

## **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 as follows:-
  - Generally one section to each page
  - If Age column does not flow across to excel Show catalogue file, add column and the following Formula =DATEDIF(x, \$B\$5,"M")  
x=cell with alpacas DOB, ensure cell B5 has the date of the show in it.

- 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, double sided known as - double sided Top to Bottom. Check printing when doing double sided. 100gsm paper
- Combine front/back covers and Exhibitor list and get stapled together
- Print one double sided for each exhibitor and a few extra for stewards.

### Other Show Printing

- Inspection list download from eAlpaca Convenor Reports, needs formatting
  - If you print one breeder to each page, sheets can be included in envelope for ease of inspections
  - Number each sheet so stewards know when all inspections are complete.
- Pen labels – download from eAlpaca,
  - firstly check Pen requirements spreadsheet against entries to ensure pens numbers are adequate
  - Print landscape
- Exhibit Armbands
  - Can check anytime but lists as Draft until Finalise exhibit numbers is clicked
  - Print on 200gsm paper.
  - 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 – see AAA Showing Rules Manual.
- Fleece Show spreadsheet for calculations during fleece show – see VER secretary