



PLACING SCHOOL ENTRIES FOR RASQ VIA SHOWDAYONLINE

**Please follow these steps to ensure correct prize money pay-out at the end of the show.
Or can click on this link for a video version: <https://youtu.be/S94rlZoCcp0>**

1. Please enter all the students entering the same class or classes all at once as a group by following these instructions.
2. This process can then be repeated for a new group of students who are all entering the next class or classes by repeating the same steps.
3. LOG IN OR CREATE A NEW ACCOUNT
4. Select RAS QUEENSLAND
5. Scroll down and select BULK ENTRIES
6. In an Excel Spreadsheet in column B have the names of the students you would like to enter into the first class
7. In column A type the name of your school
8. -Then click on the bottom right corner of the top cell in column A and drag it down to auto fill the name
9. In column C start typing the school name and put a comma immediately after - then a space and start typing the students name from row B
10. Then start doing the same in the next cell down, with the next students name
11. You will see that Excel will start to Auto Fill the rest of the list - Hit ENTER to fill these in
12. Select all of the combined names and COPY them and PASTE them into the BULK Entries box
13. Click on the PLUS symbol next to SCHOOL WORK SECTION and then click on the OK button at the bottom of the Notes
14. Do the same again for the next Section
15. Tick the box or boxes of the classes you would like to enter all of these students into once
16. As they are selected the classes will be listed under SELECTED CLASSES
17. Once all Classes have been selected Click on the green ADD ENTRIES button
18. Now complete the process for the next group if needed.
19. If you have finished please Click on CONTIUNE at the bottom
20. Scroll Down and check your entries. If they need changed, please click BACK at the top of the screen
21. Scroll Down and Agree to the T&C's, then click CONTIUNE
22. Click PAY BT CREDIT CARD and make Payment
23. Please ensure after making payment, that you click on the CLICK TO CONTIUNE button to complete your entries
24. Please email the schools bank account number to rasqadmin@rasq.com.au for your schools prize money to be paid into