Online Entry Step by Step

Try our new smartphone/tablet friendly online entry system !
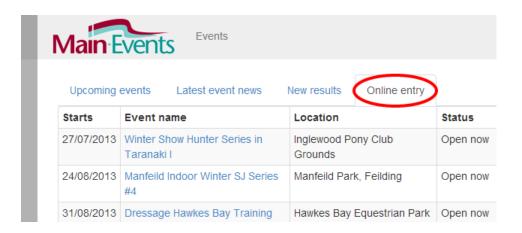
Main-Events is proud to launch our new online entry system for equestrian events. We are inviting you to discover how easy it is to enter shows online using the Main-Events system! It has recently undergone a major facelift to enable smartphone and tablet friendly entry so you can enter on the fly! Screen shots below are from a desktop setup and are based on the **Test Drive Show** which is always listed under Online Entry. You can test out the process in preparation for the real thing. All information entered is saved so when you do enter a real show, the information pops into place automatically.

How to enter online

1. Login to 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.
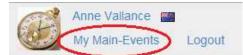

2. Click on the **Online Entry** tab from the home page and click on the name of the show you want to go to.

3. 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

4. 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

Back at the online entry process ...

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

6. The first step in the online process is to select what you want to do – **Show Jumping** in this case. Click on the appropriate button if there are different classes offered. This first step determines what information you will be asked for during the process.

Adding Horses/Ponies and Riders as you go

7. 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 Showjumping category.

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

| Horse/Pony | Manchester | ▼ | **+ Add a new Horse/Pony** |
| Rider | Mannie Vallance | ▼ | **+ Add a new Rider** |

Continue - Add/Edit Competitor Info ▶

8. 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.

9. 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).

Add Horse/Pony

To create a Horse/Pony, you need to search our database first to see if it already exists.

* **Name:** Dark Minster

There were some potential matches found in the system.

Is 'Darkages' a match? **✔ Yes**

Is 'Dark Vader' a match? **✔ Yes**

✖ None of the above are a match.

Note:

- If you **do** find a match, please click the **"Yes"** link.
- If you **do not** find a match, please click the **"None of the above are a match"** link at the bottom of the list of potential matches.

Search Cancel

10. 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.

11. 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.

Part 3 – Competitor Information

12. 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 EA or 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.

Mannie Vallance (Rider)

	Name	Value	REQ?
✏	Membership number	123774	✓
✏	Area/Province	Wairarapa	

Continue - Select Classes ▶

13. 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.

14. 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

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

Step 1: Class registration

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

Part 4: Select classes

	Name	Section	Gr?	Date	Est Start	Location	PM	EF
☐	1 - Horse 1.20m A5 IJO	Show Jumping	✓	20 Oct 2012	8:30 am	Ring 1	$140, 100, 80, 60, 40, 30	$15.00
☐	2 - Horse 1.10m A5 IJO	Show Jumping	✓	20 Oct 2012		Ring 1	$80, 70, 50, 40, 35, 25	$12.00
☐	3 - Pony 1.0m A5 IJO	Show Jumping	✓	20 Oct 2012	8:30 am	Ring 2	$60, 40, 30, 20, 10	$10.00

Part 5: Entry Summary

16. 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.

17. 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 **Confirm this entry and add another** (blue) or if finished with all of your horses and classes, you click on **Confirm this entry and continue to next step (fees)** (green).
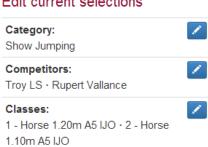
If you want to make changes at this stage

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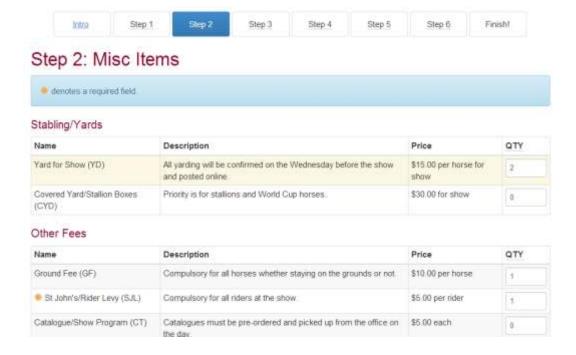
    CATEGORY: If you click on the pencil/edit button to the right of **Category**, You will be taken right back to the beginning where you start by selecting SJ Ponies or SJ Horses. In effect, you are starting again with this horse and rider combination.

Step 2: Miscellaneous Items (Fees)

19. 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.

20. 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.
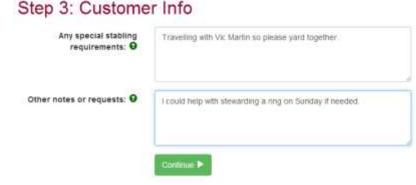
Step 2: Misc Items

denotes a required field.

Stabling/Yards

Name	Description	Price	QTY
Yard for Show (YD)	All yarding will be confirmed on the Wednesday before the show and posted online.	$15.00 per horse for show	2
Covered Yard/Stallion Boxes (CYD)	Priority is for stallions and World Cup horses.	$30.00 for show	0

Other Fees

Name	Description	Price	QTY
Ground Fee (GF)	Compulsory for all horses whether staying on the grounds or not.	$10.00 per horse	1
St John's/Rider Levy (SJL)	Compulsory for all riders at the show.	$5.00 per rider	1
Catalogue/Show Program (CT)	Catalogues must be pre-ordered and picked up from the office on the day.	$5.00 each	0

21. The fees you select here are meant to be for all horses and riders entered in the show. The program will default to the number of horses or riders if the fee relates to that.

    Click on **Continue** to bring up Customer Info area.

Step 4: Customer Info

22. Step 4 is information the show secretary needs from you for administration purposes. This will include information that is related to the overall entry and not specific to a horse or rider.

Step 3: Customer Info

Any special stabling requirements: ❓
> Travelling with Vic Martin so please yard together

Other notes or requests: ❓
> I could help with stewarding a ring on Sunday if needed.

Continue ▶

23. Click on **Continue** which takes you to the area where you check your address and phone information. If you haven't already entered an address, click on Add Address button near the right corner. Be sure to tick the circle that you want **Postal** as shown below.

Step 4: Contact Info

Address

➕ add address

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

⦿ **Postal**   ◯ **Physical**

PO Box 448   184 Te Kanuka Road
Masterton   Masterton 5883

Payment option

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

Step 5: Payment

Please select a payment option:

◯ Post a cheque
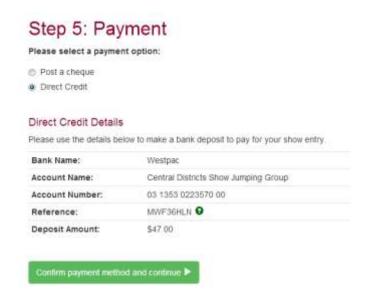◯ Direct Credit

Confirm payment method and continue ▶

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. If by direct credit, the website will display the bank and account details. If the cheque option is chosen, then the full address for the show secretary displays.

IMPORTANT – always use your reference (eg MWF36HLN) with your payment so it can be easily identified by the secretary.
Click on the green button to move to the final stage.

Step 5: Payment

Please select a payment option:

○ Post a cheque
● Direct Credit

Direct Credit Details

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

Bank Name:	Westpac
Account Name:	Central Districts Show Jumping Group
Account Number:	03 1353 0223570 00
Reference:	MWF36HLN ●
Deposit Amount:	$47.00

Confirm payment method and continue ▶

Summary and entry confirmation

The last stage in the process then appears which shows all classes entered, all fees involved and your customer information. Check all information to see that it is correct. If you need to make changes, use the Online Entry Summary at the top right to go back and add or change things.

If all is correction, then click on the tick box I am at least 18 years of age and **I accept the terms and conditions of entry** to the show (as seen in the first online screen under the General Information). Your entry is NOT processed until you click on this tick box!

Step 6: Summary and entry confirmation

Please check over the complete details of your event entries and other details.

NOTE: Your entry hasn't been confirmed yet, you must accept the terms and conditions at the bottom of this page and then submit your entry.

Payment Info

Bank Deposit

Bank Name:	Whatever Bank
Account Name:	Test Drive Account
Account Number:	To be notified
Reference:	TDRRPNDN ●
Deposit Amount:	$72.00

☐ I am at least 18 years of age and I accept the terms and conditions

Confirm and submit entry ▶

Watch for an email confirmation of your entries

Or view under the Online entry tab of your profile area (My Main-Events).
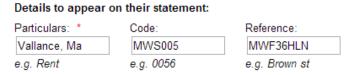
Making the Direct Credit (only if allowed by the show)

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.
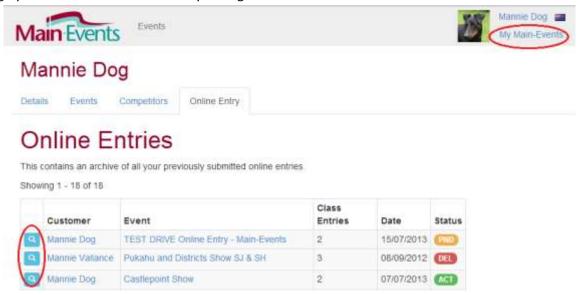CODE   Put in the Event Code which is SHJ122 in the screen shot below.
REFERENCE   Put in the Reference highlighted above.

Details to appear on their statement:

Particulars: *	Code:	Reference:
Vallance, Ma	MWS005	MWF36HLN
e.g. Rent	e.g. 0056	e.g. Brown st

Although not required, it is a good idea to email the 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.

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
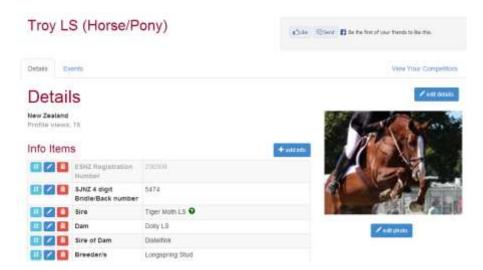

This will take you directly to the show where you can see what you entered. This is the same information that is submitted to the show secretary. They view a list of all entries to their show (similar to your list above). Your entry is flagged as PENDING only until payment has been received and accepted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

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.

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.

Add more entries after submitting?

If you think the next day, you want to enter another horse, you can do that simply by starting another online entry to add in NEW classes for an existing horse and/or NEW horses and their classes.

If you need to scratch or swap entries, please contact the show secretary direct.

Help?

Send us an email anne@main-events.co.nz or phone 06 378 2310 for help with this if you want someone to talk your through the system. We are happy to help.