## **Goulburn Show 2020**

# How to do an Online Entry for Pavilion Exhibits

#### 1. Go to Pavilion Online Entry

- a. Go to www.goulburnshow.com.au
- b. Select Schedules
- c. Select Pavilion Online Entries

#### 2. Register

All first time users must register:

- a. Select 'Click Here to Register'
- b. Complete form
- c. Make a note of the password you chose

#### 3. Login

Registered users can go straight to 'login':

- a. Enter your email address
- b. Enter your password
- c. Select 'OK'

#### 4. Make an Entry

- a. Select 'Add Entries'
- b. Click on downward arrow in Section box
- c. Make selection from the drop down menu
- d. Click on downward arrow in Class box
- e. Make selection from the drop down menu
- f. Select 'Add'

Note: For more information about sections and classes please refer to Pavilion Schedules

#### 5. Additional Entries

Repeat Make an Entry process above to make additional entries

#### 6. Print Entry Form

For a list of your entries and fees and to use when collecting your exhibits after the Show:

- a. Select 'Print Entry Form'
- b. Print and sign the form

# 7. Print Tags

- a. Select "Print Tags'
- b. Print and cut out tags
- c. Attach each tag to corresponding exhibit before delivering to the Show

## 8. Other Options

- a. Select 'Add Entries' to delete your entry
- b. Select "Edit User' to update your personal information

### 9. Select 'Logout'

#### 10. How to pay Entry Fees

Pay entry fees when you bring your exhibits to the Showground or by Direct Debit into the account below:

Name: Goulburn AP&H Society Inc.

BSB: 062545 Account: 10435194

Reference: Your online entry system ID#

For help, contact the Show Office on 02 4821 6813 or email info@goulburnshow.com.au Alternatively you can print and fill out an <a href="mailto:entry form">entry form</a> and deliver it to the Goulburn Basketball Stadium, Braidwood Road, Gate 4, 12 noon to 4pm on Saturday 27<sup>th</sup> February and Sunday 28<sup>th</sup> March; and 10am to 6pm on Monday 1<sup>st</sup> and Tuesday 2<sup>nd</sup> March 2021.