

ShowRunner

EXHIBITOR USER GUIDE

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Table of Contents

PART A: LOGGING IN.....	3
Step one – Login to the ShowRunner website	3
Step two – Select exhibitor role.....	3
PART B: REGISTER FOR AN EVENT	4
Step one - Current Events	4
Step two – Show Information	4
PART C: BUILD YOUR PROFILE	4
Step one – My Profile.....	4
Step two – My Wine Portfolio	4
PART D: SUBMIT ENTRIES	5
Step one – Select exhibits	5
Step two – Submit exhibits	5
Member discount codes.....	5

PART A: LOGGING IN

Step one – Login to the ShowRunner website

<https://www.awri.com.au/showrunner/>

Existing user:

Sign in with your email address and password. If you have forgotten your password, follow the link below the login button. An email will be sent to the account email address to reset your password.

New user:

Fill in your details to register a new ShowRunner exhibitor account.

Got a ShowRunner Account?

E-Mail/Username

Password

Remember Me

[Login](#)

[Forgot Your Password?](#)

Register a new ShowRunner Account

Username

First Name

Last Name

E-Mail Address

Password

Confirm Password

[Register](#)

Step two – Select exhibitor role

One email address creates one user profile. Each profile allows three roles: Exhibitor, Organiser and Judge.

Select 'Exhibitor'.

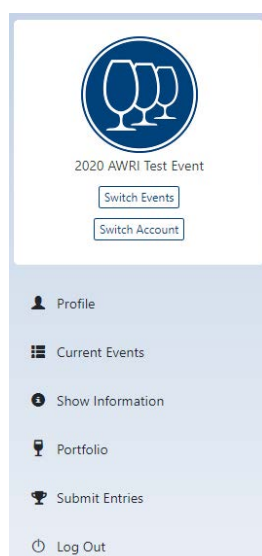
Select Account

[Organiser](#)

[Exhibitor](#)

[Judge](#)

Step three – Navigation menu



The navigation menu located on the left-hand side of the webpage is a static menu and will always be visible regardless of the page you have open at the time. The event title and logo that are displayed at the top of the menu is the current event you are in.

Switch events:

If you are an exhibitor in multiple events, this button will open a page listing all events you have registered in. Click on an event to open.

Switch account:

Each login allows for multiple ShowRunner roles. Use this button to switch between roles at any time (exhibitor, organiser, judge and classification organiser).

PART B: REGISTER FOR AN EVENT

Step one - Current Events

Current ShowRunner events will be listed here, find live events to register for on this page.

Step two – Show Information

This page contains exhibit instructions and terms and privacy conditions for the current event as well as any additional information fields requested by the show.

PART C: BUILD YOUR PROFILE

Step one – My Profile

Build or edit your exhibitor profile and contact information.

Step two – My Wine Portfolio

This is your library of exhibits that have been created in your ShowRunner profile. Use this page to create new, search or edit existing exhibits. Your portfolio will build over time as you enter more shows.

*Note: once an exhibit has been entered into a show you will **not be able to remove** it from your portfolio.*

a) New exhibits

Click 'Add a new wine' to build your portfolio. Fill in all exhibit information in the form.

**The wine label is auto populated from the following fields in the entry form:
{Producer/Brand} {Vintage} {Other label description} {Variety}**

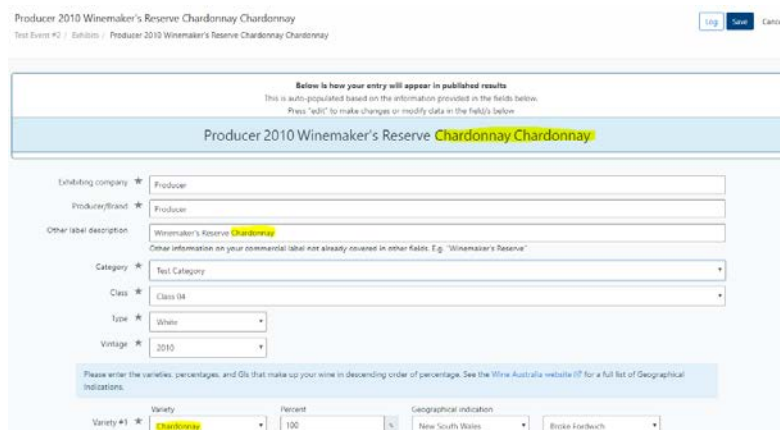
Note: the wine label will appear in the blue text box at the top of the screen. This is how your exhibit will appear in published results.

To edit the exhibit label:

- First change the information in the entry form fields to ensure the information that appears on the exhibit label matches the bottle.
- Second click the 'edit' button in the blue text box and click 'reset label' or remove any duplicated information

Example: 'Chardonnay' is entered in both {Other label description} and {Variety}.

Remove 'Chardonnay' from {Other label description} as it is already listed in {Variety}.



Producer 2010 Winemaker's Reserve Chardonnay Chardonnay

Test Event #2 / Exhibits / Producer 2010 Winemaker's Reserve Chardonnay Chardonnay

Log Save Cancel

Below is how your entry will appear in published results
This is auto-populated based on the information provided in the fields below.
Press 'edit' to make changes or modify data in the fields below

Producer 2010 Winemaker's Reserve **Chardonnay Chardonnay**

Exhibiting company * Producer

Producer/Brand * Producer

Other label description Winemaker's Reserve **Chardonnay**
Other information on your commercial label not already entered in other fields. E.g. 'Winemaker's Reserve'

Category * Test Category

Class * Class 04

Type * White

Vintage * 2010

Please enter the varieties, percentages, and GI that make up your wine in descending order of percentage. See the Wine Australia website (P) for a full list of Geographical Indications.

Variety #1 * **Chardonnay** Percent 100 % Geographical indication New South Wales Backs Forward

b) Clone exhibits

If the same or similar wine already exists in your portfolio, you can duplicate the exhibit and update the relevant information (e.g. vintage). To use this function, click the 'clone' button in the action's column.

PART D: SUBMIT ENTRIES

Step one – Select exhibits

There are two ways to submit entries into the current event:

- a) Select from portfolio
- b) Create & submit new exhibit

If the exhibit is already in your portfolio select option A.

- Select the applicable category and class
- Click the 'browse' button – a list of exhibits from the portfolio that meet the class restrictions will appear with a blue 'add wine' button
- Select the exhibit
- Click 'save' or 'save and add another'
- Complete this for all wines you wish to enter

If the exhibit is not already in your wine portfolio select option B.

- Complete the exhibit entry form and press save
- This wine will be saved into your portfolio

Step two – Submit exhibits

A summary of the exhibits you have selected to enter will appear under the 'Pending Entries' tab. To proceed with entry press 'Submit Entries and Pay'.

Note: any exhibits that appear under 'Pending Entries' have not been submitted. You will need to click 'Submit Entries and Pay' to finalise the order.

You will be directed to the payment section (payment options may vary between events). Once a payment option has been selected you will receive an order confirmation and tax invoice to the account email address.

To view submitted exhibits for the current event, click the 'Paid/Submitted Entries' tab.

Hint: it is not a requirement that all entries be submitted at once. Wines can be entered at any point until entries close.

Member discount codes

Shows may offer a discounted member entry fee and a code will be provided to members by the association. If applicable enter the member code in the 'Submit Entries and Pay' section to apply the discounted fee.

Member's Code

Apply

Submit & Pay Offline

Pay with Card