



**Parklea.**

## **Pakenham & District Agricultural & Horticultural Society Inc.**

Incorporation No: A0018079R | ABN: 42 054 210 414

### **HOW TO COMPLETE AN ONLINE ENTRY IN SHOWDAY ONLINE**

Guidelines for completing your registration  
and entries for the 2026 Pakenham Show

#### **REGISTERING**

If you are new to Showday Online, you will need to create an account:

1. In the top right-hand corner, select LOGIN/REGISTER and then CREATE AN ACCOUNT - Fill in your details (not all fields are mandatory).
2. Once completed, click CREATE AN ACCOUNT (bottom left-hand corner).
3. If you already have an account, simply select LOGIN.
4. To save time, go to MY ACCOUNT > MY PROFILE where you can:
  - Edit your details.
  - Add/edit Entrants (including yourself). Be sure to select the country. Bank details are required for some prizemoney payment.
  - Add/edit livestock Exhibits (PIC numbers are mandatory).
  - View previous entries (Orders) and Membership details.
5. Return to the Pakenham Show home page to start entering.

#### **ENTERING**

1. Select PLACE AN ENTRY.
2. Choose INDIVIDUAL ENTRY (for yourself) or GROUP ENTRY (for schools/groups).
3. Under ENTRANT NAME, select your name, school, or group.
4. Select EXHIBIT TYPE (e.g. Homecraft = Pavilion / Indoor / Display).
5. On the right-hand side, click SELECT CLASSES.
6. On the left-hand side under SELECT CLASSES FOR ENTRY, choose the section you want to enter.- A Section Notes page will pop up. Read carefully and click I have read and accept –

Livestock exhibitors: waiver acceptance is included here.

7. Complete the SUMMARY OF ENTRIES form on the right-hand side. Mandatory fields are outlined in red.- If entrant/exhibit details were added earlier, these fields auto-fill- To add more entries, return to the class list and repeat- To add multiple entries in the same class, adjust the number beside the class description.

Tip: Purchase a membership ticket before entering to automatically adjust entry fees.

Before clicking FINISHED ADDING CLASSES, review your entries.

### **EXTRA ITEMS**

- Select any EXTRA ITEMS required.
- Sheep & Cattle Exhibitors must upload Animal Health Declarations (PDF, JPG or PNG).

Entries are not confirmed until paperwork is uploaded.

### **PAYMENT**

1. Tick the box to confirm acceptance of Terms & Conditions.
2. Pay online by credit card via the secure Square payment gateway.
3. Be sure to click CLOSE once payment is finalized to ensure your entries are submitted.
4. You will receive:
  - An acknowledgement email when entries are received.
  - A confirmation email once all requirements are met (Homecraft exhibitors will also receive exhibit cards).
  - Check your junk/spam folder if emails are not received.

### **ADVICE & ASSISTANCE**

If you need help, please contact:

Leanne – 0408 056 988