

How to Submit an Entry

- 1) Go to the Katherine Show webpage – www.katherineshow.org.au
- 2) Click on “My Account”
- 3) As we have a brand-new website, you will need to click “Register”. Input information to register a new account. If you are registering on behalf of a **SCHOOL, OR BUSINESS**, click the box “I am registering on behalf of a school or business”.
- 4) To purchase a pass to the show or to submit an entry for multiple people you will need to “Add Family Member” for each person you wish to buy a pass or submit an entry on behalf of.
- 5) To enter as a school, you will need to enter your School Name and the different Grades. For each grade you will be able to enter an individual student as a contact. *For Class/Grade entries eg. “DS04 - Decorated Chook Silhouettes Group Primary School” you will need to add your Grade as an individual student. Eg. First Name: Grade 6, Last Name: School Name Gender: Leave Blank Age: Age of Grade. You will also need to add the school BSB and Account Number (this is for paying out prize money).
- 6) To enter as a business, you will need to enter your Business Name under School Name. To add entrant, click “Add School Grade”, retype Business Name (ignore age). Under Business Name/School Grade click Add New Student, here you can add in entrant from your business. You will also need to add your BSB and Account Number (this is for paying out prize money).
- 7) Once all family members/students/business entrants are added, you can start putting entries in your cart.
- 8) To nominate an entry, go to the ‘Entries’ tab and a menu should load.
 - Select the name of the person you are entering for in the first box. (Entrant must be under 18 to enter junior class)
 - Select what section you wish to enter in (eg. Agriculture, Art)
 - Select the division you wish to enter (junior, novice, etc.)
 - Select the specific class you wish to enter.
- 9) After all the details are in and are correct, click “Add to Cart”. This will put your entry in your cart to purchase and you can add as many entries as you like.
- 10) When you have all your entries in your cart, click on “View Cart” to review your purchases and checkout your items.
- 11) Once purchased, entry slips can be found under the ‘Print’ tab. Make sure you print out all the entry slips you purchase. Half of each entry slip is for you to keep. The other half is to be attached on your entry. It is **essential** you firmly attach the other half of the entry slip to your entry. Without it, the entry will not be judged. Lost entry slips can be reprinted from your account at any time.

If you are having are experiencing issues, contact the Show office on (08) 8972 1746

