

BCV Show Entry Form 2013

Step By Step Instructions to enter birds into shows either by Australia Post or Electronic Email.

1. How to Download the BCV Entry Form:

- Go to the BCV website
- On the front page is an icon BCV Show Entry form – Click the icon.
- This will take you to entry form page – Click to open the BCV Show Entry Form
- The download begins and you can save the form to your computer.
- To save to your computer – once the form is open click on the top left hand corner of your windows icon a drop down list appears with options to save.
- Click on Save As
- Select a folder or create a new folder to save this document to and select save on the bottom right corner of your computer document folder.
- It will be saved as BCV Show Entry Form.

2. Filling out the BCV Show Entry Form

- Open the document. (from where you saved it)
- The entry form has the Show Classes listed on the left side, on the right side is the show form for you to complete.
- You can now type directly onto the BCV Show entry form – Diploma Show section.
- Please complete all Exhibitor sections where possible. This will help the club representative to make contact if required.
- All entries are to be listed as single entries under the heading - Class:

Example shown below.

ADULTS		UBC		YOUNG	
Class	Cage No	Class	Cage No	Class	Cage No
4		52		121	
7		56		121H	
7		64		123	

(The club secretary can complete the cage no and return to you by email or on the day of the show)

- Leave the Cage No: BLANK
- Complete the total number of entries for ADULT, UBC & YOUNG at the bottom of the form.

3. Sending completed form to the Club Secretary

- The completed form is ready to be sent to the Club Secretary by post or email.
- If posting: - Open the document and select Print. Please post the completed show form to the club secretary at least 5 days before the show. (i.e.: Post by the Monday before the show date to ensure the club receives the form on time.)
- If emailing: There are 2 options.
- **OPTION 1** – Ensure the show form is open and completed. Click On the top left hand corner of your windows icon a drop down list appears with options to SEND move your cursor to email and click on email. Enter the club representative email address in the TO: section. Click Send.
- **OPTION 2** - Open your emails to send a new email! Enter the club representative email address in the TO: section, click on INSERT then click on Attach File this opens your folders. Select the folder where your BCV Show Entry Form is and select that document to attach. Click on send and your entries will be emailed to the club representative.
- A club rep may email your form back to you with Cage No's or give it to you on Show Day .