Making Changes To Your Entry

39 Yvette Lawson August 20, 2017 Making an Entry 63064

On the My Entries page you can make changes to your entry including changing the horse, changing the rider, changing the class and scratching from the event. When you make changes here, a message is sent the event secretary and they will make the changes manually so it may take some time to appear online.
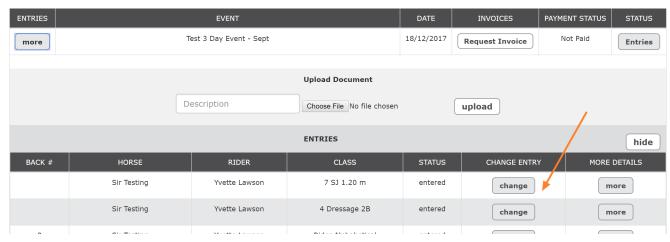
Click on "My Entries" in the menu bar

Sign in if requested

Find the show you wish to make changes for and click the more button next to the show

Once you click the "more" button, the show will expand below with a list of all your entries

Find the entry you wish to make the change for and click "Change Entry", once you have selected this entry you can make the change for just this class or for all entries for this horse or rider in the show

This will bring up a pop up with a list of things that you can change.

Select the type of change you are requesting and type the relevant information into the box next to it

Type any message for the secretary in the box at the bottom

Tick the additional check boxes if you wish to apply the changes to all entries for the horse or rider

Click the "Send Email" button and this will send the request through to the secretary

CHANGE ENTRY

CHANGE TO

☐ Class
New class

☑ Horse
New Horse Name

☐ Rider
New rider

☐ Scratch
Reason

Any message to secretary

☐ Apply to all entries for this horse

☐ Apply to all entries for this rider

cancel　　　　**send email**

Online URL: https://kb.evoevents.co.nz/article.php?id=39