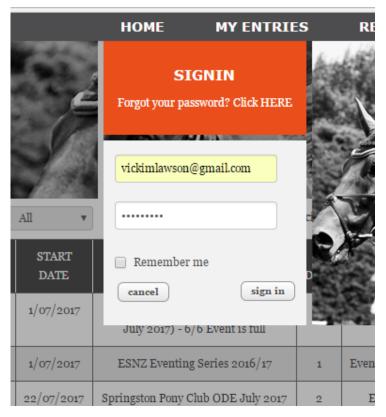
Making an entry

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

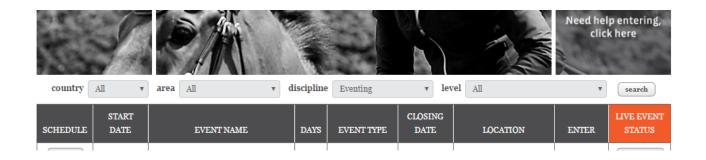


Click Sign In. Be sure not to click the Enter button on your keyboard at the end of your email address. Use the cursor to move to the password box or use the Tab key.

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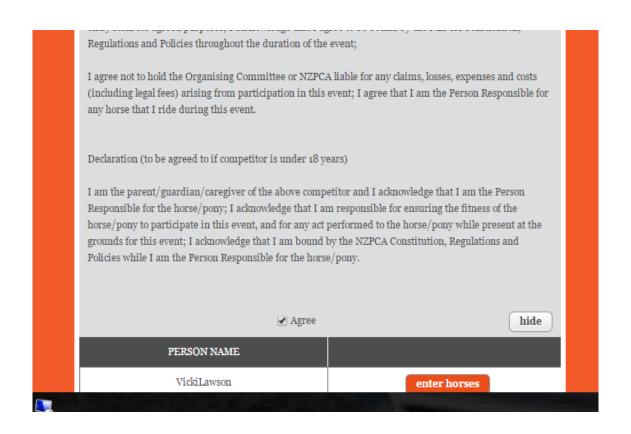
Find the event you want to enter. You can use the filter buttons to make the list a littler shorter. Events are organised in chronological order.



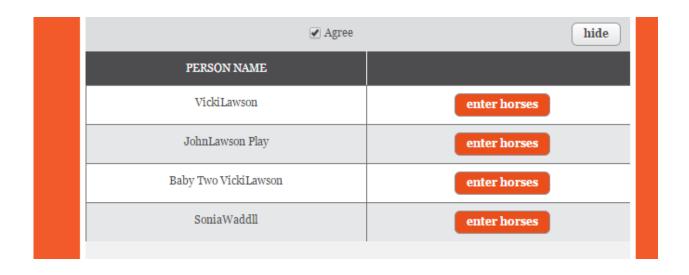
Click ENTER beside the event you want to enter

				_		
ed Training Series	1	Eventing; Show Jumping	26/07/2017	Tielcey Park Stables & Events Centre	enter	Entries
oury Express Event	1	Eventing	1/08/2017	McLeans Island National Equestrian Centre	enter	Entries
Club ODE - August	1	Eventing		Ferrymead Pony Club	enter	Entries
rn Express Event	1	Eventing		McLeans Island National Equestrian Centre	enter	Entries

Agree to the Disclosure Statement by ticking the Agree box



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



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

add horse	VickiLawson	hide
HAS ENTRIES	HORSE NAME	
	Baby	enter
	beautiful	enter
	frustrating	enter
	Guess MH	enter
	happy	enter
	Kinder Surprise	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.



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

	frus	trating	enter
	Gue	ss MH	enter
	ha	прру	enter
	Kinder	Surprise	enter
JohnLawson Play		e	nter horses
Baby Two VickiLawso	on	e	nter horses
SoniaWaddll		e	nter horses
			next
			next
			1963

You will now see a summary of your compulsory fees

FINAL CHECKOUT PAGE							
HORSE	PERSON	CLASS #	CLASS			нс	FEE
Baby	Vicki Lawson	1	NZPC8o Pony Club riders only			N/A	\$50.00
						TOTAL	\$50
	ENTRY FEES						
COMPULSORY FEES				FEES	QTY		TOTAL
	On Line Entry Fee ©			\$3.00	1		\$3
				Total		\$3	

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

OPTIONAL FEES	Fee	QTY	
Yard - Open for event	\$10.00		\$o
Ground Fee Discount (Members)	\$-15.00		\$o
		Total	\$20

Select the payment method you wish to use

		Total	\$13	
PAYMENT OPTIONS: I WILL MAKE PAYMENT BY				
Cheque (to be posted)	-	0		
Credit Card/Pay Pal (now)	-	0		
Manual Internet Banking	-	•	\$o	
		TOTAL DUE	\$47	

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
events cannot run	VOLUNTEERS	indicate if you can supply a volunteer

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



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



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