

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.

Additional Helpful Hints

- Ensure classes in the order you wish on show day eg Suri Junior Female and Male, Huacaya Junior Female and Male – this will ensure Exhibit Numbers are sequential
- 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.
- Close entries at least 10 days prior to Show
- Do not finalise exhibit numbers until show closes.
- Finalise Exhibit number prior to printing any convenor reports
- Catalogue formatting is a little complex and requires knowledge of Excel
- Ensure convenor can collect catalogues prior to show
- Please Note – on day of show the show may move from Shows open for entry – "Upcoming" to "Recently Held"
- Scoring on eAlpaca- ensure you make all class/colour updates prior to commencing scoring.
- When keying results directly into eAlpaca ensure you click Preliminary Results before saving.
- When show is completed remember to tick the Show Completed tab to ensure results move from pending to completed.
- When allocating Pens per stud combine "Event Extras" and "Pen Requirements" spreadsheets to gain the Double Pen requirements. "Pen Requirements" spreadsheet only lists Single Pens.

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.
- Add Sponsor advertising as required
- Show catalogue – download from eAlpaca Convenor Reports and apply formatting as follows:-

- Generally one section to each page
- Age column does not flow across to excel Show catalogue file, therefore you will be required to add column and the following Formula
`=+DATEDIF(E15,B3,"M")`
 Add the Age column between DOB and Sire columns.

E15 = the cell with alpacas DOB, ensure cell B3 has the date of the show in it, or update cell reference according to your catalogue.

- Remove C11 words “split classes”
- Remove C to G words 1st, 2nd, 3rd, 4th, 5th for all classes
- Copy and add headings ie IAR, DOB, AGE, Sire, Dam, Exhibitor for each class
- Add Champion and Reserve Champion info at the end of each class
- Add Supreme at end of catalogue
- Best of Colour if required
- Remember when printing you need to add Front Cover, Exhibitor List and Sponsor List. All Landscape. Can be added to excel spreadsheet or printed separately
- 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 listed 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 or you can use the catalogue.
- Fleece Numbers for exhibitors – not available from eAlpaca
- Suri and Huacaya Line Up Forms (Running Sheet) for listing of champions – not available from eAlpaca – see AAA Showing Rules Manual.
- Fleece Show spreadsheet for calculations during fleece show – see VER secretary