

ONLINE ENTRIES

STEP 1

This is the first page you see when you **create an entry**. You select your horse, owner, trainer, etc. The bottom of the page allows you to hit **"Save"**.

Notes

Cancel

Save

Creating Entries

If you haven't yet added your people and horses to your account you need to do that first.

Be aware that saving your entry does not get it submitted to the show, you must submit the entry in Status/Submit/Add Scratch.

Note that items with a (+) sign (Org Numbers, Fees, Notes) will expand when clicked on.

Select the horse you wish to enter using the Select Horse drop down at the top of this page, enter the horse org numbers and owner numbers if they're not already there.

If you have a trainer select it from the list, if your trainer is not in the list you should go to People/Horses and add it. If you don't have a trainer you should select "No Trainer". **You will not be able to select a rider until you either select a trainer or select "No Trainer"**.

After entering your horse and trainer, select your first rider, enter their org numbers and search for the classes you wish to enter them in.

Adding Classes

To select the classes that you want to enter expand the Rider 1 Classes and type the first couple characters of the words in the class name, you can also type short tokens, only classes that contain *all* the tokens you typed will be listed this list will narrow down amazingly fast to precisely what you're looking for...

STEP 2

This is the page you are taken to once you hit "Save". If you are on this page, your entry is sitting in the "created" file, hence how it shows up in My Managers Report but not in My Payments. Hit **"Submit"** and it should turn blue.

Rose In May
August 6 - 9, 2020

Australia

Payments to Show:	\$0.00
Min Deposit:	\$100.00
Money:	\$139.00
Stalls:	1
Created: Jul 28, 20 at 06:05 PM	
<div>Edit</div> <div>View</div> <div>Delete</div> <div>Submit</div>	
Total Stalls:	1
Total Money:	\$139.00
Total Deposit:	\$100.00
Items To Submit:	1
Items Submitted:	0
Items Accepted:	0

STEP 3

You may either leave a credit card for your deposit or send a check. To send a deposit check instead of charging your card, make sure to select the **check payment option**. Scroll to the bottom of the page and hit **"Submit"**.

Total Deposit:	\$100.00
Items To Submit:	1
Items Submitted:	0
Items Accepted:	0
Subscribed Horses:	1
Show Days on Account:	0
Pay Show By:	<div>Credit</div> <div>Ccheck</div>
Number of Items Submitting:	0
Deposit Required:	\$0.00
<div>Purchase</div> <div>Submit</div>	

Entries must be submitted, an entry with a status of **Created** has not been submitted and is not yet visible to the show. A submitted entry has a status of "Submitted", an accepted entry has a status of "Accepted".

Each entry has its own **Submit** button that must be clicked to indicate that you want to submit *that* entry (it will turn blue, click it again to turn it off), quite possibly you have more than one entry created and are ready to submit only some of them, thus the individual selection on each entry.

When you've selected the entries you want to submit click the black **Submit** button at the bottom to submit the selected entries.