke	4100253237
P6914	134 Bedlington Terrier	4100256708	P6940	359 Dachshund (Miniature Long)	4100244340
	135 Bedlington Terrier	7100030562			

The main difference between this report and the envelope number mapping is that it will use the receipt number when the batch was entered into the system. All postal entries will also start with a P.

2.3.4 Certificates

- 4. [CHALLENGE CERTIFICATES](#) [CLASS IN GROUP CERTIFICATES](#)

These options enable you to pre-print your Challenge and Best of Breed certificates as well as the Class in Group Certificates. Once the documents are generated you can then print the details onto the appropriate certificate. The file will also be generated in Group and Breed order so there is no need to sort the documents after you have printed them.

Click on 'Challenge Certificates' to generate the Challenge and Best of Breed documents. The types of certificates currently supported are ANKC, this is the standard current format, the previous format used a few years ago is also there under 'Original'. Once you have made a selection click on the 'Generate Report' button.

Select type of challenge

Challenge Certificate Format

ANKC

[← REPORTS](#) [GENERATE REPORT](#)

The system will now create a file for Best of Breed and also a separate file for Challenge, if there is neuter it will also create another set for the neuter. The documents will only contain those breeds that have entries and also have eligible dogs for BOB and Challenge. For example if there is only 1 dog in the breed it will create a BOB record but not a challenge one.

Event Files

06-Apr-2018 14:23 [Best Of Breed Certificate .pdf](#)
06-Apr-2018 14:23 [Best Of Breed Neuter Certificate .pdf](#)
06-Apr-2018 14:23 [Challenge Certificate .pdf](#)
06-Apr-2018 14:23 [Challenge Netuer Certificate .pdf](#)

The PDF document will contain 1 page per certificate and all the details for the event will be printed.



TIP: To test the printing, print only 1 page on normal A4 paper and note the side and direction of the printing so that you can put the certificates in the correct way.

HINT: You can also use the Show Manager Client software to print onto certificates on the day of the event. When you print on the day the Dogs Details will also be included. The Show Manager Client software is free to use.

2.3.5 Paperwork

- 5. JUDGES RESULTS SHEETS STEWARDS GRAPHS CLASS PRIZE ENVELOPES PRINT ENVELOPE GROUP NUMBERS BREED SCORE CARD

2.3.5.1 Judges Results Sheets (Running Sheets)

Click the 'Judges Results Sheets' button to generate the document. This document will be an excel (.xlsx) document that can open in Microsoft Excel 2007 or newer. Each breed will be in it's own worksheet.

DOGS Queensland												
JUDGING RESULT SHEET - CHAMPIONSHIP SHOW - AFFENPINSCHER												
AFFILIATE: All Dogs Sports Spectacular								DATE: Sunday, 23 Aug 2015				
DOGS						BITCHES						BEST OF CLASS
Class 1			Baby Puppy Dog			Class 1a			Baby Puppy Bitch			
Class 2			Minor Puppy Dog			Class 2a			Minor Puppy Bitch			

To print this document click on 'File' from the menu and then select 'Print'. All of the print settings will already be defaulted to the correct setting for this document. To print all pages in the print settings ensure that 'Print Entire Workbook' has been selected and then click on the 'Print' button.

Print

Copies: 1

Print

Ready

Printer Properties

Settings

Print Entire Workbook
Print the entire workbook

Pages: to

Print One Sided
Only print on one side of...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Last Custom Margins Set...
Left: 0 cm Right: 0 cm

Fit Sheet on One Page
Shrink the printout so th...

DOGS Queensland												
JUDGING RESULTS SHEET 1 - CHAMPIONSHIP SHOW - AFFENPINSCHER												
APPRIATE: All Dogs Sports Spectacular DATE: Sunday, 23 Aug 2015												
DOGS						BITCHES						SEX OF PUPP
Class 1	Baby Puppy Dog					Class 1a	Baby Puppy Bitch					
Class 2	Minor Puppy Dog					Class 2a	Minor Puppy Bitch					
Class 3	Puppy Dog					Class 3a	Puppy Bitch					
Class 4	Junior Dog					Class 4a	Junior Bitch					
Class 5	Intermediate Dog					Class 5a	Intermediate Bitch					
Class 10	Australian Bred Dog					Class 10a	Australian Bred Bitch					
Class 11	Open Dog					Class 11a	Open Bitch					
CHALLENGE DOG NO:						CHALLENGE BITCH NO:						NO R
Points:						Points:						Points:
Resilience NO:						Resilience NO:						NO ROR
Points:						Points:						Points:
Class 13	Neuter Dog					Class 13a	Neuter Bitch					
Points:						Points:						
Comments:												
Judge's Signature:						Steward's Signature:						
Group 1 - Toy Group - Affenpinscher												

Hint: When you select 'Print Entire Workbook' your computer may take a little while to prepare the document for print.

2.3.5.2 Stewards Graphs

The stewards graph format will be generated based on your states requirements. Some examples are:

Queensland

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Stewards Sheet	All Dogs Sports Spectacular - Championship Show															Sun	
2	Group 1 - Toy Group	Baby	Minor		Puppy		Junior		Inter		Aus Br		Open		Ch			
3		D	B	D	B	D	B	D	B	D	B	D	B	D	B	D	B	
4	Affenpinscher																	
5	Bichon Frise																	
6	Cavalier King Charles Spaniel																	
7	Chihuahua (Long Coat)																	
8	Chihuahua (Smooth Coat)																	
9	Chinese Crested Dog																	
10	English Toy Terrier (Black & Tan)																	

Victoria

	A	B	C	D	E	F	G	H	I	J	K	L
1	All Dogs Sports Spectacular - Championship Show										Sunday, 23 Aug 2015	
2	Group 1 - Toy Group	BOB	R/Up	Baby	Minor	Puppy	Junior	Inter	Aus Br	Open	Neuter	
3												
4	Affenpinscher											
5	Bichon Frise											
6	Cavalier King Charles Spaniel											
7	Chihuahua (Long Coat)											
8	Chihuahua (Smooth Coat)											
9	Chinese Crested Dog											
10	English Toy Terrier (Black & Tan)											
11	Griffon Bruxellois											
12	Havanese											

New South Wales

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	AFFILIATE:	All Dogs Sports Spectacular - Championship Show																
2	Group 1 - Toy Group	1	2	3	4	5	10	11	Challenge	Rese	Chall							
3		D	B	D	B	D	B	D	B	D	B	D	B	D	B	D	B	D
4	Affenpinscher																	
5	Bichon Frise																	
6	Cavalier King Charles Spaniel																	
7	Chihuahua (Long Coat)																	
8	Chihuahua (Smooth Coat)																	
9	Chinese Crested Dog																	
10	English Toy Terrier (Black & Tan)																	
11	Griffon Bruxellois																	
12	Havanese																	

2.3.5.3 Class Prize Envelopes

If you show has a need to put the prizes in envelopes (Cash, Gift Cards) then the Class Prize Envelopes will create you an envelope for each class for each group. So if your show has 7 Classes it will create 49 envelopes that you can print and you don't have to write out.



The Class Prize Envelopes also takes it one step further and creates and also creates Worker Envelopes, in this case it will create an envelope for each group for the Judges and Writes and Stewards.



Hint: All of the envelopes are DL size by default.

2.3.5.4 Envelope Group Numbers

If you state needs to supply the first and last exhibit number in the group and also the number of dogs in the group then you can easily create this document to put in with your receipts. The document will create 3 to a page so that they will easily fit into a DL sized envelope.

All Dogs Sports Spectacular 23-Aug-2015	
Sun 23-Aug	
Group 1 - Toy Group	1 - 121 (122)
Group 2 - Terrier Group	122 - 197 (76)
Group 3 - Gundog Group	198 - 319 (122)
Group 4 - Hound Group	320 - 422 (103)
Group 5 - Working Dog Group	423 - 521 (99)
Group 6 - Utility Group	522 - 609 (88)
Group 7 - Non-Sporting Group	610 - 727 (118)

Tip: The size of the each section is the same as the receipts. Once you have printed the receipts you can print these numbers on the back to save paper.

2.3.5.5 Breed Score Card

When you are printing onto certificates on the day of the event you can use the Breed Score Card as a means to get the Dogs Exhibit Number and also points back to the office. With 6 breeds to the page you can cut them up to be small enough for the writer to also use. This documents will also print the breeds in Group and Breed order for you already sorted.

Group 1 - Toy Group

Affenpinscher

Dog Challenge: _____ Points: _____

Bitch Challenge: _____ Points: _____

Best of Breed: _____ Points: _____

All Dogs Sports Spectacular
Sunday, August 23, 2015

1

2.3.6 Breed Numbers

- PREVIEW BREED NUMBERS

PUBLISH BREED NUMBERS


ENABLE EXHIBITOR NUMBER DOWNLOAD

Preview Breed Numbers - This step will generate the Breed Numbers file which you can then download and distribute.

Publish Breed Numbers - When you publish the Breed Numbers this will add a link to the event page so that exhibitors can download the file. When the exhibitors are emailed a reminder about the show it will also contain a link to the file. The file will also automatically be sent to DogzOnline to appear on their event diary.

Enable Exhibitor Number Download - Selecting this feature will give the exhibitor the option

to download and print their own numbers. When this is enabled the event reminder email will give them a link and instructions on how to download the file. The exhibitor will also be able to download the number from the events page form 'My Events'.



Breed Numbers - Total Show Entry: 727
All Dogs Sports Spectacular, 23 Aug 2015
Championship Show - Club Grounds Location

Data for this report was prepared by Jeremy Cook

Show Manager

Special Classes	Group 3 - Gundog Group	122		
Ms C Currie (SA)	Mr W Schnitzer (SA)	122	Border Collie	15
Veteran Sweepstakes 6	Brittany 3		Briard	2
Mr E Soti (SA)	Cocker Spaniel 37		Collie (Rough)	5
Baby Puppy Sweepstakes 18	Cocker Spaniel (American) 2		Finnish Lapphund	1
Mrs G Cook (VIC)	English Setter 3		German Shepherd Dog	12
Puppy Sweepstakes 23	English Springer Spaniel 13		German Shepherd Dog (Long Stock Coat)	2
Ms C Currie (SA)	Flat Coated Retriever 1		Old English Sheepdog	8
Neuter Sweepstakes 10	German Shorthaired Pointer 3		Shetland Sheepdog	7
Group 1 - Toy Group	German Wirehaired Pointer 3		Swedish Vallhund	1
121	Golden Retriever 21		Welsh Corgi (Pembroke)	7
Mr E Soti (SA)	Hungarian Vizsla 4		Group 6 - Utility Group	88
121	Irish Red and White Setter 4		Mrs G Cook (VIC)	88
	Irish Setter 1		2 Akita	3
	Irish Water Spaniel 1		1 Alaskan Malamute	4
	Labrador Retriever 10		10 Bernese Mountain Dog	11

2.3.7 Exports

- DOWNLOAD EXPORT FOR 'ON THE DAY' APP

EXPORT CATALOGUE DATA TO EXCEL

Download Export for 'On the Day' App - The Show Manager Client App can be used to print onto challenges on the day of the event. The app has been designed to run offline without the need for the internet and therefore requires this data file. Contact us for more information about how to print onto challenges on the day of the event.

Export Catalogue Data To Excel - Creates an export of all the catalogue data into a excel spreadsheet, this data can then be use if the club has a requirement to access the catalogue as data.