

## On Line Entry Instructions

**You can do your entries on line:** We are offering online entries through [www.horseshowsonline.com](http://www.horseshowsonline.com) Below are the instructions to enter online

**What you need:** A free account at Horse Shows Online. If you don't already have an account you can create one at [www.horseshowsonline.com](http://www.horseshowsonline.com). Horse Shows Online basic membership is free. A record in your account for each person and horse that you will use on show entry forms when you enter a show. Records will be saved and can be used for future shows.

**How do I get started:** Login to Horse Shows Online at [www.horseshowsonline.com](http://www.horseshowsonline.com), click on the member services button on the main menu. Once you are logged in click the "My Horses, People, Shows" button in the member menu. At the People, Horses, Shows page, add any new people and horses to your account as required on the appropriate tab (ie: My People, My Horses). People and horses are saved with your account. Once you have those records in your account you can use them at every show you enter. Click the "Enter Show" button to select the show you want to enter and follow the steps in the outline entry wizard.

**Steps to enter a show :**Select the show you want to enter from your "My People, Horses, Shows" page on the My Show Entries tab, or find the show you want to enter in the show selector and click the Online Entry Icon. This will start the online entry wizard. Make sure you have already created the horses and people in your member account. The online entry wizard will guide you through the steps to complete the entry form. The basic steps in the wizard are: Select the horses, people and riders for your entry Select the classes each rider is entered in Select the quantity for stalls and other fees Confirm your selections Checkout and submit the show entry The final steps generates the completed entry form and submits your entry to the show for review and acceptance. If the show requires a payment at entry time you will be prompted for your credit card information.

**Tips:** You can cancel the entry part way through the wizard and resume the entry later on. For example, if you need to add more people to your account, or just want to come back and complete the entry later. Unfinished entry forms are listed in your "My entries" tab and will allow you to edit the entry. People and horses you create in your account are saved permanently and can be used in other shows you enter. You only need to add people and horses once and then can be reused to enter other shows using Horseshows Online.

If you have any questions or need help feel free to contact me via email or phone listed below.

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