

Introduction to the Public Portal Gateway

Checking you are not a robot

The Portal Gateway is designed to allow the members of the public access to the administrative database and allow them to view and manage their 'Show contracts'.

- 1) In order to create an 'Account', the public member provides a genuine 'Email address.' To avoid spelling mistakes and errors, the form will ask for the email address to be entered twice. In addition to this the form will also request a 'Memorial' question and your answer to this question. This is required to allow the administration staff to challenge a subsequent telephone call and thereby validate the authorisation to request changes to your account.
- 2) On submission of this form, a second separate email will be dispatched to the above email address with some encrypted code, which you will not be able to read. Evoke this URL link and you will be connected back to your 'Account'. This second form will ask you to enter the password of your choice – twice. This password cannot be discovered by any of the administration staff. – If you forget your password you can request the process (2) to be repeated – at any time.

Stages one and two complete the creation of the portal account. As such this is a one off process,

Establish your administration details

- 3) As a returning customer the next stage is to link your 'Portal Account' with your own existing 'in house' history. In particular your administration addresses, phone numbers and banking details. The portal is a general purpose gateway to allow the public access to all their accounts. This gives rise to the providing access for the Competition Exhibitors, Tradestand holders and Club Membership. To control and limit the access to your account and prevent any other users from accessing your detail. You will be sent a security code – unique to you. You may receive this by letter or email. This security code will have a short life (days). So that if the correspondence is discovered by a non-authorized public member at some later date – the code will have ceased to be valid.
- 4) Navigate to the enter security code – Exhibitors or Tradestands or Members. If the code is still active your administration address, phone numbers and bank account, currently being held on our database will be made available to your view.
- 5) If the Security code has expired ring the administration – identify your self - and you will be provided with another code.

The 'Tradestand' process requires that you are a returning client. Therefore the rules three to five apply. However a new Exhibitor to the show can create a new account even if there is no previous history on the 'in house' database. In this case ignore the need to use the security code and create a brand new 'Exhibitor Account' by navigating to create your new administration address and then proceed to provide all the telephone numbers and your bank account details.

All the above processes are a single one off requirement. Subsequently each time you log onto the portal these admin details will be available to be viewed and modified. The Portal Gate supports the management of multiple Tradestand and Exhibitor accounts. Evoke the icon of the 'House' (Admin Detail) to examine your administration detail.

Caution:

Although these details can be amended at any time, your changes can occur after the showground documentation has been extracted and published in the current show.

How to create your 'on line' application

Evoke the icon of the 'Pencil' (Your Contracts) to examine the Current shows that have been made available for bookings.

- 6) The administration staff control when to 'Open' and permit the application requests. The 'Closing' date for applications and any subsequent amendments is displayed on the webpage.
- 7) TRADESTANDS: The Tradestand administration will issue invitations to all the participants of a previous show by email. This will include the link to access the Portal. At this point the 'Show' details will be visible on the portal. The returning Tradestand account holder will be able to review the 'previous' requirements against the current 'Show's' price structure. After this initial 'request' has been established (and paid for), this new contract can be amended by additions and removals. The booking facility also includes a 'Message Note Book' where an exchange of requests to the booking can be documented.
- 8) EXHIBITORS: The exhibitor administration will issue notice to the participants of a previous show by email. Exhibitor event entries are associated with their Catalogue. These separate catalogues will become available as they are released to receive bookings by their relevant departments.

Have you all the required Legal documentation

- 9) When selecting a 'Show' the process will challenge for all the usual legal requirements. I.E. The ownership of Insurance, Health and Safety questionnaires and Pet regulations as included within the 'Showground' participant's handbook and regulations. This replaces forms and documents that would have been agreed and signed off when completing a physical application form. Once these requirements have been satisfied these questions will not be queried again within the life time of the show. However you will not be able to proceed to enter any application detail until this legal process has been successfully completed.

Administration

The 'Show' administrators will opened to the 'Portal Gate' to public access by fulfilling in the 'Terms and Conditions mandatory detail' found within the Show Definitions forms.

Special Notes for Exhibitors:

Whenever a Livestock Exhibitor enters an animal into a class its Registration or Ear number used attached to this animal profile is appended to the Account holder profile. This information then becomes visible within the Exhibitors 'Admin detail' (see the relevant Horse or Cattle – Management). Within this display of your previously managed animals, you may deselect any animal that is no longer under your control. The purpose of this allows the simplification of entering the animal into any future entry form.

When entering an animal into the show, (which can only be entered once per show). The list of the account's previously entered animals is displayed. Selecting an animal from this list negates the necessity of re-entering the animal's entry detail. The entry of an animal that is unknown to the database will require all of its details to be entered into the form. Once the animal has been established its accommodation of stalls and stables and pens can be added. Finally as the 'breed', 'date of birth', and 'Gender' of the animal are known, the appropriate published classes that fit the animal's criteria will be presented for an application request.

Add Hoc Other Services

Additional services of Caravans, Tents, Tickets, and Vehicle Passes etc. can be requested and will be available in accordance with the published detail.

Summaries and Payments

A summary of booked item will be displayed just before the Payment request.

The permanent recording of your request will only be made after the payment has been made.