

## Try something new this season !

Main-Events is proud to launch our new online entry system for equestrian events. We are inviting you to discover how easy it is to enter shows online. Of course, the show has to OPT for allowing online entry and that is something that we can encourage but not demand on riders behalf unfortunately!

## How to enter online

1. Login to [www.main-events.com](http://www.main-events.com) . If you are not a registered user then click on REGISTER and follow directions on the screen. Wait until you have activated your account through the activation email sent to you by the Main-Events team. Once you have activated your account, you can come back to do the online entry.



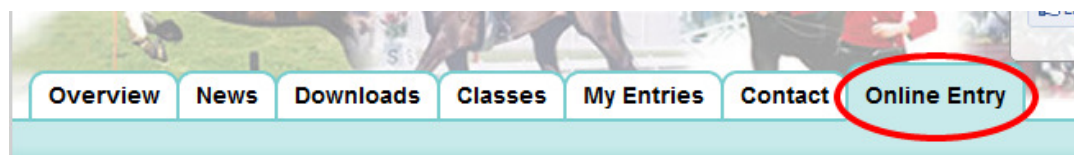
2. Click on the **Events** button at the top on the left so you are then on the Events List page.
3. Find the event you want to enter by filtering for the date range and/or by typing part of the show name in the Search Text. If the show had advertised their Event Code (3 letters and 3 or 4 digits), then you can type it in (eg *shj122*) in the **Event Code** on the upper right. The show code is displayed on the OVERVIEW page of all events.

### Events



The screenshot shows the 'Events' filter and search area. On the left, there is a 'Filter' section with three input fields: 'Search text:', 'Country:' (with a dropdown menu set to '-- All Countries --'), and 'Event Type:' (with a dropdown menu set to '-- All Event Types --'). On the right, there is a 'Jump to Event' section with an 'Event Code:' input field containing 'shj122' (circled in red) and a 'Go' button below it.

4. This will take you to the Show Page. Click on the **Online Entry** tab on the far right.

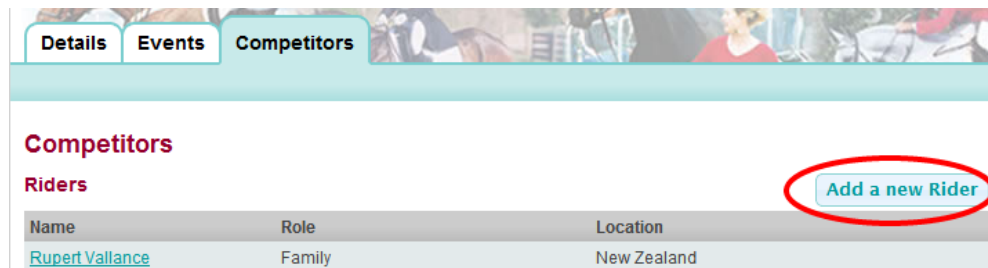


## IMPORTANT - If you need to enter multiple horses and/or riders

5. The online entry is designed so you can add horses and riders as you go. However, if you have more than 2 horses to enter, we suggest that BEFORE you start the **Online Entry** you add your horses and riders from your **My Main-Events** area at the top right of the screen. This is much quicker!



From this area, click on the tab **Competitors** and follow directions below from Step 9 in terms of adding new horses, ponies and riders.

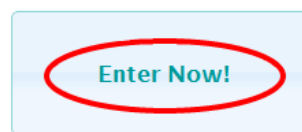


## Starting the Online Entry

- From the **Online Entry** tab, click on the **Enter Now** button near the lower middle part of your screen.

### Online Entry Steps

- Step 1: Add class entries
- Step 2: Add miscellaneous items, e.g. stabling, schedules, etc
- Step 3: Event entry summary and confirmation
- Step 4: Contact details and customer info
- Step 5: Payment
- Finish!



- The first step in the online process is to select what you want to do – **Show Jumping** or **Show Hunters**. Click on the appropriate button. This first step determines what information you will be asked for during the process.

### Part 1: Select Category

Show Jumping (33 classes)

Show Hunters (47 classes)

## Adding Horses/Ponies and Riders as you go

- If this is your first time through the Online Entry, the drop boxes will be blank. You will have to ADD your horse/pony and then ADD your rider. Otherwise select the first horse and rider from the drop list as appropriate.

### Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the SJ Horses category.

Use the drop down lists to select which competitors you want to enter.

Competitor Type	
Horse/Pony	Windsor LS <input type="button" value="Add a new Horse/Pony"/>
Rider	Rupert Vallance <input type="button" value="Add a new Rider"/>

- When you click on the button, a small form pops up where you type in the horse/pony or rider name as appropriate. You then need to click on SEARCH where Main-Events.com then looks to see if there is a possible match on the database – eg a similar name or combination of letters. In this system, a horse could be recorded several times – eg with a breeder, rider or owner all of whom are able to enter the horse and pay online entries. This matching stage sets a link between the various people although each will be recording their own information about the horse.

Create a new competitor ✕

To create a Horse/Pony, you must first fill out it's name and then search our database it see if it already exists.

\* Name:

- Look through the list of possible matches to see if you recognise one that fits and if yes, then click on **Yes**. Otherwise go down to the bottom of the list and click on **None of the above are a match** and follow directions on the screen to specify your relationship and where the horse, pony or rider is based (country and province).
- Pick the closest match describing your relationship to the horse/pony or rider from the drop list.
- Select the country from the next drop list – **WARNING** – **New Zealand** is actually at the top of the list if you can't find it in the full list.
- Don't worry about adding details at this stage as entering shows will gradually build up the information on your horse and rider profiles. Remember all information entered is remembered for the next show you go to using Main-Events.com.

Create a new competitor
✕

To create a Horse/Pony, you must first fill out it's name and then search our database it see if it already exists.

\* Name:

⚠ There were some potential matches found in the system.

Larinium LS  
Is 'Larinium LS' a match? ✔ Yes

LoreNZo H  
Is 'LoreNZo H' a match? ✔ Yes

Kaipara Lord's Prophet  
Is 'Kaipara Lord's Prophet' a match? ✔ Yes

Knights Templar  
Is 'Knights Templar' a match? ✔ Yes

✖ None of the above are a match.

### Part 3 – Competitor Information

- Each show will ask you different information in terms of your horses and yourself. In the next step, you must fill in the gaps as either required (see green tick) or as appropriate. Some information may not be required – for example at this show, you don't need to be registered with the ESNZ, so the membership and registration numbers are optional. But if you are, fill them in so they become popup automatically with the next show you enter.

#### Rupert Vallance (Rider)

Name	Value	REQ?
** ESNZ Member (Yes/No)?		<span style="color: green;">✔</span>
Membership number	154055 (31 Jul 2099)	

**NOTE:** You must enter all the required information before continuing.  
 \*\* denotes all the required info items that you need to enter before continuing.

- To enter the information, click on the small pencil edit button to the left of the **Information Item**. One of the questions you will be asked is if you are prepared to make that information public. Some items (such as membership) are not of any interest to others, but at times information will be of interest to others – eg Sire of a horse. It is the goal of the Main-Events.com website to share information related to success and performance but it is up to you to tick YES the information can be made public.

At any stage, you can add, edit, delete information from your **MY MAIN-EVENTS** profile or change its status from Private to Public. Click on the Rider or Horse name to edit related information.

My Main-Events

Anne Vallance

Details
Events
Competitors

#### Competitors

Riders

Name	Role	Location
Rupert Vallance	Family	New Zealand

## RIDER

Have you discovered how to create your profile?

- Once you have entered any information required, it is pretty straightforward from here on in. You click on **Continue – Select Classes**. If you don't see this button, it is because you have not entered all the required information as indicated by the red \*\*.

## Part 4: Select classes to enter

17. The next step is to select the classes you want to ticking on the left. Tick ALL classes that you want.

### Step 1: Add class entries

Adding class entries is an easy 5 part process - select class category, select competitors, enter competitor information, select classes to enter, and confirm the entry.

#### Part 4: Select classes to enter

Name	Date	Est Start	Ring	Gr?	\$PM	2nd	3rd	4th	5th	6th	Trophy	EF
<input type="checkbox"/> 200 - FERNHILL 6 F Horse A1 IJO 1.10m	15 Dec 2011	8:00 am	Ring 1	✓	100							\$9.00
<input type="checkbox"/> 201 - Horse AM5 1.25M	15 Dec 2011		Ring 1	✓	75	45	35	30	30			\$15.00
<input type="checkbox"/> 207 - Pony AM5 1.15M	15 Dec 2011		Ring 1	✓	50	35	25	25				\$10.00
<input checked="" type="checkbox"/> 203 - Horse AM5, 1.30m	15 Dec 2011		Ring 1	✓	120	75	55	45	25		VA Ross Cup	\$20.00
<input type="checkbox"/> 204 - Young Rider TAM5	15 Dec 2011		Ring 1	✓	200	130	85	65	65	65	Trumper Tray	\$30.00

## Part 5: Entry Summary

18. When finished, go down to the bottom of the list of classes and click on **Continue** button. This will show you a summary of the entries so far for that horse and rider combination.

### Part 5: Entry Summary

This is a summary of your current entry.

Category	Show Jumping	
Competitors	Manchester (Horse/Pony) Rupert Vallance (Rider)	
Classes	203 - Horse AM5, 1.30m	\$20.00
	207 - Horse AM5 2 Phase 1.20m	\$10.00
	<b>Total: \$30.00</b>	

[Add another entry](#)

[Continue to next step \(fees\)](#)

19. At this stage, you can add another horse OR add the same horse in another category (eg show jumping and show hunters) by clicking on **Add another entry** (left) or if finished with all of your horses and classes, you click on **Continue to the next step (fees)** (right).

## If you want to make changes at this stage

20. Look to the **Online Entry Summary** on the top left of your screen.

**CLASSES:** If you click on the pencil/edit button to the right of **Classes**, the site will take you back to the select classes screen where you can then retick what you want. You will need to tick all classes again.

**COMPETITORS:** If you click on the pencil/edit button to the right of the **Competitors**, you will be taken back

### Online Entry Summary

#### Current selections

Category: Show Jumping

Competitors: Manchester · Rupert Vallance

Classes: 203 - Horse AM5, 1.30m · 207 - Horse AM5 2 Phase 1.20m



to the screen to select a horse and/or rider. The classes will stay the same.

**CATEGORY:** If you click on the pencil/edit button to the right of **Category**, You will be taken right back to the beginning where you start by selecting SJ Ponies or SJ Horses. In effect, you are starting again with this horse and rider combination.

## Step 2: Miscellaneous Items (Fees)

### Step 2: Misc Items

#### Stabling/Yards

REQ?	Name	Description	Price	Quantity
	Yards (YD)		\$20.00 for SHOW	<input type="text" value="1"/>

#### Other Fees

REQ?	Name	Description	Price	Quantity
<input checked="" type="checkbox"/>	St John's/Ground Levy (SJGL)	Must accompany entry frees.	\$10.00 per HORSE/PONY	<input type="text" value="1"/>
<input type="checkbox"/>	Day Registration - Member (DRM)	If not a current ESNZ member, a \$5 fee will apply to horses competing in 216 & 218.	\$5.00 per RIDER	<input type="text" value="0"/>
<input type="checkbox"/>	Day Registration - Horse (DRH)	If not currently registered with ESNZ, a \$5 fee will apply to horses competing in 216 & 218.	\$5.00 per HORSE	<input type="text" value="0"/>

[Continue](#)

21. This step should be after you have entered all your horses, ponies and riders into classes. This part of the system then specifies what else the show expects you to pay for. Please note, some **Other Fees** are required which shows as a green tick as required on the left. You cannot leave these blank or zero. It must be 1 or more.

22. Even at this stage, if you suddenly realise you forgot to enter a horse or need to add more classes you can from the **Online Entry Summary** on the top right of the screen. Click on the pencil/edit to add more for the same horse or click on the + button to add another horse or pony.

23. Click on **Continue** to bring up Step 3: Summary of all Entries which shows the Grand Total of all entry fees and other fees you will be required to direct credit.

### Online Entry Summary

#### Completed entries



#### Show Jumping

Manchester · Rupert Vallance 2 classes \$30.00

**Current total**

**\$30.00**

### Step 3: Summary of all Entries

This is a summary of all your entries into the event.

#### Class Entries

Category	Competitors	Classes	EF
Show Jumping	Manchester · Rupert Vallance	203 - Horse AM5, 1.30m	\$20.00
		207 - Horse AM5 2 Phase 1.20m	\$10.00

**Class entries total: \$30.00**

#### Misc Items

Category	Name	Description	Price	QTY	Cost
Stabling/Yards	Yards		\$20.00	1	\$20.00
Other Fees	St John's/Ground Levy	Must accompany entry frees.	\$10.00	1	\$10.00

**Misc items total: \$30.00**

**Grand Total: \$60.00**

24. Even at this stage, if you realise something is missing or is wrong, you can go back and edit by clicking on the pencil/edit buttons from the Online Entry Summary on the top right of your screen.
25. If all is correct, then click on **Confirm and continue to next step**.

## Step 4: Customer Info

26. Step 4 is information the show secretary needs from you for administration purposes. This will include information on your postal address and phone numbers. Click on **add address** button to add and then be sure to TICK the Postal.

### Step 4: Customer Info

#### Stage 1: Contact Info

##### Address

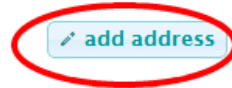
Please select one of your addresses below or add a new one.

Home

184 Ta Kanuka Road

Postal

PO Box 118



27. Click on **Continue** and fill in the other information needed by the show secretary.

This information is required for admin purposes and most can be left blank. Notice the blue ? – you can click on these for further information on what you should put in each text box.

### Step 4: Customer Info

#### Stage 2: Other Info

\* Emergency Contact: ?

Any special stabling requirements: ?

Other notes or requests: ?

## Add more entries after submitting?

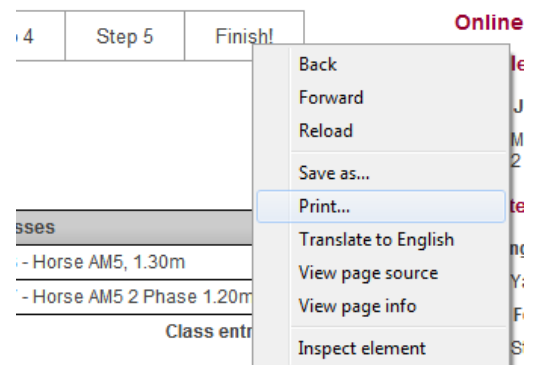
Yes you can at any stage by starting another online entry to add in NEW classes and/or NEW horses.

## Payment option

28. Click on **Continue** and you will then see the final summary of data as emailed to the show secretary.

IMPORTANT – you must click on SUBMIT ENTRY to finalise your entry. Until that point, you can change your entries using the Online Entry Summary at the top right of your screen.

If everything has gone according to plan, you will now see a full list of classes, fees and customer information in view. To PRINT, click with your right mouse button on the form and choose PRINT ... from the short cut menu that pops up.



## Direct Credit or pay by cheque

The show decides how they want payment to be made for entries. So check with the show for details if the online entry does not specify Direct Credit.

	Price	QTY	Cost
	\$20.00	1	\$20.00
ny entry fees.	\$10.00	1	\$10.00
Misc items total:			\$30.00
<b>Grand Total:</b>			<b>\$60.00</b>

## Making the Direct Credit (only if allowed by the show)

### Step 5: Payment

This show has enabled direct credit as their payment option.

#### Direct Credit Details

Please use the details below to make a bank deposit to pay for your show entry.

Bank Name: National  
Account Name: Pukahu & District Sports Club  
Account Number: 060645 0020009 00  
Reference: **PKHWL4UL ?** Put this number in the REFERENCE of your direct credit.  
Deposit Amount: \$60.00

Submit entry

Using the information provided, go through to your bank to do the direct credit (ASB is the one showing below). Each bank had a different process that you are probably aware of – but all banks have the following. Please enter information as follows:

**PARTICULARS** Your last name, and then first name as many characters as allowed for the space provided.

**CODE** Put in the Event Code which is SHJ124

**REFERENCE** Put in the Reference highlighted above.

The image shows the ASB online banking interface for making a direct credit payment. The 'Enter Account Number' option is selected, with fields for Bank (06), Branch (0645), Account (0020009), and Suffix (00). The date is 3 August 2012. The 'Select from Payee List' option is unselected, and the dropdown menu shows 'Please select a Payee'. The amount is set to \$60.00. There is a 'Help' button.

#### Details to appear on their statement:

Particulars: \* Code: Reference:  
Vallance, Ru SHJ124 PKHWL4UL  
e.g. Rent e.g. 0056 e.g. Brown st

Although not required, it is a good idea to email Elsie (show secretary) that the direct credit has gone through and provide a reference number for the direct credit; or a screen shot of the payment.

## Help?

Send us an email [anne@main-events.co.nz](mailto:anne@main-events.co.nz) or phone 06 378 2310 for help with this if something is going wrong? As a new program, we expect that we haven't catered for everything a new user might do to upset the system!

## Reviewing your entries under MY MAIN-EVENTS

Once you have submitted your online entry, you can come back at any stage and review what you entered through your MY MAIN-EVENTS under your login area



### Online Entries

This contains an archive of all your previously submitted online entries.

Showing 1 - 16 of 16

Customer	Event	Class Entries	Date
<a href="#">Anne Vallance</a>	<a href="#">Manfeild Indoor Winter SJ Series</a>	3	31/07/2012
<a href="#">Anne Vallance</a>	<a href="#">FIBER FRESH Taupo Christmas Classic - 3 Star</a>	1	27/07/2012
<a href="#">Anne Vallance</a>	<a href="#">Wairarapa Area Showjumping - 3 Star</a>	12	13/07/2012

This will take you directly to the show where you can see what you entered. This is the same information that is submitted to the show secretary. They view a list of all entries to their show (similar to your list above). Your entry is flagged as PENDING only until payment has been received and accepted by the show.

### Manfeild Indoor Winter SJ Series

#### Online Entry - 31/07/2012

[back to online entries](#)

#### Entry Information

**Entry Reference** MASJ28AU5  
**Name** Vallance, Anne  
**Email** anne@main-events.co.nz  
**Postal** PO Box 448  
 Masterton  
 5840  
 Wairarapa  
 New Zealand  
**Work phone** 06 378 2310  
**Fax** 06 378 2310  
**Staying on grounds?** no  
**Number of dogs with you** 1  
**Any special stabling requirements** Windsor is a stallion so needs a box.

#### Payment Option

##### Bank Deposit

**Bank Name:** Rabobank  
**Account Name:** Manfeild Winter Series  
**Account Number:** 03 1353 0223570 00  
**Reference:** MASJ28AU5 ?  
**Deposit Amount:** \$55.00

#### Class Entries

Category	Competitors	Classes	EF
SJ Horses	Rupert Vallance · Windsor LS	1 - 90cm Horse A1	\$7.00
		2 - 1m Horse AM5	\$10.00
		10 - 95cm Horse A2	\$8.00

**Class entries total: \$25.00**

#### Misc Items

Category	Name	Description	Price	QTY	Cost
Stabling	Yard	Yard per day	\$15.00	1	\$15.00
Other Fees	St John's Levy	REQUIRED	\$5.00	1	\$5.00
	Ground Levy	REQUIRED	\$10.00	1	\$10.00

**Misc items total: \$30.00**

**Grand Total: \$55.00**

## Check your COMPETITORS under MY MAIN-EVENTS

You can also add and edit information under your COMPETITOR profiles for horses and riders so that it is up to date for each show you enter.



You will notice that any information entered under a show for your horse or rider will appear here automatically – you can delete once you have submitted an entry as the actual entry will be a snapshot of information at the date of entry.


**Please note** – different shows may ask for the *same* information in slightly different ways – eg as shown below, an A&P Show may ask for a more generic *Registration Number* which then suits cattle, sheep, pony breeds, sport horse classes as well as ESNZ classes. On the other hand, a show running under ESNZ rules would only ask for the ESNZ registration. It would pay to leave both on your profile but make one of them (eg the generic Registration Number) not public. Below that is the second number that appears greyed out.

**Troy LS (Horse/Pony)** [edit details](#)

New Zealand  
Profile views: 37

**Info Items** [add info](#)

<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	<b>ESNZ Registration Number</b>	230309 (12 Sep 2012)
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	SJNZ 4 digit Bridle/Back number	5474 (30 Jun 2013)
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Sire	Tiger Moth LS ?
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Dam	Dolly LS
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Sire of Dam	Distelfink
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Breeder/s	Longspring Stud
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Back/Bridle Number	1234
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	<b>Registration Number</b>	230309 (12 Sep 2012)




[edit photo](#)

Still running your show with spreadsheets & word docs ?

## Your CUSTOMER information

As person responsible for entering online, the shows will also ask for certain information they need in terms of administration. This will also be saved automatically to your profile under Details then Other Information from the right hand side. You can add, edit or delete this information as you want.

**Details** Events Competitors Online Entry



**Other Information** [add info](#)

<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Bank Account Name	Whatever
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Bank Account Number (as text)	123421342134
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Staying on grounds?	no
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Truck or Float Registration	Distel
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Truck or Float Description	Green and white float
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Number of dogs with you	1
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Any special stabling requirements	Next to Vic Martin's horses as travelling together.
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Emergency Contact	Anne Vallance at ☎ 06 378 2310
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	Receipt Required (Yes/No)	✔
<a href="#">↑</a> <a href="#">↓</a> <a href="#">✎</a> <a href="#">🗑️</a>	GST Number	☎ 12-345-678

**Your Details Menu**

- User Details
- Edit User Registration
- Phone Numbers and Addresses
- Other Information**

## Spread the news!

If you have any further questions about our online entry system or know of a show in your area that could be using it, please get in touch. You may be surprised to know that a show does not need Main-Events software to use the online entry system!

**Tell your show secretary to get in touch so we can tell them more about it!**