Show*Runner*

EXHIBITOR USER GUIDE

Version 2.0   February 2022

Contact the Show*Runner* Helpdesk
showrunner@awri.com.au
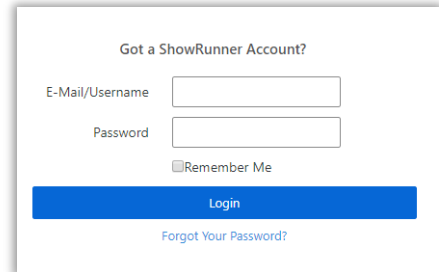
Contents

Logging In
Access ShowRunner via the [AWRI website](#). Click 'Login to ShowRunner'.

For optimum performance and compatibility ShowRunner recommends **Google Chrome** as the preferred browser.

Existing user - Got a ShowRunner Account?
Sign in with your email address or username and password. If you have forgotten your password, follow the 'Forgot your password' link below the login button. An email will be sent to the nominated email address to reset your password.
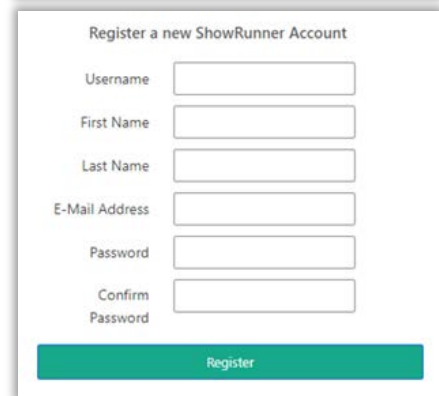
New user - Register a new ShowRunner Account
Fill in your details to register a new exhibitor account. If your email address already exists within the system, you will not be able to register a new account with the same email address.
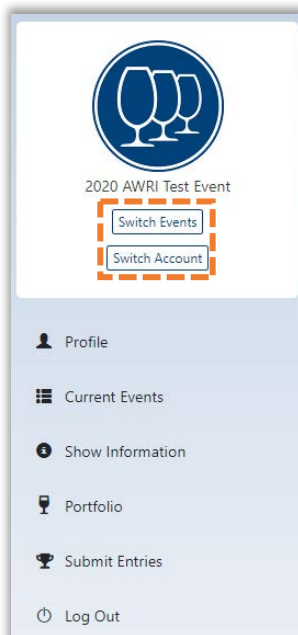
> *Hint: if you have used ShowRunner before for judging, you can enable an Exhibitor profile linked to your existing judge account. Once logged in, click 'Profile and navigate to the Account Settings tab. Select the tick box labelled 'Create Exhibitor profile using this account', then simply Switch Role, and choose 'Exhibitor'.*

Select your role
One email address creates one user profile. Each profile can have up to four roles: Trade Show Organiser, Exhibitor, Judge and Custom Tastings Organiser. Select 'Exhibitor'.

Navigation menu
The navigation menu located on the left-hand side of the webpage is a static menu and will be visible regardless of the page you are working in at the time.

The event title and logo displayed at the top of the navigation menu is the current event you are in.

Switch Events
If you have entered exhibits in previous years shows, this button will open a page listing all events you have registered to in the past. Click on an event to open and view previous orders.
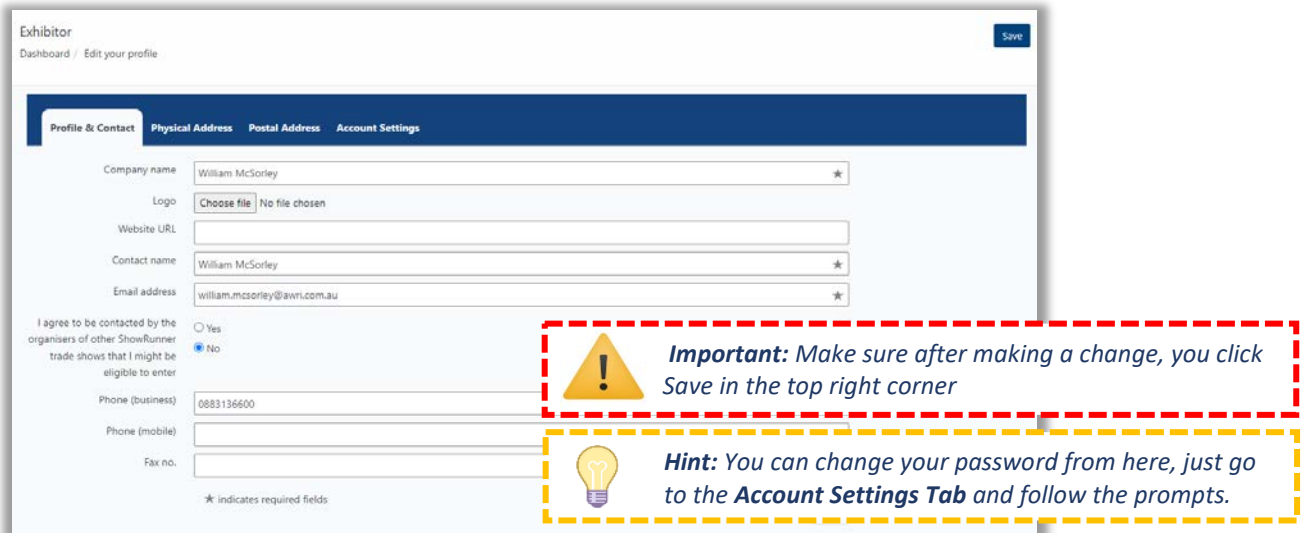
Switch Roles
Each login allows for multiple ShowRunner roles. Use this button to switch between roles at any time (Exhibitor, Trade Show Organiser and Judge).

> *Hint: if there is no event title or logo displayed, click 'Switch Events' to open an event you have registered to previously, or click 'Current Events' to find a list of current events to register to.*

Part 1: Your profile

Build or edit your exhibitor profile and complete required contact information. Show Organiser's will have access to your contact information when you register to their show. You will not be able to submit entries if your profile has not been completed.
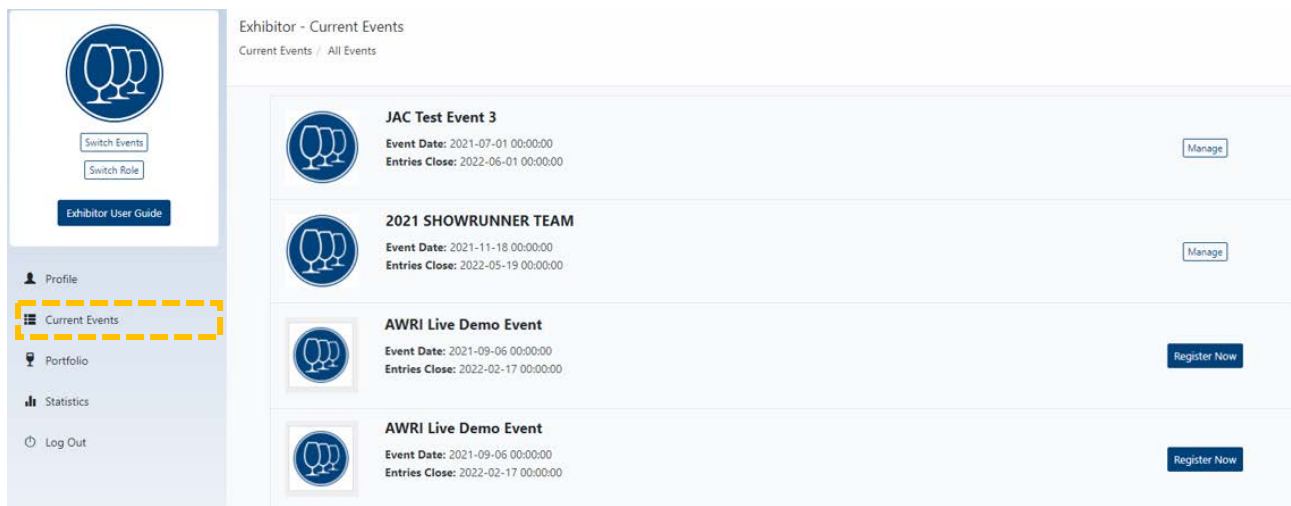

Important: *Make sure after making a change, you click Save in the top right corner*

Hint: *You can change your password from here, just go to the **Account Settings Tab** and follow the prompts.*

Part 2: Register for current events

Each time you log in to your exhibitor profile, you will be taken to the 'Current Events' page. All shows open for entries will appear in the list. Click 'Register Now' to register for a new event or click 'Manage' to access events you have registered for previously.

Once you have registered for an event, a 'Show Information' page will appear with access to any relevant entry instructions, T&Cs and may include additional registration questions for you to complete before submitting entries.

Part 3: Submit entries

My Portfolio

Your portfolio includes any exhibits that have been entered into a show will be listed in your portfolio and are not able to be removed. Add or edit exhibits at any time.

Add new exhibit: complete all relevant exhibit information and click 'Save'.

Edit existing exhibit: in the Actions column, click on the edit icon (notepad). This will open the entry form to update any exhibit details.

Clone exhibits: if the same or similar exhibit already exists in your portfolio, you can duplicate the exhibit and update the relevant fields (e.g., vintage). In the Actions column, click 'clone', this will duplicate the exhibit in your portfolio. In the Exhibitor reference code column, '(clone)' will be automatically added to the new exhibit.

Submit exhibits

Click 'Submit Entries' from the left-hand side navigation menu. There will be 2 tabs; Pending Entries & Paid/Submitted Entries. Any exhibits that appear under **Pending Entries** have not been submitted. You will need to click **Submit Entries and Pay** to finalise the order. To view submitted exhibits for the current event, click the **Paid/Submitted Entries** tab.

There are 2 ways to submit entries:

Create new - if the exhibit is not already in your portfolio click 'create & submit a new exhibit'

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

Select from portfolio - if the exhibit already exists in your portfolio click 'select from portfolio'

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

> 💡 **Hint:** *It is not a requirement that all entries be submitted at once. Exhibits can be entered at any point until the entries close date.*

Step three: Submit Entries and Pay

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**.

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.

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.

Frequently Asked Questions (FAQ's)

I can't find where to register for an event

Navigate to the 'Current Events' menu, all events open for entries will appear in this list. You can 'Register' for any new shows or 'Manage' submissions for other events they have already registered to.

I can't see 'Submit Entries' in the navigation menu

Ensure you have an event selected with event title and logo displayed in the top-left corner. If there is no event selected, click 'Switch Events' to open an event you have registered to previously, or click 'Current Events' to find a list of current events to register to.

What do I do if I receive an error message saying my exhibit(s) do not match the criteria to be eligible for this class or category?

Please contact the show directly to confirm class eligibility. Class restrictions are set by the show and your exhibit vintage, variety or GI may not meet the current restrictions set.

How can I receive a copy of the order confirmation/ tax invoice?

If you are not receiving communications from the show, check the nominated email address for your profile (and update if required). You will have to contact the show directly to resend via ShowRunner or download and send directly.

Where do I find EFT details for payment of invoices / offline payments?

Bank details may appear either when you are submitting an order on the 'Submit Entries & Pay' page, and/or on the order confirmation/tax invoice. If there are no EFT details provided, please contact the show directly.

Entries have closed, can I submit a late entry?

Extending the entries close date is at the discretion of the show. If you contact the show directly, they may be able to open entries again for you.

I forgot to enter the discount code; can it be applied after submitting the order?

Unfortunately, the system is unable to apply the discount after an order has been submitted. Please contact the show if you wish to take this further.

Can I delete exhibits from my portfolio?

If an exhibit has been entered into a show previously, it cannot be deleted from your portfolio.