

CLASS CHANGES

Office Guidelines

You must wear a mask in the office at all times.

No more than 2 people in the office at any one time (and you must keep a min 2m distance)

When using the class change forms you must sanitize before (as you will be sharing a pen).

Alternative methods for class changes;

1. *Use Main-events Message system.*

(under the tab "Online entries" Click Class Changes and Other Messages). Fill in and hit send.

You will receive a reply once confirmed.

Class Changes/Other Messages

Messages - Online Entry

Your Messages

You currently don't have any messages for this event

Go back to [main online entry page](#)

New Message

* Category:

* Message:

2. *Send a text message.*

Text 022 4151941. Do not call as I could be in the middle of something else.

You MUST include Riders Name, Horses Name, Class Scratched and Class entered (i.e. the same format if you filled in the paper forms in the office)

Eg. Rebecca Drummond - Horse With No Name - Scr 10 - Enter 11

You will receive a text back once confirmed. Anything not received in this format will be considered null and void and will not be actioned.

3. *Email (after house only aka when the office is closed).*

Email entriesscno@gmail.com

You MUST include Riders Name, Horses Name, Class Scratched and Class entered (i.e. the same format if you filled in the paper forms in the office)

Eg. Rebecca Drummond - Horse With No Name - Scr 10 - Enter 11

You will receive a email back once confirmed. Anything not received in this format will be considered null and void and will not be actioned.

A reminder on the class change rules as per our schedule:

Scratching and entering another class	75% refund on scratched class and normal entry fee into new class (remember you ride first)
Scratching a class and not re-entering	No refund
Entering new class	normal entry fee (remember you ride first)
Scratching from all classes/show	75% refund (excl Non-refundable admin fee) with proof of inability to compete (i.e. doctors certificate, Vets certificate or mechanical report). This must be received within 21 business days of the show.