

Main-Events.com - How to enter online



1. Register as a user with Main-Events.com upper right. Once activated by email, login with your email and password. You cannot enter online until you have logged in.
2. Click on show name from the ONLINE ENTRY tab on the home page with list of shows currently open.
3. From the show page, preview and download the schedule from the DOCUMENTS tab (above).
4. Start online entry by clicking on green button on bottom of ONLINE ENTRY tab (above).
5. Choose the blue button for the category/type (right) you are doing. Select horse and rider from the drop lists. These will show those you have added previously under your login.

Adding a new horse or rider

6. If you need to add a new horse or rider, click on the ADD button to the right. Type in the horse or rider name. A box will popup with a list of possible matches for that name. Click on the gold button NONE OF THESE MATCH. Another box will popup where you then specify what your relationship is (choose) and where the horse is based. Once you have added the horse and rider, they appear in the drop lists to select.
7. Next step is to fill in the information the shows need from you about your horse and rider. If you have entered this information previously it will appear. If not, then click into the Value area or on the blue pencil button to edit or add the information. NOTE – a gold asterisk indicates required information and you will not be able to proceed to the next step unless you put something in. Where it is a registration or membership number that you don't have, type in 0000.
8. Click on CONTINUE to move to the next step where you select (tick) the classes you want to do. Tick all for this category and click on CONTINUE green button on the bottom of the page.
9. A summary of the classes entered then appears on the screen. If you want to enter the same horse in a different category/type of competition OR you want to enter another horse and rider, click on the BLUE button to **confirm this entry and add another**.

Part 1: Select Category



Add Horse/Pony

To create a Horse/Pony, you need to search our database first to

* Name:

There were some potential matches found in the system.

Is 'Lady Luck' a match? Yes

Is 'Ladybird' a match? Yes

Is 'Lady Santiago' a match? Yes

Is 'Lady Jane' a match? Yes

None of the above are a match.

Repeat this process until all horses and riders are entered in all appropriate categories.

Part 5: Entry Summary

This is a summary of your current entry.

Category	Jumping	
Competitors	Windsor LS (Horse/Pony) Rupert Vallance (Rider)	
Classes	2 - COPTHORNE SOLWAY PARK Horse Welcome Stakes 1.30m AM5 - Art 238.2.2	\$30.00
	4 - CALEDONIAN Amateur Rider Series Grand Final - Art 238.2.2	\$25.00
	9 - Horse 1.20m AM5. Art 238.2.2	\$20.00
	Total:	\$75.00

[+ Confirm this entry and add another](#)

[Confirm this entry and continue to next step \(fees\) ▶](#)

When finished with horses, riders and classes, click on the green button **Confirm this entry and continue to next step (fees)**.

- In the next stage you select fees to pay. Some fees will default to the number of horses and/or riders you have entered. Change the QTY (Quantity) to reflect what you want – eg 2 covered yards as appropriate. NOTE – if this is a second online entry to add more classes, you will need to check the QTY that is being charged and change to 0 so you don't double up if you can. Some shows will make a fee required which means that a second online entry will double up on this fee. You will need to get the secretary to refund. Click on CONTINUE when finished.
- The next step is customer information that is not related to a specific horse or rider combination. This is set by the show. Anything highlighted with a gold asterisk is REQUIRED. You must answer. Use the small green ? symbol to see what information should be entered. When finished, click on **Continue**.
- The next stage is to confirm your address and if your first time doing online entry, you will have to ADD and address using the blue button near the top right of this area.

IMPORTANT – even if you only have one address showing you must select it by clicking into the small circle to the left of the address type

Step 4: Contact Info

* denotes a required field.

* **Address** [+ add address](#)

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

Home
184 Te Kanuka Road
Dunedin

Postal
PO Box 448
Masterton

- Check that the name, email and phone number is correct. If you change the information here is a “temporary” and NOT saved to your profile – BUT this is the name, email and phone details that will be included with your online entry for the show secretary. If you need to change an existing address or email and have that saved for next time, you will need to edit that information under your MY MAIN-EVENTS profile area just under the login. Click on CONTINUE to move to the next stage.
- In this stage, you select your preferred payment option. It is up to the shows what options they give you so select from the available options and the details will appear on the screen. Click on **Confirm payment** method and continue.

Almost finished ... Step 6 Summary and entry information

15. Once you have confirmed your payment option, the next screen shows a summary of ALL entry information.

IMPORTANT!

You MUST SCROLL DOWN to the bottom of the page and tick that you are 18 years of age and accept the terms and conditions.

Your entry is NOT SUBMITTED unless you tick and confirm/submit entry.

Watch for the green button to change to **Processing ...**

Payment Info

Bank Deposit

Bank Name:	Late payments treated as late entries
Account Name:	Wairarapa SJ Group
Account Number:	02-0688-0171405-00
Reference:	GWJ2MT6F 
Deposit Amount:	\$85.00

I am at least 18 years of age and I accept the [terms and conditions](#)

Confirm and submit entry ▶

FINISHED!

16. When you see a big FINISHED! At the top of the form, then the online entry has been completed and submitted. You can confirm that the online entry has been successful in any one of the following ways:

- You will get a receipt of your entries sent to you by email right within 5 minutes.
- You will see your rider and horse/pony names in the Competitors list. Use SEARCH.
- You will see your rider and horse/pony names in the Class list.
- Under MY MAIN-EVENTS, under the ONLINE ENTRY tab you will see the show listed. You can check what you entered at any stage by clicking on the small pale blue magnifying glass button to the left of the name.

Making Changes to your entries

Once you have submitted your entry, if you want to make changes, you will need to contact the show secretary.

If you want to add another horse or add more classes to an existing entry, then start another online entry again. Watch out for fees that default to 1 or more – you may need to change it to zero if it is related to a fee that you have already paid. If you can't change it (depends on how the show has set it up) then you will need to email the show secretary and ask that they refund that back.

Changes while you are doing your online entry

If you are in the middle of the online entry and realise for example, you have missed a class or a fee you ... DO NOT use the Step 1, Step 2 at the top of the form or back buttons. Instead from the **Online Entry Summary** on the right, click on the blue pencil to go back to a stage you need to change.

- The blue button under JUMPING left of horse's name allows you to add more classes for the horse.
- The blue button to the right of Misc Items will take you back for changing fees.
- The green + button at the top right takes you back to the beginning so you can add another horse OR another category for an existing horse (eg show hunters for horse).
- The gold Clear all entries is a ... **Start Again** button!

Online Entry Summary

Completed entries 

Jumping

 Troy LS - Rupert Vallance \$40.00
2 classes

Misc Items

SHOW FEES

1 x Ground Levy (GL)	\$15.00
1 x Medical Levy (ML)	\$10.00
1 x Jumping Levy (JL)	\$5.00

Current total

\$70.00

Clear all entries and restart entry process