



iCOMPETE



TIP SHEET

Adding Competitor Nominations (Manual Entries)

A Committee can add additional Competitor nominations prior to and post draws using your Committee iCompete profile.

1. Login to your Committee iCompete profile.
2. From the left hand side on the menu click **ENTRIES**

The screenshot shows the iCompete dashboard for the Australian Bushmen's Campdraft and Rodeo Association. On the left-hand side, there is a vertical menu with several options: DASHBOARD, DATE APPLICATIONS, PROGRAMME APPLICATIONS, PROGRAMMES, and ENTRIES. A red arrow points to the 'ENTRIES' option. The main content area shows 'Event Entry Forms' with a search bar and a '+ Create New Entry' button in the top right corner.

3. Click on the **GREEN** button in the top right hand side corner **CREATE NEW ENTRY**

This screenshot shows the 'Event Entry Forms' page. The '+ Create New Entry' button is highlighted with a red arrow. The page includes a search bar and a breadcrumb trail: Home / ABCRA / Event Entry Forms.

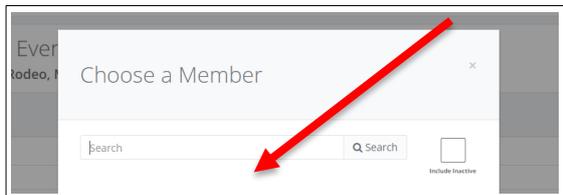
4. Choose your show **PROGRAMME** from the drop-down box.

The screenshot shows the 'Create Event Entry' form. The 'Programme' dropdown menu is highlighted with a red arrow. The form shows 'CUBBAROO Campdraft - 1/08/2020 - 1/08/2020' selected. There are 'Save' and 'Cancel' buttons in the top right corner.

5. Click on the **MEMBER** drop down list (**three grey dots**) to search for Member to add nominations.

This screenshot shows the 'Create Event Entry' form with the 'Member' dropdown menu highlighted by a red arrow. The 'Add Event' button is visible at the bottom right of the form.

- In the Choose a Member screen search by **Member name**, click on the **SELECT** button. If more than one name appears for the same person you wish to nominate, please use the member search option on the side bar to search for the competitor to ensure you are selecting the correct member and member number.



- Click on the **ADD EVENT** button. Multiple runs can be added per competitor by repeating **ADD EVENT**. Click **SAVE**

Event	Competitor(s)	Animal(s)	Preferences	Cost
NOVICE CAMPDRAFT	CHRISTINE RASMUSSEN	DANNY	<input type="checkbox"/> Early Preference <input type="checkbox"/> Late Preference	\$42.00
JUVENILE CAMPDRAFT 13 - U17	MIA RASMUSSEN <small>Member has used 0/3 preferences.</small>	DANNY	<input type="checkbox"/> Early Preference <input type="checkbox"/> Late Preference	\$20.00
OPEN 4 OPEN CAMPDRAFT	DEAN RASMUSSEN <small>Member has used 0/3 preferences.</small>	DANNY	<input type="checkbox"/> Early Preference <input type="checkbox"/> Late Preference	\$42.00

- Click **Email Recipient Invoice** as shown in box. This will generate an invoice for the competitor to pay this entry through their own portal using **PAY INVOICE** button **OR** click **Complimentary** if the committee does not want to charge the competitor.
- *IMPORTANT*** If the competitor is un financial, the Committee **MUST** obtain a signed waiver and
- You **MUST** keep a list of ALL committee created entries so that payment can be identified, and receipted if paid for on the day. This is essential for the reconciling of your event.

