

## Making Changes To Your Entry

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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

HOME <b>MY ENTRIES</b> RESULTS HELP CONTACT					
MY ENTRIES ordered by descending date					
ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<a href="#">more</a>	Test 3 Day Event - Sept	18/12/2017	<a href="#">Request Invoice</a>	Not Paid	<a href="#">Entries</a>
<a href="#">more</a>	APL Showjumping Waikato Festival of Jumping	3/11/2015	<a href="#">Request Invoice</a>		<a href="#">Results</a>
<a href="#">more</a>	Equidays Competitions - October 2015	16/10/2015	<a href="#">Request Invoice</a>		<a href="#">Results</a>
<a href="#">more</a>	Eastern Bay Show Jumping Te Teko - October 2015	2/10/2015	<a href="#">Request Invoice</a>		<a href="#">Results</a>

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

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS	
<a href="#">more</a>	Test 3 Day Event - Sept	18/12/2017	<a href="#">Request Invoice</a>	Not Paid	<a href="#">Entries</a>	
<b>Upload Document</b> Description <input type="text"/> <a href="#">Choose File</a> No file chosen <a href="#">upload</a>						
<b>ENTRIES</b>					<a href="#">hide</a>	
BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	Sir Testing	Yvette Lawson	7 SJ 1.20 m	entered	<a href="#">change</a>	<a href="#">more</a>
	Sir Testing	Yvette Lawson	4 Dressage 2B	entered	<a href="#">change</a>	<a href="#">more</a>

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>