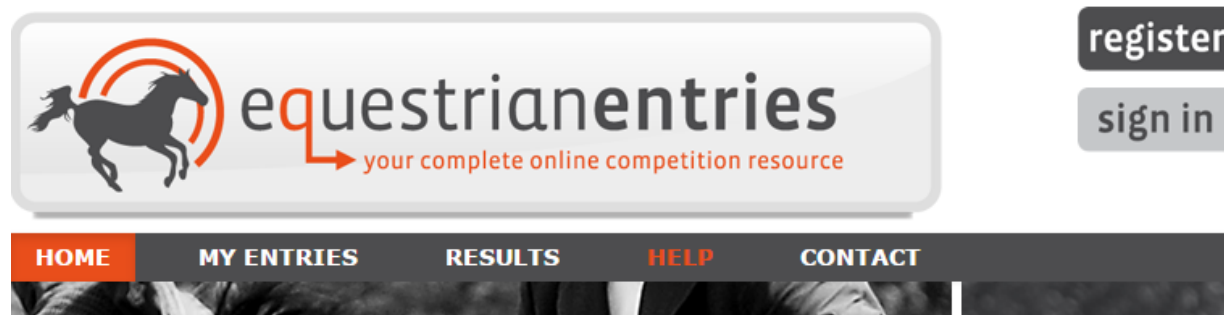


## Making an entry

Use the email and password you have registered with to sign in.



Click Sign In. Be sure not to click the Enter button on your keyboard at the end of your email address. Use the cursor to move to the password box or use the Tab key.

The screenshot shows the website's navigation menu with 'HOME', 'MY ENTRIES', and 'RE'. A central orange 'SIGNIN' modal is overlaid, containing a 'Forgot your password? Click HERE' link, a text input field with the email 'vickimlawson@gmail.com', a password field with masked characters, a 'Remember me' checkbox, and 'cancel' and 'sign in' buttons. Below the modal, a table lists events with columns for 'START DATE', 'EVENT NAME', and 'ENTER'.

START DATE	EVENT NAME	ENTER
1/07/2017	July 2017) - 6/6 Event is full	
1/07/2017	ESNZ Eventing Series 2016/17	1
22/07/2017	Springston Pony Club ODE July 2017	2

Find the event you want to enter. You can use the filter buttons to make the list a littler shorter. Events are organised in chronological order.

The screenshot shows a row of filter buttons: 'country All', 'area All', 'discipline Eventing', and 'level All', followed by a 'search' button. Below the filters is a table header with columns: 'SCHEDULE', 'START DATE', 'EVENT NAME', 'DAYS', 'EVENT TYPE', 'CLOSING DATE', 'LOCATION', 'ENTER', and 'LIVE EVENT STATUS'.

SCHEDULE	START DATE	EVENT NAME	DAYS	EVENT TYPE	CLOSING DATE	LOCATION	ENTER	LIVE EVENT STATUS
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Click ENTER beside the event you want to enter

ed Training Series ay 2	1	Eventing; Show Jumping	26/07/2017	Tielcey Park Stables & Events Centre	<input type="button" value="enter"/>	<input type="button" value="Entries"/>
ury Express Event	1	Eventing	1/08/2017	McLeans Island National Equestrian Centre	<input type="button" value="enter"/>	<input type="button" value="Entries"/>
Club ODE - August 017	1	Eventing		Ferrymead Pony Club	<input type="button" value="enter"/>	<input type="button" value="Entries"/>
rn Express Event	1	Eventing		McLeans Island National Equestrian Centre	<input type="button" value="enter"/>	<input type="button" value="Entries"/>

Agree to the Disclosure Statement by ticking the Agree box

Regulations and Policies throughout the duration of the event;

I agree not to hold the Organising Committee or NZPCA liable for any claims, losses, expenses and costs (including legal fees) arising from participation in this event; I agree that I am the Person Responsible for any horse that I ride during this event.

Declaration (to be agreed to if competitor is under 18 years)

I am the parent/guardian/caregiver of the above competitor and I acknowledge that I am the Person Responsible for the horse/pony; I acknowledge that I am responsible for ensuring the fitness of the horse/pony to participate in this event, and for any act performed to the horse/pony while present at the grounds for this event; I acknowledge that I am bound by the NZPCA Constitution, Regulations and Policies while I am the Person Responsible for the horse/pony.

Agree

PERSON NAME	
VickiLawson	<input type="button" value="enter horses"/>

Click ENTER HORSES beside the name of the rider you are wanting to enter

<input checked="" type="checkbox"/> Agree <span style="float: right;">hide</span>	
PERSON NAME	
VickiLawson	<input type="button" value="enter horses"/>
JohnLawson Play	<input type="button" value="enter horses"/>
Baby Two VickiLawson	<input type="button" value="enter horses"/>
SoniaWaddll	<input type="button" value="enter horses"/>

You will then see a list of your horses. Click ENTER beside the horse you wish to enter.

<input type="button" value="add horse"/> <span style="float: right;">hide</span>		
HAS ENTRIES	HORSE NAME	
	Baby	<input type="button" value="enter"/>
	beautiful	<input type="button" value="enter"/>
	frustrating	<input type="button" value="enter"/>
	Guess MH	<input type="button" value="enter"/>
	happy	<input type="button" value="enter"/>
	Kinder Surprise	<input type="button" value="enter"/>

You will get a pop up with the list of classes available at the show. Tick the enter box on the left for each class you want to enter.

TESTING HORSE
cancel save

ENTER	CLASS#	DESCRIPTION	ENTRY FEES	HC?
<input type="checkbox"/>	1	Prydes Easifeed Horse 1.20m	20.00	<input type="checkbox"/>
<input type="checkbox"/>	2	Fiber Fresh Feeds Horse 1.30m - 1.35m	25.00	<input type="checkbox"/>
<input type="checkbox"/>	3	FMG Young Rider	30.00	<input type="checkbox"/>
<input type="checkbox"/>	4	Dunstan HorseFeeds & Equifibre Pro Am Rider Series	18.00	<input type="checkbox"/>
<input type="checkbox"/>	5	SJNZ Alltech Seven Year Old Series	25.00	<input type="checkbox"/>
<input type="checkbox"/>	6	Dunn Contracting Pony 1.15m - 1.20m	15.00	<input type="checkbox"/>

and then click the Save button.

At this point you can enter additional riders or horses by repeating the process.

Once you have made all the entries click NEXT

	frustrating	<input type="button" value="enter"/>
	Guess MH	<input type="button" value="enter"/>
	happy	<input type="button" value="enter"/>
	Kinder Surprise	<input type="button" value="enter"/>
JohnLawson Play	<input type="button" value="enter horses"/>	
Baby Two VickiLawson	<input type="button" value="enter horses"/>	
SoniaWaddll	<input type="button" value="enter horses"/>	
		<input type="button" value="next"/>



You will now see a summary of your compulsory fees

FINAL CHECKOUT PAGE					
HORSE	PERSON	CLASS #	CLASS	HC	FEE
Baby	Vicki Lawson	1	NZPC80 Pony Club riders only	N/A	\$50.00
				<b>TOTAL</b>	\$50
ENTRY FEES					
COMPULSORY FEES			FEES	QTY	TOTAL
On Line Entry Fee ©			\$3.00	1	\$3
				<b>Total</b>	\$3

You can also choose any optional fees such as yarding and camping.

OPTIONAL FEES			
	Fee	QTY	
Yard - Open for event	\$10.00	<input type="checkbox"/>	\$0
Ground Fee Discount (Members)	\$-15.00	<input type="checkbox"/>	\$0
		<b>Total</b>	\$20

Select the payment method you wish to use

		<b>Total</b>	\$13
<b>PAYMENT OPTIONS: I WILL MAKE PAYMENT BY</b>			
Cheque (to be posted)	-	<input type="radio"/>	
Credit Card/Pay Pal (now)	-	<input type="radio"/>	
Manual Internet Banking	-	<input checked="" type="radio"/>	\$0
		<b>TOTAL DUE</b>	<b>\$47</b>

If you have any special requests or are riding a test of choice you can enter this information here.

**Special Requests**

Yarding  Late draw please as have a two hour drive  List TOC here

**VOLUNTEERS**

events cannot run without the help of volunteers so please indicate if you can supply a volunteer

You can now enter the names of any Volunteers who can assist at the event.

**VOLUNTEERS**


events cannot run without the help of volunteers so please indicate if you can supply a volunteer even for just a few hours, for example a jump judge, dressage writer, show jump pole picker etc

NAME	ROLE	PHONE	EMAIL	COMMENTS
<input type="button" value="add rider as volunteer"/>	Manure P; <input type="text"/>	XXX XXXX XXXX	XXX	XXX
<input type="button" value="add volunteer"/>				

You have now completed your entry. Once you click the Confirm Entry button your entry cannot be removed from the competition.

To complete your entry click the CONFIRM ENTRY button

<a href="#">add volunteer</a>				
<a href="#">modify / change entry</a>				<a href="#">confirm entry</a>



You will receive an email confirmation of your entry and it will show on the website after approximately 30 minutes.

Online URL: <https://kb.evoevents.co.nz/article.php?id=34>

