

# MAIN-EVENTS brings you ... peace of mind

## Ever arrived at the show to find the secretary didn't get your late entries or scratchings? 😊

We have the answer! The Main-Events *Late Entry Form* is going online for the Fiber Fresh Taupo Christmas Classic!

We are making it really easy for you to scratch classes, swap classes or even scratch from the show and ask for refunds on yards, levies and ground fees. In one place and in a format the show secretary can't lose or overlook!

Using the same online entry process that you are used to, you can make your changes, get a copy emailed to you and confirm the changes at any time under your profile area. Stewards can also check the changes and late entries ringside too.

You can do it from your mobile phone or tablet at any time!

## Here is how it works

### Swapping classes

A typical case. You have already entered the show online but you decide things are going well and you want to move your horse up a step by swapping from one class to another.

Go back online to do a NEW online entry with the same login. Work out first which class numbers you are scratching out of and which class numbers you are going in to. The schedule will be online under DOCUMENTS so you can find the class numbers.

Select **Showjumping** and follow the process through adding the horse into the classes you WANT to do. When you get to the stage where you can choose to **Continue on to Fees** or go back and add another entry - go back and add another entry.

This time with the same horse and rider, select the Category **Scratchings and Class Swaps**.

In **Competitor Information** that appears (as on right), type in the information you would normally put on a *Late Entry Form*. The classes you are

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## Step 1: Class registration

Adding class entries is an easy 5 part process - select category, select class, select horse, select rider, confirm.

### Part 1: Select Category

Showjumping (51 classes)

Scratchings and Class Swaps (1 class)

## Part 3: Competitor Information

Below are the various competitors you have selected for online entry. You must enter a value for each competitor and select the classes you want to enter.

✳ denotes a required field.

### Crusader LS (Horse/Pony)

Name	Value
✳ Scratch from classes 🟢	9, 10
✳ Swap to classes 🟢	11, 12
✳ Other refunds to be applied? 🟢	
✳ Upload VET or DR certificate? 🟢	

### Rupert Vallance (Rider)

Name	Value
✳ Rider still competing at show? 🟢	🟢

Continue - Select Classes ▶

scratching from as numbers separated by commas – eg 1, 3, 7. And then classes you are going into using the same format. Easy!

Continue the process to the **Select Classes** stage and IMPORTANT ... be sure to TICK the only option under CLASSES in Step 1 – Part 4 (see below). It won't work if you don't select the class!

## Part 4: Select classes

**Tick!**

	Name	Class	How to	EF
<input checked="" type="checkbox"/>	Scratchings and Class Swaps	0	REQUIRED - Scratchings are less 25% if before 5:00 pm Fri 12 Dec or 50% after that. No refunds on the day. Swaps treated as scratching (less 25%) and pay the standard entry fee (not late) into new class.	\$0.00

[Continue ▶](#)

CONTINUE on with the online entry until complete. Be sure to tick that you are 18 years and older and have read and agree to the terms and conditions at the bottom of the page and SUBMIT. Watch for the big FINISHED message at the top of the form.

You may find that you are charged late entry fees. Don't worry. The show secretary will be able to make adjustments as appropriate.

Now you can relax ... your *Late Entry Form* is on file in the clouds and you *know* it is not going to get lost.

Your new classes will appear right away but those classes you are scratching or swapping from will take a day or so until the show secretary processes them as there are so many factors that need to be considered – late fee, swap fee, full refund, partial refund, vet certificates, higher class value, time of day etc. The secretary has to make those decisions so you don't see the final outcome of scratched entries online until that is done.

### ***Just scratching classes?***

Even simpler. Go straight to the category **Scratchings and Class Swaps** and go from there. Same process but you leave the *SWAP TO* blank.

### ***Scratching a horse from the show***

Same process as above but instead of individual classes, type in *Whole Show* and be sure to add in that you would like refunds of ground levies, stabling and any other fees related to the horse.

### ***Swapping one horse for another***

This will involve a two step process.

First, enter the new horse online with all its classes in show jumping (but without stabling, levies etc).

✱ denotes a required field.

### Crusader LS (Horse/Pony)

Name	Value
✱ Scratch from classes ⓘ	Whole show
Swap to classes ⓘ	.
Other refunds to be applied? ⓘ	1 yard, ground fee and jumping levy
Upload VET or DR certificate? ⓘ	

Secondly, select the scratched horse and under the **Scratchings and Class Swaps**, type in the scratched classes or *whole show* and under **Swap to Classes** put in the name of the new horse and new classes that is competing in its place. The secretary will match them up.

### ***Vet or Doctor's Certificate?***

Some shows require that you send a vet or medical certificate before issuing refunds. Rather than mailing copies or remembering to bring it to the show, using this same process you can scan and then upload the certificate as a file on Main-Events. The show secretary can then view it from there at any stage.

## So what happens next?

You get an email confirmation of your class changes. You can also view it under your MY MAIN-EVENTS profile area where you can see all your online entries. Click on the blue magnifying class (circled below in red) to view the Competitor Info that is the scratching information.

The screenshot shows a user profile page with various fields like Bank Account Number, Truck or Float Description, and Emergency Contact. A modal window is open over the profile, displaying a table with class swap information. The table has two columns: 'Name' and 'Value'. The rows are: 'Scratch from classes' with value 'Whole show', 'Swap to classes' with value '.', and 'Other refunds to be applied?' with value '1 yard, ground fee and jumping levy'. A 'Close' button is at the bottom right of the modal. Below the modal, the 'Competitors' section is visible, with a magnifying glass icon circled in red next to the entry for 'Crusader LS (Horse/Pony)'.

Name	Value
Scratch from classes	Whole show
Swap to classes	.
Other refunds to be applied?	1 yard, ground fee and jumping levy

Close

**Competitors**

- [Crusader LS](#) (Horse/Pony)
- [Rupert Vallance](#) (Rider)

You can also view it under the category **Scratching and Class Swaps** like a class list from the show page on Main-Events.com.

The screenshot shows the 'Scratchings and Class Swaps - Class List' page. At the top, there are tabs: Details, News, Documents, Classes (selected), Competitors, Photos, Contact, and Online Entry. The main heading is 'Scratchings and Class Swaps - Class List'. Below this, there is a table with the following information:

Category	Scratchings and Class Swaps
Class Number	0
Conditions/Qualifiers	REQUIRED - Scratchings are less 25% if before 5:00 pm Fri 12 Dec or 50% after that. No refunds on the day. Swaps treated as scratching (less 25%) and pay the standard entry fee (not late) into new class.
Entry Fee	\$0.00

Entry lists displayed below may be incomplete because it only contain entries entered online and/or uploaded by the event administrator.

RS	Name	Scratch	Swap to	Notes
	<a href="#">Crusader LS</a>	Whole show	.	1 yard, ground fee and jumping levy

The show secretary will then get all rider changes with the next download from Main-Events which is imported into the *Main-Events Just Equestrian* program for updating automatically through the software.

Depending on show policy, you may get be sent a revised *Record of Entries* but otherwise you will be able to see the changes online once the updated data is uploaded back to the show on Main-Events.com.

## This is a new process ...

We are keen to see how it works out for you at the 3 to 5 shows selected to trial it this season.

If you have any issues, get back to [anne@main-events.co.nz](mailto:anne@main-events.co.nz) with your problems or with other ideas you may have to make this work better.

Longer term we will look at letting you scratch directly from classes but as there is so much human element in the decision making process around class changes at the moment ... we think this is the ideal solution! One step at a time.

Give it a go!