Fact Sheet: Putting on an Online Show

So, you want to put on an Online Show, but you're not sure how to do it?
Going online is different from running a traditional event, but the good news is it isn't as hard as it sounds.
Below are 9 helpful hints.

1. Decide which sections are going online

Most shows have numerous sections, and unfortunately not all of them work in an online or virtual show. Look at other Online Shows to see what they have done, and whether you can amend/change a section to make it suit going online better.

2. Cut down on your classes

Physically, 50+ classes in a Pavilion works, but not for an online event.
Stewards should have between 5-10 classes for section allows for variety and captures the variety of entries that can be submitted. However, if they want to have more, that's ok too.

3. Don't be afraid to split your bigger sections up

Sections like children's work and photography often get huge numbers of entries, so why not split them up for an online show? For example, make Lego its own section. When you return to a physical show again, just add it back where it came from.
Alternatively, have an Open and a Junior section to try and spread out the entries for large sections like photography.

4. How are the entries going to be submitted?

For shows that already have an online submission portal, this can be used for an online show, so there is no need for a specific entry form.
For shows that do not have an online system already in place, and normally accept entries in person, the process is below:

- First you will need to create an online storage area where exhibits can be uploaded to. Some good examples are Drop Box- https://www.dropbox.com/ and Google Drive - https://www.google.com/drive/
- Create an online show entry form (just use your normal Pavilion entry form)
- This form, once completed, must be emailed to the Show Society. Note: Ask that competitors put "Pavilion Entries and their name) in the subject line of their emails, so they are easy to trace. E.g. *"Pavilion Entries – Gary Exhibitorson"*
- Make sure that it is only one person's entries to an entry form.
- Once, you have received a submitted form, you can provide the exhibitor with a link to upload their entries (as either photographs or videos) to your online storage area

5. Pictures? Videos? Both?

When it comes to how exhibits are going to submitted, it is up to your committee to decide on the format. The recommended selection is photos for entries that are stationary (such as Pavilion entries), and videos for any livestock (Beef Cattle, Dairy Cattle, Sheep etc).

Photographs of entries: It is recommended that only one (1) photograph of each entry be submitted, and that the submission should be clear and in focus. This allows the entry to be displayed and judged to its greatest potential

Videos of entries: It is recommended that only one (1) video of each entry, no longer than 60 seconds, be submitted, and that the submission should be clear and in focus. This allows the entry to be displayed and judged to its greatest potential.

It is entirely up to the individual Shows whether they use photos, videos or both in the holding of their online event.

6. Judging

As with traditional judging, it is recommended that the judge/s have experience and knowledge in the sections they are asked to preside over. However, as the exhibits will be judged via photographs and videos, this will need to be communicated to the judges, so they are aware of what is expected of them.

Use the traditional placings of first, second and third. Maybe look at designing special place cards for the online show.

There is also the option of People's Choice awards, based off interactions with the public on social media.

7. Social Media and websites

Entries that are sent in from social media should not be accepted.
Entrants should also be made aware that their entries will be posted to the Societies social media platforms and website. Use a disclaimer on the entry forms to ensure that all exhibitors are happy for this to happen.

8. Livestock Classes

Much like with your Pavilion classes, your stewards will need to look at the number of classes that are available for livestock classes, if moving online. The simplest way to do this is simple, basic classes, (male/female) with no specific breed classes.

If you get enough entries, then you can split them into breed specific classes

9. Have fun and make it your own

COVID-19 has forced events like Show Societies to change how they do things, but Shows are continually re-inventing themselves to remain relevant.
So, remember to have some fun, try some new things.
Who knows, they might work and become a part of your Show moving forward