

# HOW TO SUBMIT YOUR ENTRIES ONLINE

Go to <https://www.cumberlandshow.co.uk/content/competitors>

- This is where you will find the Schedule to download.
- Click on 'ENTER HERE' to take you to the Showing Scene Website to submit your entries.

Or alternatively go direct to <https://showingscene.com/events/cumberland-show-jun-2023>

1. Create a User Account with Showing Scene:
  - a. A window will pop up asking for you login details. If you already have an account, please enter them, and click login. If you need to create an account, please click Register at the top of the window.
  - b. The window will now expand and show you more fields. Please fill out the form and then select 'Register' at the bottom.
2. Click on Dashboard:
  - a. Now click My Details - Fill in your Name, Address, etc
  - b. If you are showing Livestock or Horses, click Animals
  - c. Click Add New Animal
  - d. Click on either Horse Cattle or Sheep
  - e. Fill in information regarding each animal you intend to enter
3. To Enter Classes:
  - a. Click on Events, scroll down to find Cumberland Show and click on View Show.
  - b. Click on the Section you would like to Enter.
  - c. Click Enter Now.
  - d. Scroll down to find the Class(es) you wish to enter or use the search bar at the top to find your Class(es)
  - e. Press Enter Class button and fill in the relevant details.
  - f. Click Add to Cart
  - g. If you are entering more than one class click Make Another Entry
  - h. Once you have made your entries click on View Cart.
4. Check your Cart:
  - a. Check that you have entered the correct classes.
  - b. Click Checkout
  - c. Click Continue to Payment
  - d. Insert Card Details
  - e. Click Pay
5. You will be sent a confirmation Email with Class details and Competitor Numbers. You can also check these in Showing Scene by Clicking on Dashboard and then Clicking on Orders and Enquiries.

Any Queries please contact the Relevant Secretary:

## Heavy Horses & Light Horses

Horse Secretary: Sarah Gemmell

T: 07506 003427      E: [horsesecretary@cumberlandshow.co.uk](mailto:horsesecretary@cumberlandshow.co.uk)

## Livestock & Vintage Vehicles

Show Secretary: Christina Connell

T: 01228 812601      E: [secretary@cumberlandshow.co.uk](mailto:secretary@cumberlandshow.co.uk)

## Home Industries & School Competition

Home Industries Secretary: Megan Armstrong

T: 07597 287445      E: [homeindustries@cumberlandshow.co.uk](mailto:homeindustries@cumberlandshow.co.uk)