



EQUESTRIANSPORTS
NEW ZEALAND

ESNZ Member Portal User Guide

The screenshot shows the ESNZ Member Portal interface. At the top left is the ESNZ logo. To its right is a photograph of a person in equestrian attire standing next to a horse in a paddock. Below the header is a navigation menu with the following items: Home, Events, Personal, Memberships, Horses, Courses, and Shop. The main content area is titled "Equestrian Sports NZ - Member Portal" and includes a welcome message: "Welcome to the Equestrian Sports New Zealand member portal where you are able to:". Below this message are seven interactive buttons, each with a red circular icon and a text label: "View your results" (trophy icon), "Update your contact details" (envelope icon), "View your member registrations" (person icon), "Purchase ESNZ products online" (shopping cart icon), "View your horse details" (horse icon), "View other riders profiles" (group of people icon), and "View other horse profiles" (horse icon).

Username and Password

Username:	
Password:	

Common Password Questions:

I have entered my username and password but it says that my password has expired, what do I do?

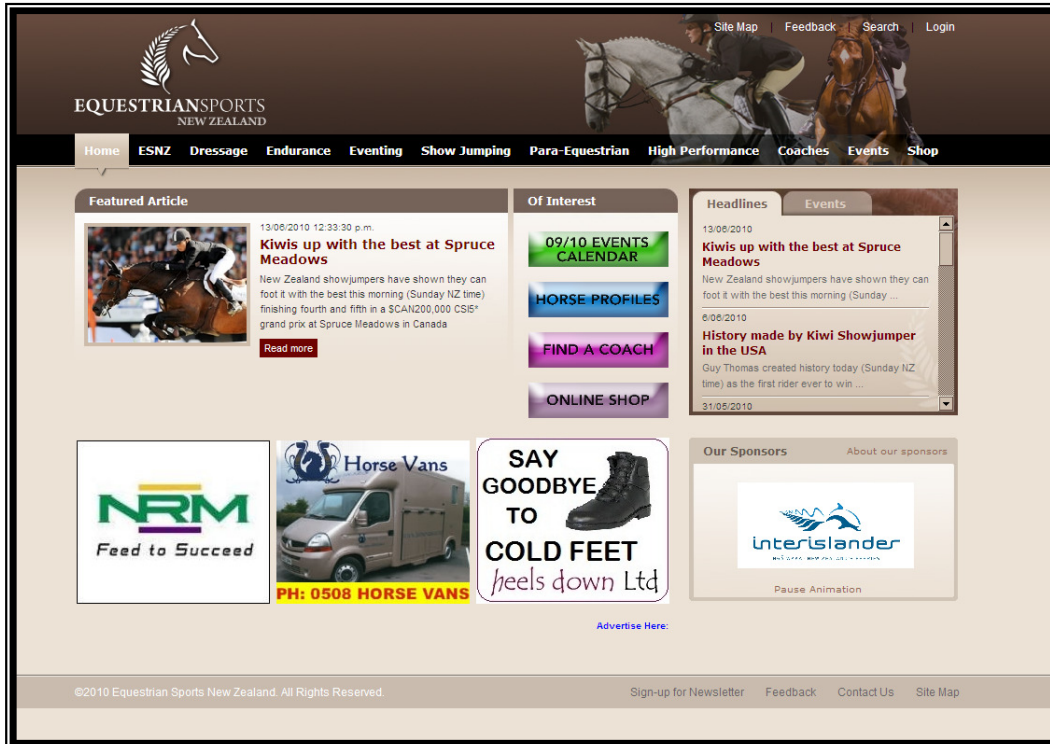
The validity of your password lasts for 30 days. This means that you will need to login on a regular basis to continue using this feature. If you try to login after 30 days your username and password will no longer be valid and you will need to contact the National Office to receive a new one.

What happens if I get locked out of the system?

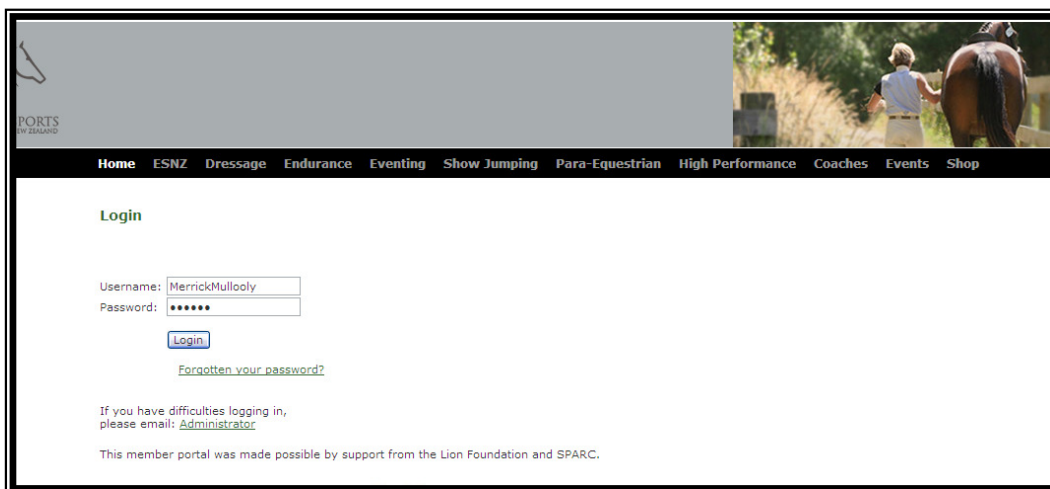
The system will allow you to try your username and password 3 times before it locks you out altogether. If this happens the system will alert ESNZ that you have been locked out and ESNZ will reset your password. You will then receive another username and password via email.

How to Login to the ESNZ Website

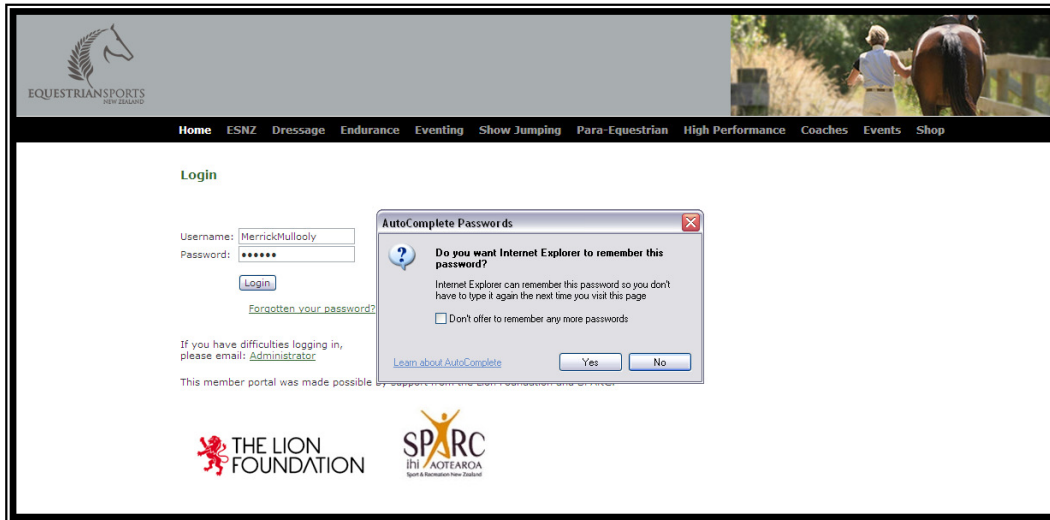
In the top right hand corner select 'Login'.



If you have received a username and password then enter these details and select 'Login'. If you have not received a username and password you will need to email ESNZ at nzef@nzequestrian.org.nz and request these details.



A pop up box will appear asking if you wish for Internet Explorer to remember this password. You can either select **'Yes'** or **'No'**.

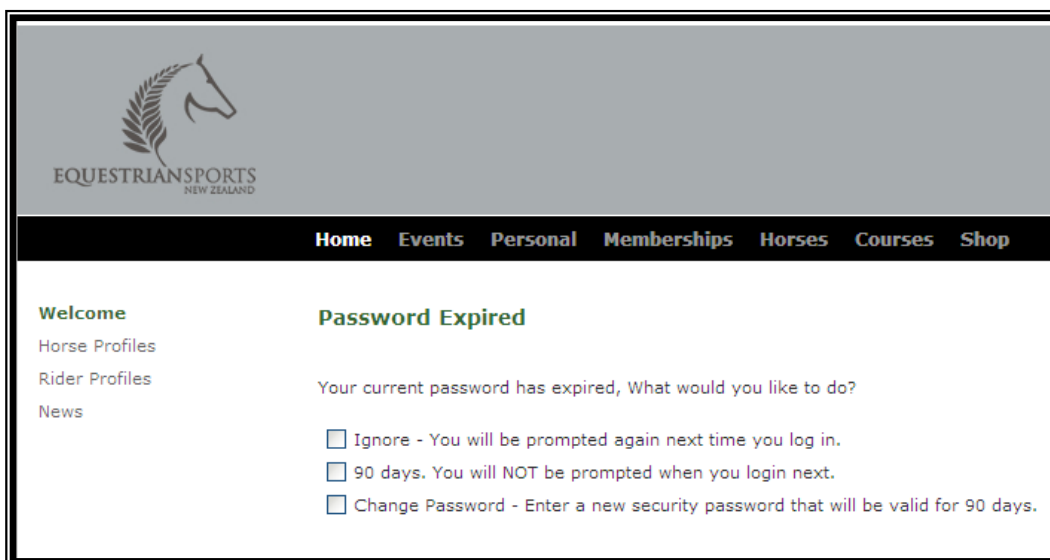


When you login for the first time a screen like the below will appear.

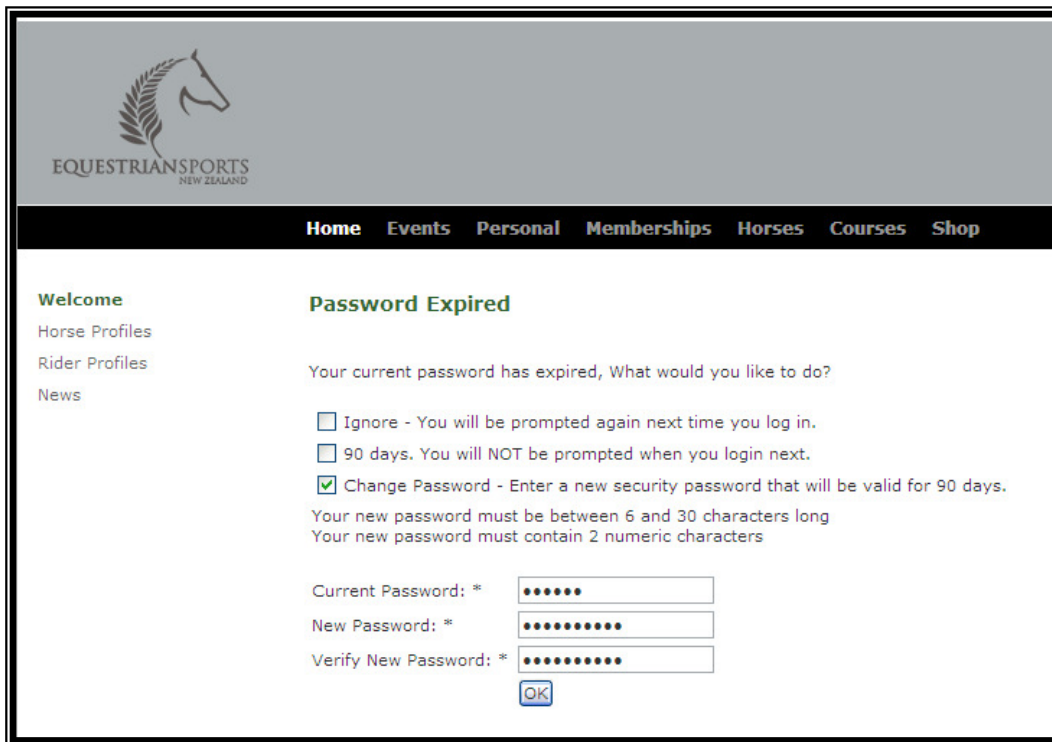
You have three options to choose from:

1. Ignore – the below screen will appear next time you login.
2. 90 days – you will keep your current password which will be valid for 90 days
3. Change Password – you can change your current password which will be valid for 90 days.

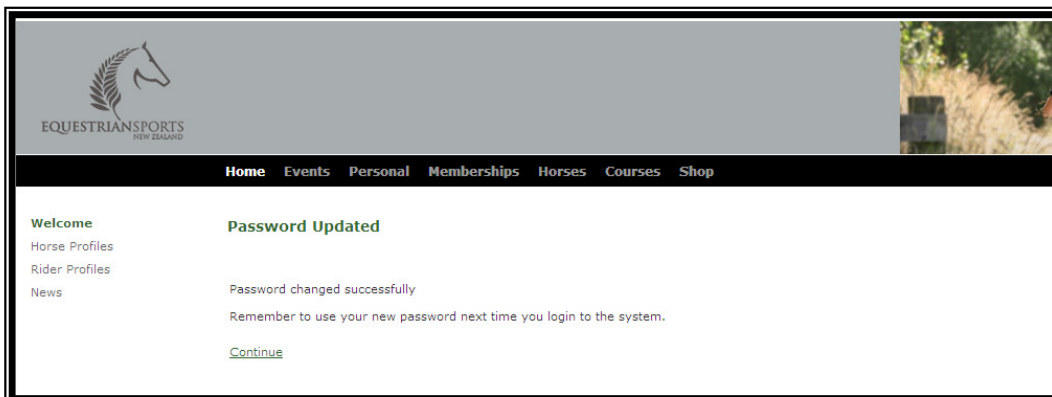
If you select either of the first two options you will then proceed to the members home page.



If you select to change your password the below screen will appear asking you to enter your **current password** and a **new password**.



The screenshot shows the EquestrianSports New Zealand website interface. At the top left is the logo featuring a horse head and the text 'EQUESTRIANSPORTS NEW ZEALAND'. A navigation bar contains links for Home, Events, Personal, Memberships, Horses, Courses, and Shop. On the left side, there is a 'Welcome' section with links to Horse Profiles, Rider Profiles, and News. The main content area displays a 'Password Expired' message: 'Your current password has expired, What would you like to do?'. Below this message are three radio button options: 'Ignore - You will be prompted again next time you log in.', '90 days. You will NOT be prompted when you login next.', and 'Change Password - Enter a new security password that will be valid for 90 days.' The 'Change Password' option is selected. Below the options, there are instructions: 'Your new password must be between 6 and 30 characters long' and 'Your new password must contain 2 numeric characters'. There are three input fields for 'Current Password: *', 'New Password: *', and 'Verify New Password: *', each containing masked characters. An 'OK' button is located at the bottom right of the form.



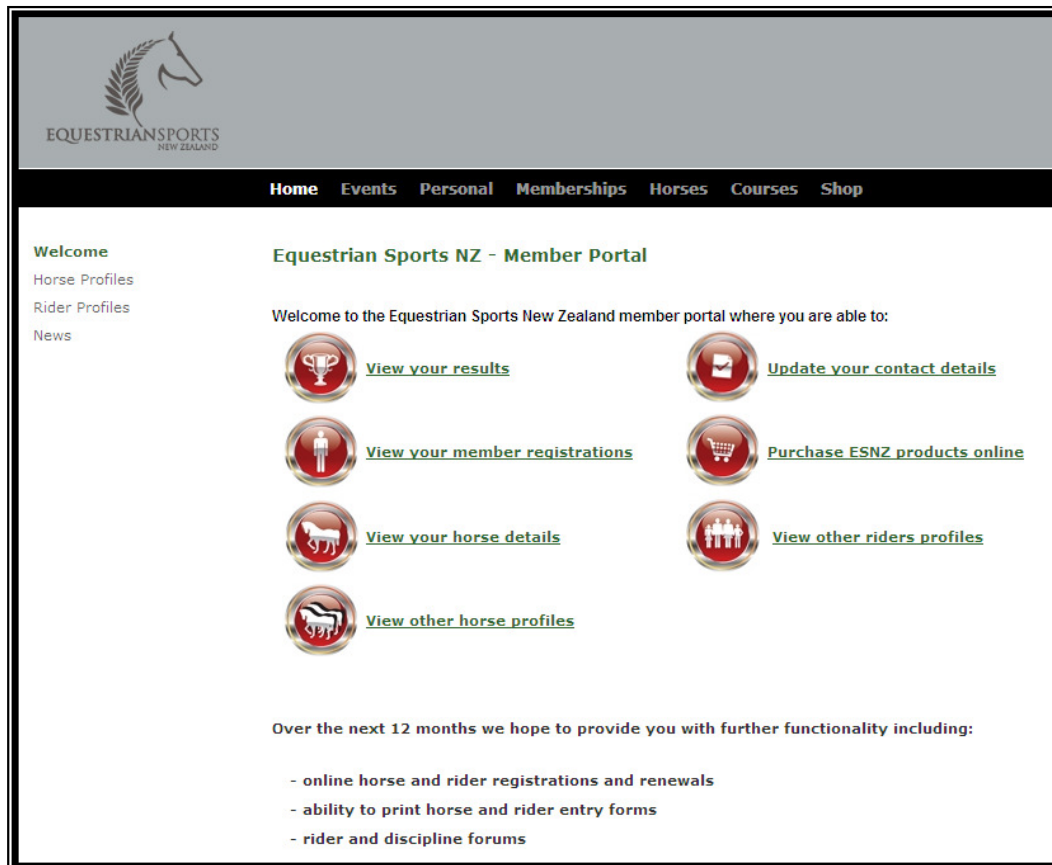
The screenshot shows the EquestrianSports New Zealand website interface after a password change. The layout is identical to the previous screenshot, but the main content area displays a 'Password Updated' message: 'Password changed successfully' and 'Remember to use your new password next time you login to the system.'. Below the message is a 'Continue' link. The 'OK' button from the previous screen is no longer visible.

Once you have entered these details select '**OK**' and then '**Continue**'. You will then be taken to the members home page.

Accessing your Horse's Results

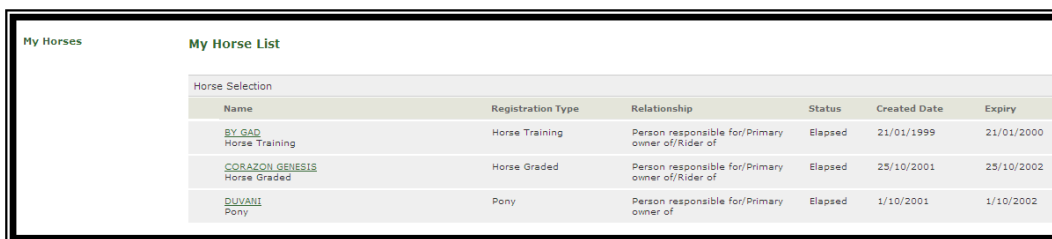
The below screen shot shows what you see on your screen when you login.

Click on the heading "**View your horse details**".



The screenshot shows the Equestrian Sports NZ Member Portal. At the top left is the logo for EQUESTRIANSPORTS NEW ZEALAND. A navigation bar contains links for Home, Events, Personal, Memberships, Horses, Courses, and Shop. The main content area is titled "Equestrian Sports NZ - Member Portal" and includes a "Welcome" message. A list of links on the left includes "Horse Profiles", "Rider Profiles", and "News". The central area features a heading "Welcome to the Equestrian Sports New Zealand member portal where you are able to:" followed by seven circular icons with corresponding text links: "View your results", "Update your contact details", "View your member registrations", "Purchase ESNZ products online", "View your horse details", "View other riders profiles", and "View other horse profiles". Below this, a section titled "Over the next 12 months we hope to provide you with further functionality including:" lists three items: "online horse and rider registrations and renewals", "ability to print horse and rider entry forms", and "rider and discipline forums".

The below screen will then appear. This page lists all the horses that you have registered with ESNZ. By clicking on the **name of the horse** you can view the horse's details.



The screenshot shows the "My Horse List" page. It features a table with the following data:

Horse Selection						
Name	Registration Type	Relationship	Status	Created Date	Expiry	
BY GAD Horse Training	Horse Training	Person responsible for/Primary owner of/Rider of	Elapsed	21/01/1999	21/01/2000	
CORAZON GENESIS Horse Graded	Horse Graded	Person responsible for/Primary owner of/Rider of	Elapsed	25/10/2001	25/10/2002	
DUVANI Pony	Pony	Person responsible for/Primary owner of	Elapsed	1/10/2001	1/10/2002	

This page will list all the details that we have been provided with i.e. foaling date, colour, sire, breed etc. Once you have viewed this page click the **'Events'** tab.

My Horses **Contact Details**

DUVANI Zeus ID: 13794

Horse Primary Owner : * compulsory

Details Events Registrations

[Back](#)

Edit Profile Upload Images Reg # 13794 Notes

Prefix:

Cancelled/Deceased : Cancelled

Colour : DBA

Gender : Mare

Height : 131

Foaling Date : 1/08/1986

Sire :

Dam :

Sire of Dam :

Breed : Welsh/English Riding Pony

Breeder :

Registered Breed # :

FEI Number :

FEI Expiry Date :

FEI Passport No :

FEI Passport Expiry Date :

Pony Cert. Expiry Date :

Vet Cert. Received Date :

[Back](#)

Relationships: Person responsible is Merrick Mullooly, Primary owner is Merrick Mullooly, Ridden by Jenna Mullooly

Disciplines:

Once you have clicked on the **'Events'** tab the screen will look like the one below. You then need to click on the **'Results'** tab.

My Horses **Contact Details**

DUVANI Zeus ID: 13794

Horse Primary Owner : * compulsory

Details Events Registrations

Entries Results

Competition Selection Latest

Use Paging [Event Calendar](#)

Competition	Created Date	When	Venue
Reporoa Sports Day		3/03/2002	

[Back](#)

Details:

Sire of Dam :

Breed : Welsh/English Riding Pony

Breeder :

Registered Breed # :

FEI Number :

FEI Expiry Date :

FEI Passport No :

FEI Passport Expiry Date :

Pony Cert. Expiry Date :

Vet Cert. Received Date :

[Back](#)

On the right hand side of this page you can select what discipline you would like the report to show e.g. Show Hunter. Once you have selected what discipline you would like to view select “Report”.

My Horses

Contact Details

DUVANI Zeus ID: 13794

Horse Primary Owner :

* compulsory

Details Events Registrations

Entries Results

Report Type: Horse Result Dressage **Report**

Discipline	Grade	Date	1st Points	Total Points	Season Points
Dressage	1 ★	21/01/2001		49	
Dressage	2	21/01/2001		28	
Eventing	Training ★				
Show Hunter	1st Year Reg	31/10/1998		13	
Show Hunter	Open ★	5/02/1998		225	
Show Jumping	Open ★				

[Regrade Horse](#)

A report is then provided in a PDF format via a link like the below. Once you click on this link you will then be able to view your horse’s results for that discipline.

Record of Competition Results

13794 DUVANI

Show Hunter

Owner: Merrick Mullooly Dressage: 1 Show Hunter: OPEN
Eventing: TRAI Show Jumping: OPEN

Sire: Dam: Sire of Dam: Breeder:

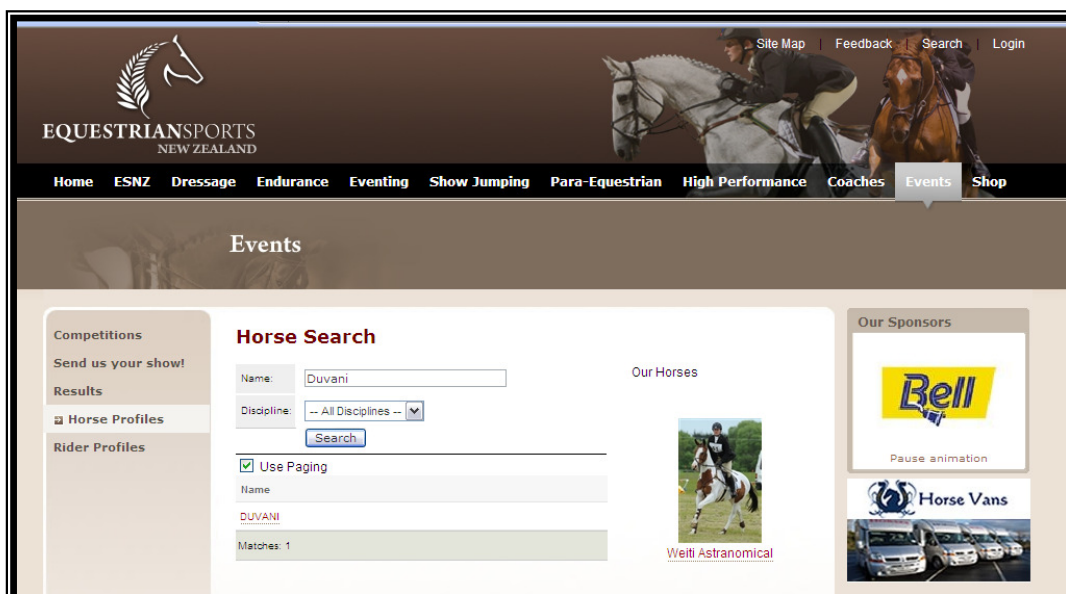
Start Date	Competition	Event	Measure	Rider	Place	Prize	Points
5/02/1998	Dannevirke A&P			MULLOOLY Jenna	3	\$15.00	3
5/02/1998	Dannevirke A&P	Open, Open		MULLOOLY Jenna	1	\$30.00	1
21/02/1998	Waikato Showhunter			MULLOOLY Jenna	5	\$0.00	1

Accessing the Performance Record of a Horse

On the ESNZ home page select the blue tab that says 'Horse Profiles'.



After selecting this tab the below page will show on your screen. Once here you need to enter the horse's name and then select 'Search'. Please note that the system is spelling sensitive therefore the horse/pony you are trying to search for will not appear if you have the spelling or spacing wrong.



Once you have found the correct horse/pony you can access their details by clicking on the name. This will then load a screen similar to the below.

The screenshot shows the ESNZ website's 'Events' page for a horse named DUVANI - 13794. The navigation bar at the top includes Home, ESNZ, Dressage, Endurance, Eventing, Show Jumping, Para-Equestrian, High Performance, Coaches, Events, and Shop. The sidebar on the left has 'Horse Profiles' selected. The main content area displays the horse's details, registration status, and a performance summary table. The right sidebar features advertisements for The Lion Foundation, Horse Vans, and Interislander.

DUVANI - 13794

Details

Age:	24
Colour:	DBA
Height:	131
Sire:	
Dam:	
Sire of Dam:	
Gender:	Mare

ESNZ Registration
Not Currently Registered

FEI Registration
No FEI Registration

Summary

Discipline	Grade	Date 1st Points	Total Points	Season Points	Total KMs	Season KMs
Dressage	1 ★	21/01/2001	49			
Dressage	2	21/01/2001	28			
Eventing	Training ★					
Show Hunter	1st Year Reg	31/10/1998	13			
Show Hunter	Open ★	5/02/1998	225			
Show Jumping	Open ★					

Full Results Extract: (download here)

[Dressage](#) | [Endurance/CTR](#) | [Eventing](#) | [Show Hunter](#) | [Show Jumping](#)

Our Sponsors

THE LION FOUNDATION
Pause animation

Horse Vans

HORSE QUEST
Quality online advertising
www.horsequest.co.nz

Interislander
Click here for ESNZ Membership Discounts
[Advertise Here](#)

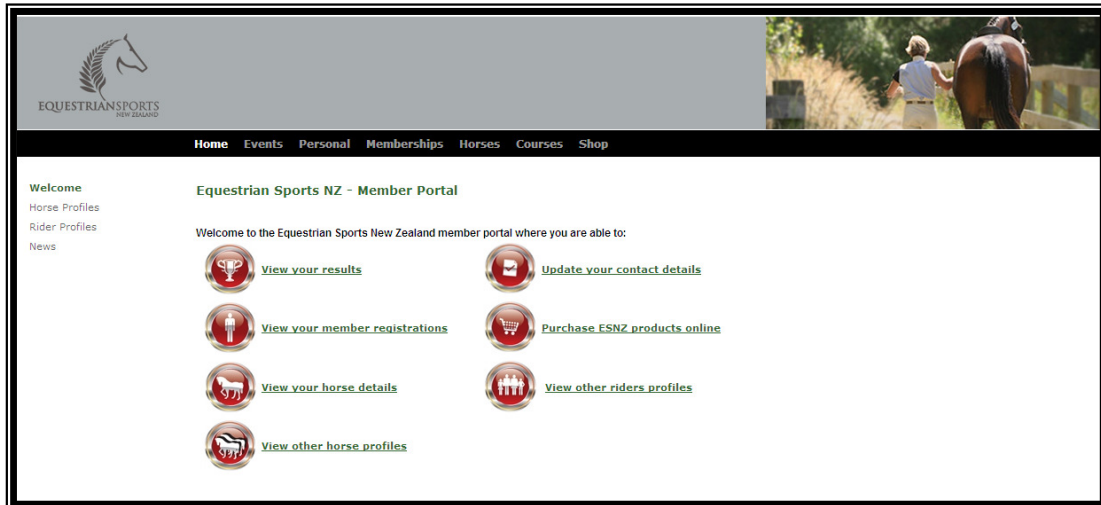
At the bottom of this page you can extract the horse/pony's performance record by clicking on one of the listed disciplines. This will list all competitions that the horse has competed in and been entered by ESNZ.

Please note that if the extract does not work it may be due to your computer blocking pop-ups from the ESNZ site to allow pop-ups you will need to select **'Tools'** then **'Pop-up Blocker'** then **'Turn off Pop-up Blocker'**. Once you have done this you will then need to extract the result again by clicking on the discipline you wish to view.

Updating your Contact Details

Once you have received a username and password your contact details can be updated in two easy steps;

Once you have logged in select **'Update your contact details'** when the below screen appears.



All your details will appear in the below format. Make in relevant changes and then select **'Save'**. Your details have now been updated on our database. All future correspondence will be sent to the saved details

The screenshot shows the "Your Profile" page with the "Delivery Details" form. The form includes the following fields: First Name (*), Last Name (*), Organisation, Phone No (*), Email (*), Street (*), Suburb / RD#, City (*), State/Region, Post Code, and Country (*). The "Special Instructions" field is a text area. Below the form are "Areas of Interest" checkboxes for "e-Questrian" and "10min Box", and a "Save" button. A "* compulsory" note is visible in the top right corner of the form area.

First Name: *	Merrick
Last Name: *	Mullooly
Organisation:	
Phone No: *	07 386 6344
Email: *	jenna@nzequestrian.org.nz
Street: *	48 Rangipoia Place
Suburb / RD#:	
City: *	Turangi
State/Region:	
Post Code:	2751
Country: *	New Zealand
Special Instructions:	
Areas of Interest:	<input type="checkbox"/> e-Questrian <input type="checkbox"/> 10min Box

Editing your Horse Profile

Once you have entered your username and password (see 'How to login' for further details) the below screen will appear. On this page you will need to select the **'Horses'** tab.

EQUESTRIANS SPORTS
NEW ZEALAND

Home Events Personal Memberships **Horses** Courses Shop

Welcome
Horse Profiles
Rider Profiles
News

Equestrian Sports NZ - Member Portal

Welcome to the Equestrian Sports New Zealand member portal where you are able to:

- [View your results](#)
- [Update your contact details](#)
- [View your member registrations](#)
- [Purchase ESNZ products online](#)
- [View your horse details](#)
- [View other riders profiles](#)
- [View other horse profiles](#)

Once the **'Horses'** tab has been selected you will be taken to a page that will look similar to the below. This page lists all the horses that you are a primary owner, owner and/or rider of. Select the horse that you wish to add a profile picture to.

EQUESTRIANS SPORTS
NEW ZEALAND

Home Events Personal Memberships **Horses** Courses Shop

My Horses

My Horse List

Horse Selection						
Name	Registration Type	Relationship	Status	Created Date	Expiry	
Another One Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of	Approved	24/11/2010	24/11/2011	
<input type="checkbox"/> Starts						
Another Two Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of	Approved	24/11/2010	24/11/2011	
<input type="checkbox"/> Starts						
BY GAD Horse Training: 2000/2009	Horse Training: 2000/2009	Person responsible for/Primary owner of/Rider of	Elapsed	21/01/1999	21/01/2000	
CORAZON GENESIS Horse Graded: 2000/2009	Horse Graded: 2000/2009	Person responsible for/Primary owner of/Rider of	Elapsed	25/10/2001	25/10/2002	
DUVANI Pony: 2000-2010	Pony: 2000-2010	Person responsible for/Primary owner of	Elapsed	1/10/2001	1/10/2002	
Jenna's boy Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of/Rider of	Approved	24/11/2010	24/11/2011	
<input type="checkbox"/> Starts						
My Dads Free Horse Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of	Approved	24/11/2010	24/11/2011	
<input type="checkbox"/> Starts						

When you have selected the horse you wish to add the picture to the below screen will show. Here you need to select the arrow next to **'Upload Images'**. When passing the mouse over this arrow **'Add Primary Image'** will appear.

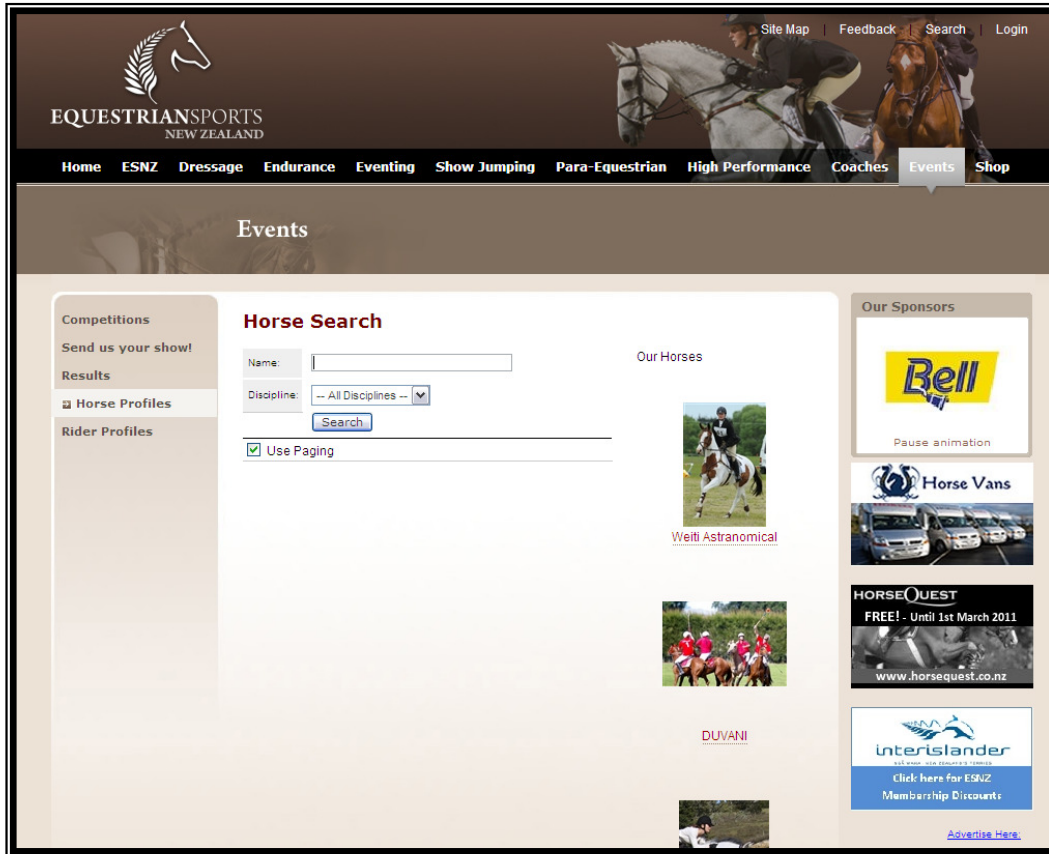
The screenshot shows a web interface for horse management. At the top, there is a navigation menu with 'Home', 'Events', 'Personal', 'Memberships', 'Horses', 'Courses', and 'Shop'. Below this, the 'Contact Details' section is displayed for a horse named 'DUVANI' with 'Zeus ID: 13794'. The primary owner is listed as 'Merrick Mullooly'. A tabbed interface shows 'Details', 'Events', and 'Registrations'. Under the 'Details' tab, there are buttons for 'Back', 'Edit Profile', 'Upload Images', and 'Reg # 13794'. An arrow points to the 'Upload Images' button, which has a small icon next to it. A tooltip 'Add Primary Image' is visible over this icon. The main content area contains a list of fields for the horse's details, such as 'Prefix', 'Cancelled/Deceased', 'Colour', 'Gender', 'Height', 'Foaling Date', 'Sire', 'Dam', 'Sire of Dam', 'Breed', 'Breeder', 'Registered Breed No.', 'FEI Number', 'FEI Expiry Date', 'FEI Passport No.', 'FEI Passport Expiry Date', and 'Pony Cert. Expiry Date'. On the right side, there are sections for 'Notes', 'Relationships', 'Disciplines', and 'Options'.

Your screen will then change to the below image. When choosing a photo to upload it must be either a JPG or GIF file. This file must be less than 200KB. To select this file you will need to click on the **'Browse'** button and locate this photo in your computers file. Once this entered select the **'Upload'** button.

The screenshot shows the 'Contact Primary Photo Manager' page for horse 'DUVANI'. At the top, there is a logo for 'EQUESTRIANSPORTS NEW ZEALAND' and a navigation menu with 'Home', 'Events', 'Personal', 'Memberships', 'Horses', 'Courses', and 'Shop'. The page title is 'My Horses' and the sub-title is 'Contact Primary Photo Manager (DUVANI)'. The main content area contains a form with an 'Image:' label, a text input field containing the file path 'C:\Documents and Set', a 'Browse...' button, and an 'image select' icon. Below this, there is a 'Body Profile:' label with a checkbox. At the bottom right, there are buttons for 'Delete', 'Upload', 'Save', 'Reset', and 'Back'.

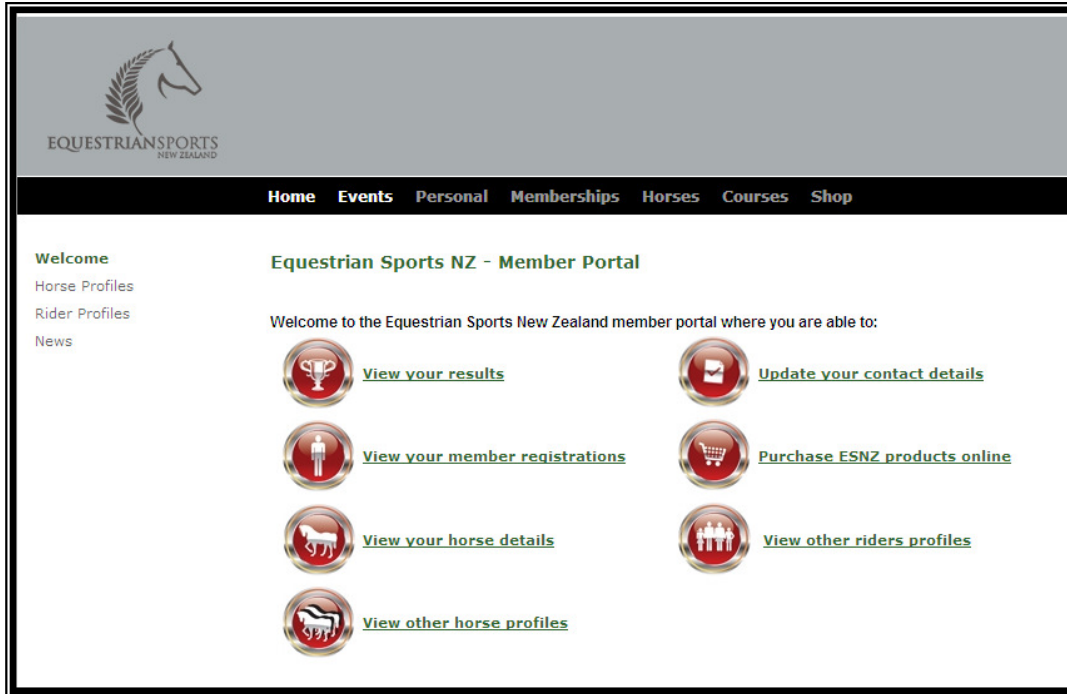
A preview of this image will appear if the file size is less than 200KB and the correct file type. Ensure before saving that you select the box named **'Body Profile'**. A tick will show in this box when you have done this.

This uploaded image will now show on the **'Horse Profile'** page of the website.



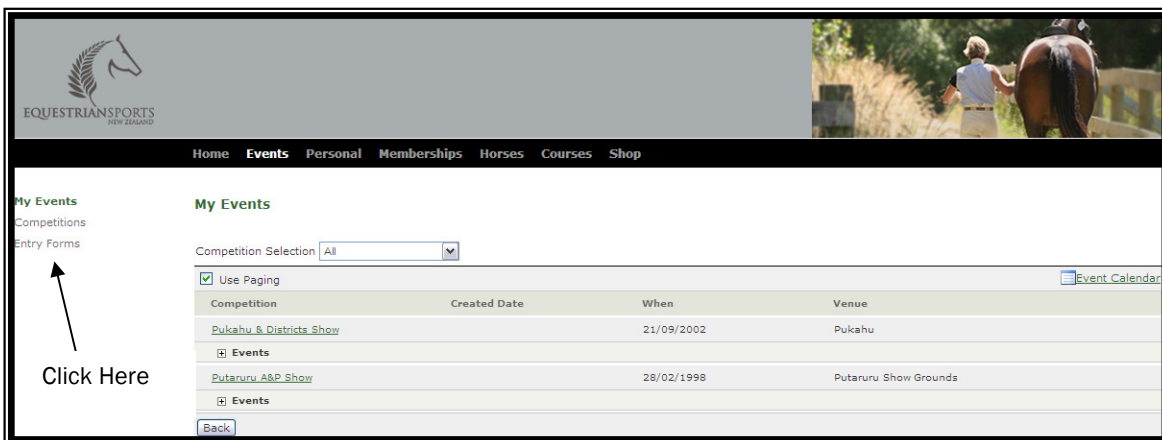
Accessing your Competitor Entry Form

Once you have entered your username and password (see our “how to login” guide for further details) the below screen will appear. On this page you will need to select the ‘Events’ tab.



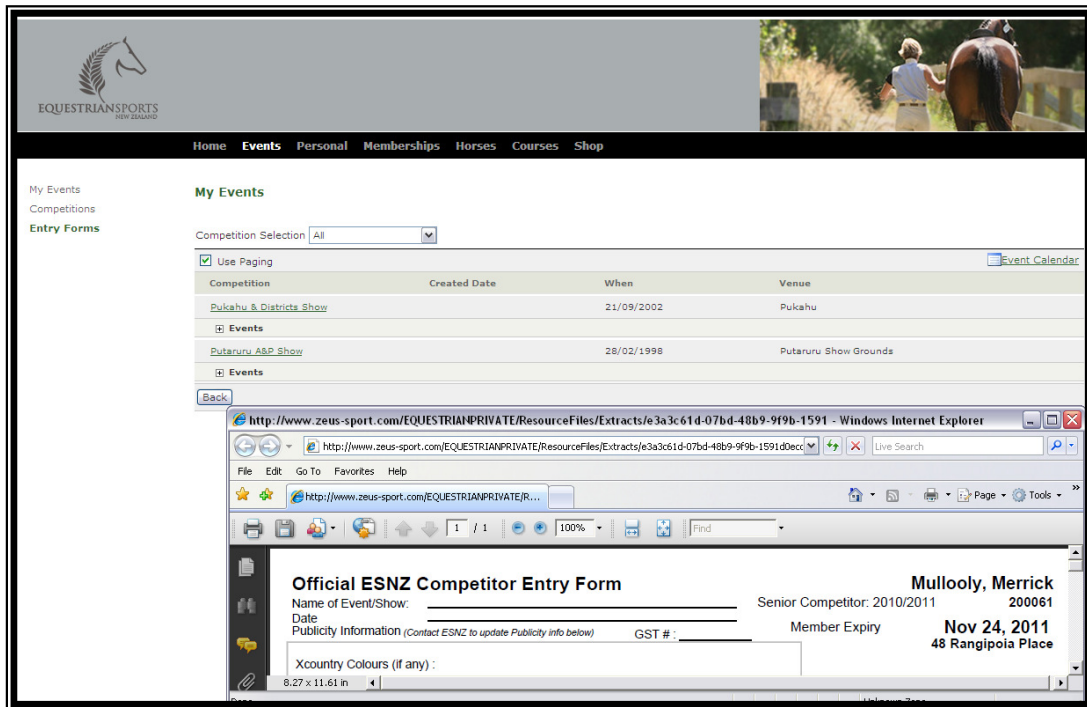
The screenshot shows the Equestrian Sports NZ Member Portal. At the top left is the logo for EQUESTRIANSPORTS NEW ZEALAND. A navigation bar contains links for Home, Events, Personal, Memberships, Horses, Courses, and Shop. The main content area is titled "Equestrian Sports NZ - Member Portal" and includes a welcome message: "Welcome to the Equestrian Sports New Zealand member portal where you are able to:". Below this are seven circular icons with corresponding text links: a trophy for "View your results", an envelope for "Update your contact details", a person for "View your member registrations", a shopping cart for "Purchase ESNZ products online", a horse for "View your horse details", a group of people for "View other riders profiles", and a horse with a rider for "View other horse profiles". A left sidebar lists "Welcome", "Horse Profiles", "Rider Profiles", and "News".

Once the ‘Events’ tab has been selected you will be taken to a page that will look similar to the below. This page lists all the events that you have competed and been placed in. On the left hand side of this page select the ‘Entry Forms’ tab. Selecting this will load a PDF of your competitor entry form.



The screenshot shows the "My Events" page. At the top left is the EQUESTRIANSPORTS NEW ZEALAND logo. A navigation bar contains links for Home, Events, Personal, Memberships, Horses, Courses, and Shop. The main content area is titled "My Events" and includes a "Competition Selection" dropdown menu set to "All". Below this is a table with columns for "Competition", "Created Date", "When", and "Venue". The table lists two events: "Pukahu & Districts Show" (Created Date: 21/09/2002, Venue: Pukahu) and "Putaruru ASD Show" (Created Date: 28/02/1998, Venue: Putaruru Show Grounds). Each event has an "Events" link with a plus icon. There are also checkboxes for "Use Paging" and "Event Calendar". A "Back" button is at the bottom left. On the left sidebar, under "My Events", there are links for "Competitions" and "Entry Forms". An arrow points to the "Entry Forms" link with the text "Click Here".

Competition	Created Date	When	Venue
Pukahu & Districts Show	21/09/2002		Pukahu
Putaruru ASD Show	28/02/1998		Putaruru Show Grounds



You can then select whether you wish to print or save this form.

Please note that if this competitor entry form does not load it will be due to one of the following reasons:

Expired Membership – if your membership has elapsed then you can not access a copy of your competitor entry form. You will need to contact the National Office and renew your membership before you can access this form.

Pop-up Blocked – most computers will prevent you from viewing your forms if you have not selected our website as a trusted site. To allow pop-ups when you are on the ESNZ website you will need to select 'Tools' then 'Pop-up Blocker' then 'Turn off Pop-up Blocker'.

Accessing your Horse's Entry Sticker

Once you have entered your username and password (see our "how to login" guide for further details) the below screen will appear. On this page you will need to select the 'Horses' tab.

Equestrian Sports NZ - Member Portal

Welcome to the Equestrian Sports New Zealand member portal where you are able to:

- [View your results](#)
- [Update your contact details](#)
- [View your member registrations](#)
- [Purchase ESNZ products online](#)
- [View your horse details](#)
- [View other riders profiles](#)
- [View other horse profiles](#)

Once the 'Horses' tab has been selected you will be taken to a page that will look similar to the below. This page lists all the horses that you are a primary owner, owner and/or rider of. Select the horse that you wish to access the entry stickers for.

My Horses

My Horse List

Name	Registration Type	Relationship	Status	Created Date	Expiry
Another One Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of	Approved	24/11/2010	24/11/2011
<input type="checkbox"/> Starts					
Another Two Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of	Approved	24/11/2010	24/11/2011
<input type="checkbox"/> Starts					
BY GAR Horse Training: 2000/2009	Horse Training: 2000/2009	Person responsible for/Primary owner of/Rider of	Elapsed	21/01/1999	21/01/2000
CORAZON GENESIS Horse Graded: 2000/2009	Horse Graded: 2000/2009	Person responsible for/Primary owner of/Rider of	Elapsed	25/10/2001	25/10/2002
DUVANI Pony: 2000-2010	Pony: 2000-2010	Person responsible for/Primary owner of	Elapsed	1/10/2001	1/10/2002
Jenna's boy Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of/Rider of	Approved	24/11/2010	24/11/2011
<input type="checkbox"/> Starts					
My Dad's First Horse Pony: 2010-2011	Pony: 2010-2011	Person responsible for/Primary owner of	Approved	24/11/2010	24/11/2011
<input type="checkbox"/> Starts					

On the right hand side of this page select the **'Generate Stickers'** tab. Selecting this will load a PDF of your horse's entry stickers.

The screenshot shows the Equestrian Sports New Zealand website interface. At the top, there is a navigation menu with links for Home, Events, Personal, Memberships, Horses, Courses, and Shop. The main content area is titled 'My Horses' and displays 'Contact Details' for a horse named 'Another One' with Zeus ID: 230284. The primary owner is listed as Merrick Mullooly. Below this, there are tabs for 'Details', 'Events', and 'Registrations'. The 'Details' tab is active, showing a 'Back' button, 'Edit Profile', 'Upload Images', and 'Reg # 230284'. There are also fields for 'Prefix' and 'Cancelled/Deceased'. On the right side, there are sections for 'Relationships' (Person responsible is Merrick Mullooly, Primary owner is Merrick Mullooly), 'Disciplines', and 'Options'. The 'Options' section has a 'Generate sticker' link, which is highlighted by a black arrow.

You can then select whether you wish to print or save this form.

Please note that if the entry sticker does not load it will be due to one of the following reasons:

Expired Membership – if the horse's membership has elapsed then you can not access a copy of the entry stickers. You will need to contact the National Office and renew your horse's membership before you can access this form.

Pop-up Blocked – most computers will prevent you from viewing your forms if you have not selected our website as a trusted site. To allow pop-ups when you are on the ESNZ website you will need to select **'Tools'** then **'Pop-up Blocker'** then **'Turn off Pop-up Blocker'**.

PDF Document – your computer may not support PDF documents. You will need to either download this software or find access to a computer that already has this.