


# Main-Events.com - How to enter online

## FIND THE SHOW ON Main-Events.com

From the ONLINE ENTRY tab (default) on [www.main-events.com](http://www.main-events.com) click on the show name.

 Events Admin			
Online entry Events search Latest event news Recent shows/results			
Starts	Event name	Location	Status
1 Feb 2019	<a href="#">CREATE YOUR FREE Online Entry Show here</a>	For all equestrian activities, New Zealand	Open now
5 Apr 2019	Glistening Waters & ESNZ Series Final 2019	Solway Showgrounds, Masterton, Wairarapa, New Zealand	Open now
5 Apr 2019	<a href="#">2019 Thomas Foods SA State Jumping Championships</a>	Royal Adelaide Show Grounds, South Australia, Australia	Open now
10 Apr 2019	David Easter Show 2019 - Equestrian	Cloverdon A & B Showgrounds & ASP Show	Open now

This takes you to the show page.



2019 Thomas Foods SA State  
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## Documents

Date	Title	Description	Type	File type
3 Mar 2019	<a href="#">2019 TFI SA State Jumping Championships Schedule</a>	Show Program	<b>Schedule</b>	PDF
1 Mar 2019	<a href="#">How to Enter Online</a>	Instructions on how to entry online	Other	PDF

## LOGIN or REGISTER AS USER

1. Register as a user with Main-Events.com upper right. You will get confirmation email within 5 minutes. If it doesn't arrive, check your spam folder. 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). From here click on the big green button **ENTER NOW**.
5. Click on the blue button for the category/type (right) you are doing. Select horse and rider from the drop lists.

[Log in](#)[Register!](#)[Enter Now!](#)

## Step 1: Class registration

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

## Part 1: Select Category

[Equestrian \(36 classes\)](#)

These will show those you have added previously under your login.

## Adding a new horse or rider

- Pick the horse/pony from those in the drop list; OR If you need to add a new horse or rider, click on the ADD button to the right.

## Part 2: Select Competitors

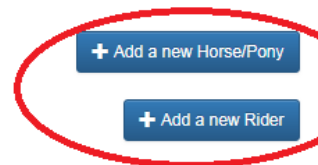
The table below shows the different competitors that are required to enter classes for in the Equestrian category.

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

Horse/Pony

Rider

[Continue - Add/Edit Competitor Info ►](#)



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.

- 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.
- Click on CONTINUE to move to the next step where you select (tick) the classes you want to do. Tick what you want and then click on CONTINUE green button on the bottom of the page.
- A summary of the classes entered then appears on the screen.

If you want to enter another horse and rider, click on the BLUE button to **confirm this entry and add another**. Repeat this

process until all horses and riders are entered in all appropriate categories. (Screen pic next page)

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

### Lady Luck (Horse/Pony)

	Name	Value
	* Horse Registration Number ?	123456
	Owner/s ?	R & A Vallance
	Sire ?	
	* Gender	Mare
	* Height	163 CM
	* Best ever performance/s	Won the 5 year old class at Mt Gambier la
	Short Profile	2014 Br mare by Lord Larino out of Black I We bought the mare as a 3 year old and b competing at 1.10m confidently and won th Championship at Mt Gambier last month. 3 and 4 placing to date this season.
	Is horse a Registered TB?	
	Race Name ?	

### Taylor Martin (Rider)

	Name	Value
	* Rider Membership Number ?	54665
	Area/State ?	South Australia

[Continue - Select Classes ►](#)

## Part 4: Select classes

	Name	Date	Est Start	Ring	Sponsor	PM	EL	EF
<input type="checkbox"/>	TICK TO BYPASS CLASSES and GO TO FEES	5 Apr 2019					—	—
<input checked="" type="checkbox"/>	1 - Open 1.05m Art 238.2.1	5 Apr 2019		Prydes Arena		\$100, 80, 60, 50, 40, 25	50 (OPEN)	\$25.00
<input type="checkbox"/>	2 - Open 1.15m Inc Junior Teams Rd1 Art 238.2.1	5 Apr		Prydes Arena		\$100, 80, 60, 50, 40, 25	50 (OPEN)	\$25.00

Notice the first class listed to bypass classes where you want to add camping or another fee but NOT another class. In this scenario, tick this and then continue.

10. In the next stage you select fees to pay. Change the QTY (Quantity) to reflect what you want – eg one stable as appropriate. The stables and other fees will default to the number of horses or riders you are entering online. If a second entry for the same horse, you can change the QTY to 0. Click on CONTINUE when finished. Notice there is a discount if you have 4 or more horses - put the number of horses (eg 5) in the QTY box and the total will reflect the discounted price.

### Step 2: Misc Items

\* denotes a required field.

#### Fees per Horse

Name	Description	Price	QTY
Stables (ST)	Stables supplies with 8 bags of sawdust	\$165.00	1
Discount for Stables 4 or more horses (ST4)	10% discount if you are bringing 4 or more horses with up to 3 riders from the same family.	-\$16.50	0
Extra Bags Sawdust (SAW)	Extra bags of sawdust. Please order in advance.	\$15.00	0

11. 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 hints on what information should be entered. When finished, click on **Continue**.

### Step 3: Customer Info

\* denotes a required field.

\* Bank Account Number: ?

Number for the matching account name. This is required for direct credit of prizemoney or refunds after the show.

My bank account

123456

789124-01

Any special stabling requirements: ?

The mare is cranky so a corner stable would be appreciated.

\* Emergency Contact: ?

Brett & Victoria at 123 4567

\* Can you volunteer to help?: ?

Can gate steward on Saturday if needed.

Continue ▶

12. 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

☐ Postal PO Box 448

13. 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.
14. 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.

## 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:	Bank SA
Account Name:	Metro Showjumping Inc
Account Number:	BSB 105116 Acc# 057171240
Reference:	METJF7QX
Deposit Amount:	\$61.00

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.

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

Confirm and submit entry ►

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

## 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:



### Entry Information

### Payment Option

- 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 your profile at **MY MAIN-EVENTS** (just under the login on the home page), 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.

Details Events Competitors Photos **Online Entry**

## Online Entries

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

Showing 1 - 20 of 279

	Customer	Event	Class Entries	Date	Status
	Anne Vallance	2019 Thomas Foods SA State Jumping Championships	2	03/03/2019	PND

## 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 using the green + button top right.

### 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 and change related info.
- The blue button to the right of Misc Items will take you back for

### Online Entry Summary

#### Completed entries

##### Equestrian

Lady Luck · Taylor Martin \$75.00  
2 classes

#### Misc Items

##### Fees per Horse

1 x Stables (ST)	\$165.00
1 x Swabbing Fee (Swab)	\$10.00

##### Fees per Rider

1 x Ground Fee (GF)	\$30.00
1 x Medical Levy (Med)	\$15.00

#### Current total

**\$295.00**

**Clear all entries and restart entry process**

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 orange Clear all entries is a ... **Start Again** button!