

# AgShow Overview

## General Overview

The purpose of AgShow is to facilitate the administration of a country show. In particular, the creation, printing and distribution of a show schedule, the recording of entries and results, printing of Tax Invoices for entrants and the distribution of prize money. Additionally, as trade and produce stalls are a feature at most country shows, AgShow also incorporates into its database the facility for the recording of trade stall site and hire data.

The AgShow application on the CDROM comprises five programs:

1. The installation and setup program.
2. The main AgShow program that contains the data entry screens and reports for general administration.
3. AgShow Utilities, contains end-of-year rollover, backup, data repair and compression utilities.
4. AgShow Help that contains detailed information and hints for all of AgShow's features.
5. A Microsoft Word Template program written in Microsoft Word Basic (Word calls them macros) that is loaded into Word. This program automatically collates schedule data from AgShow and inserts it into the current Word document, thus making the preparation of the schedule booklet easier, quicker and accurate.

AgShow assumes a typical show schedule consists of a number of different sections; for example Cooking, Needlecraft, Sheep, Cattle and Horses. Each section is divided into a number of subsections; for example Cooking may consist of the subsections Bread, Cakes and Confectionary. Each subsection consists of a number of classes, or the individual competitions that form the basis of a show.

## Overview of Show Administration Activities with AgShow

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### Short Summary for the General Use of AgShow:

The data for a show is kept in a single '.sho' show data file for each year. Within this file are the schedule, stewards, entrants, entries, results, sponsorships, trade stall sites and assignments etc.

A brief summary of the main activities when using AgShow over a calendar year:

1. **'Roll-Over Files for New Year'** from within AgShow Utilities is the first activity, where your previous year's data file is copied to a new '.sho' data file with all entries deleted, stall sites unassigned etc. Hence, your new '.sho' data file still contains the schedule and all contact personal details so is almost immediately ready for the next show.  
*Note that in the first year of use, instead of a rollover, the Schedule details are required to be entered, by section, subsection and class at a time. Fortunately, this long, arduous task only needs to be performed once. 😊*
2. Edit the schedule for the next year's show using the **Define Schedule** screen.

3. **Print the Schedule** as a Word '.rtf' document so that the details can easily be copy/pasted into your Schedule Booklet.
4. Enter your show competition entries as they arrive from within the **Enter a Show Entry** screen.  
Record the Entry Payments then send the entrants a **Confirmation of Entry** that lists all of their entries and payments.
5. Print **Stewards Class Sheets** containing all entries for each class that can be distributed to your stewards/judges.  
Once all of the entries are in, larger shows can even print out an **Entry Catalogue** for distribution at judging time. (*The Entry Catalogue can even contain pictures of the exhibits or animals!*)
6. **Enter the Results** into AgShow.  
Now the **Results By Entrant** report details prizes for each entrant.  
And, the **Results By Class** report can be printed to a file for the local newspaper.  
Aggregate results are easily obtained with the **Aggregate Results** report.

Additionally, AgShow has facilities for Stewards, Sponsorships, Memberships, Trade Stall sites, plus **Special Requests** provide the flexibility to include any extra items that you wish to create.

See below for a full list of all activities and reports that AgShow can help with.

## Activity A: Preparing the schedule in AgShow

1. From AgShow's Main Menu select the **Schedule Menu** then using last years schedule as a guide, enter the show schedule into AgShow by:
  - i. Defining each of the show's non-cash **Prizes** (*Don't worry if you miss some as you can always add to the list later.*)
  - ii. Define each of your **Sections**, such as Cooking, Goats, Horses. *Hint: Do not mix animal types within a section, eg. Dogs and Cats, because User-Defined Headings are based across a whole section. Even if Horses and Showjumping will have different User-Defined Headings then they should be defined as separate sections.*
  - iii. Define each of your **Subsections** within each section. *This is easy within Cattle etc. as each breed is its own subsection. Some sections do not break up into subsections, in that case create a subsection called, say, 'Classes'.*
  - iv. Define the show **Classes** for each subsection.
  - v. Define the **Placings and Prizes** for each class.
  - vi. **Stewards** can be entered on a section, subsection or class basis. Specify your own steward (*judge? - you choose*) positions from the **Schedule Menu**.
  - vii. **Sponsors** can also be specified on a section, subsection and class basis.
  - viii. **Notes**, in RTF (Rich Text Format), can be entered for each section, subsection and class, as well as notes printed at the beginning and end of the schedule. Examples of notes are Rules and Regulations, contact names, special conditions etc. Even pictures can be incorporated.
  - ix. Some sections require extra information to be collected for each entry, such as a Rider's Name for showjumping, or Sale Price for artwork. These optional **User-Defined Headings** can be specified for each section.
2. The **Cash Prize Lists**, particularly the **Cash Prizes Summary** provides a list of prizes for each class, plus subsection and section subtotals. This report can also be useful in determining total cash prize requirements.
3. **Print the Schedule** (Formatted) and distribute each section to the section stewards so they can ensure the information is correct. When the stewards return their revised listing corrections can easily be made to AgShow.
4. **Update Cash Prizes, Set Class Entry Fees** and **ReNUMBER Class IDs** are three AgShow features that allow quick, easy and accurate updating of last year's schedule for the next year.
5. **Class Affiliations** can be used to 'tag' classes that something in common. eg. results are to be sent to a governing body, or they collate together for an Aggregate Prize. See **Hints and How Tos** for more information.

**Schedule Hint:** for ideas look at the schedule outline for the 'agshdemo.sho' sample data file that is installed with agShow. The Goats and Horse sections are good examples for User-Defined Headings. Load 'agshdemo.sho' with File-->Open in the Main Menu.

## Activity B: Collating and Printing the Schedule Booklet:

5. Once you are happy with the contents of your schedule in AgShow you can print it from within AgShow. However, you will probably prefer to load the schedule into a publishing program, such as Microsoft Word, so that you (*or your publisher*) can add pictures, advertisements and other information to create your final schedule booklet.
6. There are two methods to load the Schedule into Word:
  - i. From within AgShow use the **Print Schedule** from the Schedule Menu then use the **W** button to print the schedule directly into Microsoft **Word**. This creates a well formatted **.rtf** (*Rich Text Format*) document that can be then inserted into any publishing program, using copy and paste.
  - ii. From within Word, load the **AgShow Word Template** so that you can directly import schedule details from AgShow into the current Word document. This method formats the document correctly, even with an option of using *Word Styles*.
7. If changes to class details in AgShow are to be made after formatting your final schedule booklet in Microsoft Word you do not need to repeat the above steps as the updated class details from AgShow can be inserted directly into a Microsoft Word document. This is performed within Word on a section or subsection basis using **AgShow's Word Template**.
8. If required, print the *Sample Entry Form* incorporated into AgShow for inclusion with your booklet which outlines any extra information required for each of your sections.
9. For efficient distribution of the schedule booklet, AgShow can produce mailing labels of entrants from the previous year's show.
10. If you load your schedule onto the Internet then AgShow can make this so easy:
  - i. Print each section's schedule to a **.pdf** document.

*AgShow does not directly support PDF formatted reports, but you can load a 'Virtual Printer' that prints output to a .pdf file instead of, well, a printer! See **AgShow Hints and How Tos** for more information.*
  - ii. Load the .pdf documents onto your web server and point the schedule's links to them.

## Activity C: Processing Entries and the Entry Catalogue Booklet

11. From the **Entries Menu**, select **Entry of a Show Entry** to type the entries into AgShow as they are received.
12. Extra information, such as a Horse's Name, is entered when entering entries. You can also open an **Entry Notes** RTF editor so that extra information can be entered for an entry to be printed in the Entry Catalogue, even including a picture of the entrant, or maybe the animal!
13. Post a **Confirmation of Entry/Tax Invoice** back to each entrant. This ensures the entries have been typed in correctly, and provides a method of informing entrants of incorrect fee payments. This report also details all GST payments made by the entrant in entry fees, special requests, membership and gate fees.
14. The **Entrants with Fees Owing** report is also useful for chasing up entrants who have not paid all of their fees.

The **Entrants with Overpaid Fees** even has a check box to tick off refunds!!
15. The **Special Requests** form (selected from the *Entry of a Show Entry*) allows you to specify any type of extra request by an entrant. Examples are for particular types of pens or stalls, supply of straw, lunches, caravan sites etc.
16. When all entries have been entered, the **Exhibit Numbers** can be reordered within each class via a number of options, including on one of your **User-Defined Headings**, such as Date-Of-Birth.
17. The **Entry Catalogue Booklet** can now be printed that contains the entries for each class that can be distributed to the entrants within the section.
18. The **Entry Count and Entry Fee Income** is also a very useful report.

## Activity D: Reports Required for Show Day

19. Before show day a number of reports can be printed to help you order prizes, collate and distribute prizes, label exhibits and list the entrants for each class. These reports are selected from the **Show Day Reports Menu** and include:
  - **Stewards Class Sheets**, maybe over 1,000 pages, that contain the entries for each class. These can be printed onto A4 or A5 sized paper and contain a number of printable options, including entry number and company (or stud) name.
  - **Total Prize Requirements**, which provides the number of ribbons, trophies etc. required for the show – very useful for ordering.
  - **Cash Prize Requirements** lists 1st, 2nd, 3rd etc. place prizes for each class, including section subtotals and grand totals.

- **Prize Labels** for sections that distribute their prizes immediately. These labels list prize details for each class and can be pasted onto **envelopes** containing the prize money, hence streamlining prize distribution. (*AgShow supports many different sized labels, including your own customised size.*)
  - Use the **Cash Prize Denomination Report**, which specifies how many \$100, \$50, \$20, \$10 etc. notes and coins you require from the bank within each section and subsection, to collect the right amount of change for filling your **envelopes** with prize money.
  - **Entry Labels** provide useful identification of exhibits and can be placed alongside the exhibits when on display. These labels contain the section name, class name and exhibit number. Printable options also allow the entrant's name, entry number and even sponsor to be included. (*AgShow supports many different sized labels, including your own customised size.*)
  - **Animal Pen Labels** are full A4 paper sized labels that can be printed and posted on an animal's pen. There is a special position for the animal's name, plus extra information, such as tag number, handler etc., can also be included.
  - **Ear Tag Labels** are label sized for pasting onto an animal's ear tag. These labels have special entries for an animal's name and tag number. There are 4 layouts, so choose whichever suits best.
  - **Membership Lists** for distribution to car-parking attendants and gate keepers so members can easily be identified.
  - **Special Request** lists. A Special Request can be entered for an entrant, stallholder or member and can specify whatever you like. For example, animal pen stalls, Caravan Park bookings, even a luncheon booking/prepayment.
  - **Sponsorship List** can be printed and displayed on a noticeboard.
  - **Class Location Signs**, simply comprise of section, subsection and the class name. These can be displayed in pavilions to clearly designate the location of the exhibits for each class.
20. **Membership Labels**, can be printed onto Business Card perforated paper then posted using **AgShow's Mail Merge**. These cards are required to be presented at the gate for free entry. Alternatively, a **Membership List** can be printed for distribution to people manning the gates to identify members as they arrive.

## Activity E: Results

21. On show day from the **Results Menu** select the **Entry of Placings** to enter the results as they filter in.
  - Included GST payable to registered entrants is specified when entering results.
  - Points can be allocated to each winning entry for determination of any Aggregate Prize competition.
  - All figures, that is placing, cash prize, GST included and aggregate points can be altered as necessary when entering the results, for example, when there are equal first places.
22. Print the **Results By Class** for distribution to local newspapers, who probably prefer it in *Text Only* format.
23. The **Results By Entrant** report contains all of the prizes won by a single entrant, so enabling easy single payment of prize money to entrants who have won multiple prizes. The report also specifies any included GST in the prize money, information the entrant requires for their taxation purposes.
24. The **Cash Prize Payout Summary** list prizes paid by section, subsection, class or even by entrant.
25. Print the **Aggregate Winners** list for each section, combined subsections or selected classes.
26. **Winners By Prize** and **Winners By Place** provide quick access to view winners for the selected prize or placing.
27. Design and print your own **Prize Certificates** all individually printed with the winning entrant's details. (*The Prize Certificate feature alone could save the Show Society more money than the cost of AgShow!*)  
Or, if you already have preprinted certificates, print **Prize Certificate Labels** for each winner and paste them onto your certificates.

## Activity F: Control Your Memberships

28. Define your own **Membership Categories**, eg. Member, Junior and even family memberships.
29. **Assign Memberships** to the contacts and record their **Payments**.
30. Print and distribute **Membership Tax Invoice** that outlines the memberships and payments.
31. **Membership Lists** can be distributed to gate-keepers for clarification of members.
32. Or, print **Membership Labels** onto business card sheets so that every member has their own ID card for presentation at the gate.
33. **Membership Renewal Notices** can be sent out at the end of each year.
34. The **Membership Category Summary** lists the count and income for each of your categories.
35. Use the **AgShow to Microsoft Word Mail Merge** feature to compose communications with your members. Letters can be emailed or printed and put into [*window*] envelopes for posting.

## Activity G: Control Your Sponsorships

36. Sponsorships are specified in the **Define Schedule** page, and are defined for a section, subsection or class.  
You can also enter a sponsorship amount.
37. From the **Sponsorships Menu**:
  - Print a **Tax Invoice** for each sponsorship.  
*The heading is customisable, so if you do not like 'Tax' then change it.*
  - Enter the sponsorship **Payments** as they come in.
  - Print a **Sponsorship List** for displaying on a noticeboard at the Show.
  - The **Sponsorship Income Summary** instantly provides an overview of income and the sections, subsections and classes it comes from.
38. Use the **AgShow to Microsoft Word Mail Merge** feature to:
  - Send each sponsor a 'Thank-You' letter, which can include the classes sponsored and their results.
  - Compose other communications with your sponsors.  
All Mail-Merge letters can be **emailed**, or printed then put into [*window*] envelopes for posting.

## Activity H: Trade Stall Sites

**Trade Stall Sites** are a typical feature of Agricultural Shows for selling showbags and for local businesses to display and sell their produce. The hiring, allocation and collection of fees for these sites are another administrative task for the show Secretary. Incorporated into AgShow is a **Trade Stall Management System**. Steps in using AgShow to administer trade stall sites are:

39. **Define the Stall Sites**. Sites can also have **Stall Site Extras**, such as electricity costs. The 'Extras' are user defined so could be for anything you require.  
Hire fees are divided into the general hire fee plus the cost of the Extras. AgShow clearly shows GST charges included within the fees.
40. Allocate or **Assign Stall Sites** to stall holders as the requests come in.  
AgShow even supports an 'Early Bird Discount'!
41. Send off a stall holder's **Booking Confirmation and Tax Invoice** confirming the requested sites are booked with required Extras, that fees have been paid correctly and specifying any GST applicable on the fees.
42. **Stallholders Site List** can be included within the schedule booklet.
43. **Trade Stall Allocation** and **Stallholders Site and Fee** lists can be printed for administrative purposes.
44. **Extras Listing** displays the number and income from each of the Stall Site Extras.
45. For distribution of next years promotional material, **Mailing Labels** of all the previous year's stall holders can easily be printed.
46. Or, use AgShow's **Mail Merge** feature to communicate with stallholders via mass mailouts or by email.

## Activity I: End-Of-Year and Future Planning

47. After your show SoftShow's **Annual License Fee** is due. The invoice can be printed directly from within AgShow in the **General Menu**.
48. AgShow is not an accounting system, but the **GST Summary, Fees and Payments Summary** and **Cash Prize Payout Summary** reports will provide valuable data for your taxation commitments.
49. Summary reports, such as the **Entry Count and Entry Fee Income** in each section or class (selected from the *Entries Menu*), provide useful information for planning the schedule for the following year.

## Activity J: Getting Ready for Next Year

50. Use the **Membership Renewal** notices to remind all members for their memberships for the next year.
51. Much of the schedule, stall site information and contact details will be relevant from one year to the next, and AgShow allows you to reuse this information. The **AgShow Utilities** program contains an option for setting up next year's show file from the data within the current file.
52. The main option in AgShow Utilities is **Roll Over Files for New Year** that sets up a new data file clearing entries and stall allocations. Carried over are the schedule, stewards, sponsorships, entrant, membership, stall sites and stallholder details, so that they do not need to be reentered again.
53. Use the **Sponsorships Mail Merge** to print a mass mailing requesting sponsors from the previous show to renew their sponsorship for the next show.

## Activities K: Miscellaneous and AgShow Utilities

54. **Mailing Labels** can be printed at any time for members, entrants, stallholders or any combination of the above.  
(*AgShow supports many different sized labels, including your own customised size.*)
55. **Microsoft Word's Mail Merge** interface enables members, entrants and stallholders name and address details to be used to produce mass mail-outs. This feature alone could change the way that you communicate with your membership base.
56. **Microsoft Word – AgShow Connection within Word** allows formatted schedule information to be directly read into Word - extremely useful for the schedule preparation.
57. **AgShow Utilities** is a separate program distributed with AgShow that contains many useful features:
  - **Roll Over Files for New Year** sets up a new .sho data file based on your previous year's data file. The new data file contains the schedule, contact personal data, trade stall sites but not any entries, payments, or trade stall allocations. Hence it is almost immediately ready for taking entries for the next year.  
And, the previous year's data file is still intact so can be loaded and viewed at any time.
  - **Backup and Restore** are two important options within AgShow Utilities. The .sho data file contains the data essential to the running of the Show, so it is important frequent copies of it are made in case of some mishap.  
The Backup and Restore can also be used to transfer the .sho data file from one computer to another.
  - **Export feature.** The schedule which can include entrants and entry information can be exported to a *comma-separated-values* (.csv) file that can be used by a spreadsheet program (or similar) for further refining.
  - **Import feature.** Contacts and memberships from excel or Access can be imported into AgShow.