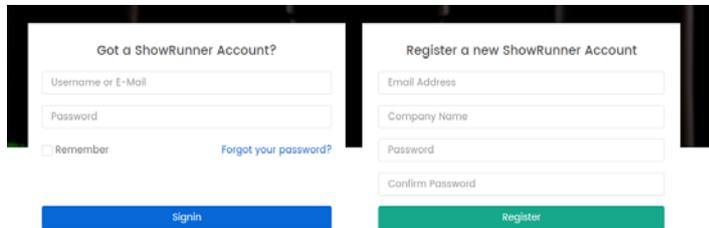


Exhibitor Portal Guide

1. Log in OR create a ShowRunner account



The screenshot shows two side-by-side forms. The left form is titled "Got a ShowRunner Account?" and includes fields for "Username or E-Mail" and "Password", a "Remember" checkbox, a "Forgot your password?" link, and a blue "Signin" button. The right form is titled "Register a new ShowRunner Account" and includes fields for "Email Address", "Company Name", "Password", and "Confirm Password", with a green "Register" button.

If you have used ShowRunner for another Wine Show recently then use the same login details to access your profile and portfolio of wines. If you are new to ShowRunner you will need to select "Register a new ShowRunner Account".

2. When logged in a page will appear with a menu down the left-hand side:



2017 AWRI Wine Show
12:00am, 17th Nov 2016

[Switch Events](#)

Already have a ShowRunner account?

If you already have a ShowRunner account you will be directed to the "Show Information" and complete any additional information fields requested by the show organisers.

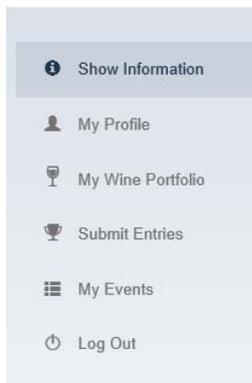
OR

Registering a new account

You are required to build your contact profile under "My Profile". Then go to the "Show Information" and complete any additional information fields requested by the show organisers.

Press

[Save](#)



3. Build your portfolio of wines

My Wine Portfolio

This is a list of your wines. Once created this portfolio can be used to enter exhibits into either the current or other wine shows. This portfolio can be added to over time as you enter more shows.

Adding wines to your portfolio is done by clicking either "Add a new wine" button and complete the required fields. "Import My Wines" is not recommended unless you have used the system before.

[Import My Wines](#)

[Add a New Wine](#)

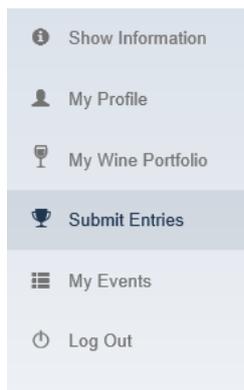
Note: The full name of your wine will appear on the screen as you complete the required fields. It will appear under "Wine Label Example" at the top.

Complete all fields for that wine and press

[Save](#)

To add more wines repeat the process by pressing "add a new wine"

4. Select your wines to submit into the Wine Show



Under Event Menu go to Submit Entries

Press



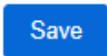
If you have not entered this wine into your portfolio you can still enter by pressing



which will then be entered into your portfolio.

To select from your portfolio press the “Browse” button under Exhibit.

Follow and complete the required fields and press either “Save” or “Save & Add Another”



Note: you will only be able to select wines that meet the class criteria and show the blue active button next to them.



5. Confirm selection of exhibits for entry into the show

A summary of the wines you have chosen to enter in the show will appear. To proceed with entry press the

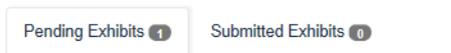


At this point you will directed to online or offline payments.

You will receive an order confirmation and tax invoice

It is not required that all entries are submitted at once. Further wines can be entered at another time whilst the show is still accepting entries.

To view submitted exhibits, click the “submitted exhibits” that appears at the top.



Note: anything under that appears under “Pending Exhibits” has not been entered into the show. You will need to press the



button.

You will then be either directed to the payment screen if it’s an online payment or instructions for how to pay offline. Confirmation emails and Tax Invoices will also be sent to your email address.