

SHOW MANAGER INSTRUCTIONS FOR AN EXHIBITOR TO ENTER A SHOW

1. Log in to ILR website (www.lamaregistry.com).
2. Click on Calendar of Events.
3. Find the show you want to enter and click on "Register for this Event."
4. Most everything you have to enter has a drop-down menu so just select the item you want from the menu.
5. Under "Indicate Classes for Entries," click on "Please Select." This shows a list of your animals in ILR # order. Go to the bottom of the list for the youngest animals. Click on the animal you want to enter.
6. Select halter class.
7. Select other classes.
8. To submit another animal, click on "Submit and Add Another Class." This takes you the "Indicate Classes for Entries" screen referred to in Item #5 above. Follow Items #5 – 8 until all animals have been entered.
9. When last animal has been entered, click on "Submit and Continue."
10. At top of screen, click on "Stalls and Other Fees" tab.
 - a. Review each item and put the quantity of the items you wish to purchase.
11. Click on "Submit and Continue."
12. At top of screen, click on "View Cart" to verify your costs.
 - a. The program does not always figure the costs correctly.
 - b. It also has a tendency to double the items and the costs.
13. Click on "Submit to Show Manager."
14. Print the next screen:
 - a. Mark the cost corrections on the printout.
 - b. Copy and send the show superintendent with your check.
15. You and the show superintendent will get an email of your entry.