eAlpaca Hints for Show Convenors

Before starting you need to ensure you have been added as a Convenor. The Secretary can help you with this.

Log on to eAlpaca and go to Shows/See More.

You will note on the Right hand side at the top a button called "+Create new show"Click this button.

Before commencing show information, click on the "?" in the right top green bar/then "Open QRG" (top right). This document is a wealth of information and offers a step by step process to listing a show.

Additional Helpful Hints

- Do not finalise exhibit numbers until show closes
- Close entries at least 10 days prior to Show
- Ensure convenor can collect catalogues prior to show
- Ensure when adding double pens you use "Double pens" otherwise information does not flow through to reports.
- Add Double pens and VER Admin Fee to Extra show items (costs). Pen costs are $0
- VER Admin Fee is $10, ensure "Compulsory all Entrants" is selected.
- Please Note – on day of show the show moves from Shows open for entry – "Upcoming" to "Recently Held"
- When keying results directly into eAlpaca ensure you click Preliminary Results before saving.

Following closure of show

Printing Show Paperwork

Catalogue printing etc.

- Front Cover prepared separately
- Inside front cover to list all exhibitors, prepared separately information gleaned from the Halter and Fleece Exhibitor Reports which can be found under Convenor Reports – delete columns as required.
- Show catalogue – download from eAlpaca Convenor Reports and apply formatting.
  - Generally one section to each page
  - Add Champion and Reserve Champion info at the end of each class
  - Remember when printing you need to add Front Cover, Exhibitor List and Sponsor List. All Landscape
  - Print landscape and check printing when doing double sided.

- o Also get stapled together
- o Print one double sided for each exhibitor and a couple extra
- o Print 3 single side catalogues for stewards etc.

<u>Other Show Printing</u>

- Inspection list download from eAlpaca Convenor Reports, needs formatting
  - o If you print one breeder to each page, sheets can be included in envelope for ease of inspections
  - o Number each sheet so stewards know when all inspections are complete.
- Pen labels – download from eAlpaca,
  - o firstly check Pen requirements spreadsheet against entries to ensure pens numbers are adequate
  - o Print landscape
- Exhibit Armbands
  - o Can check anytime but lists as Draft until Finalise exhibit numbers is clicked
  - o Print on 200gsm paper.
  - o Have guillotined
- Show Schedule – print to have as running sheet on the day.
- Fleece Numbers for exhibitors – not available from eAlpaca
- Suri and Huacaya Line Up Forms for listing of champions – not available from eAlpaca
- Fleece Show spreadsheet for calculations during fleece show – see VER secretary