Goulburn Show

How to do an Online Entry for Pavilion Exhibits

1. Go to Pavilion Online Entry

- a. Go to <u>www.goulburnshow.com.au</u>
- b. Select Competitions
- 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 Schedules

5. Make 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 the form
- c. Sign the form and hand in when delivering your exhibits.

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'

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