



BULLETIN # 17

Signing up as an OFFICIAL or VOLUNTEER on www.Main-Events.com

During these Covid times, it is more important than ever that all those involved in running or working at equestrian events are on the show database of people to contact quickly. If you sign up online as an “entry” to the show, the organisers will have the contact details needed to keep you informed. It also means that if you are an ESNZ official, your membership number will be validated as you enter the show.

1. Login to Main-Events.com as per usual. If you haven't signed up yet as a user, then at the top right of the front menu listing shows, there is an option to REGISTER! as a user – wait for the confirmation email to confirm. Then login.

The screenshot shows the top navigation bar of the Main-Events website. The 'Log in' and 'Register!' buttons are circled in red. Below the navigation bar is a table of events and a social media widget for the 'Main-Events.com' Facebook page.

Starts	Event name	Location	Status
21 Oct 2021	NHB Show Jumping in association with Shelley Bridgeman	HB A&P Showgrounds Hastings, Hawkes Bay, New Zealand	Entries closed
23 Oct 2021	Northland Area Grand Prix Show	Barce Showgrounds.	Entries closed

2. From the front menu list of shows, find the Wairarapa Labour Weekend SJ & SH Championships on 24th Oct 2021 and click on the show name which takes you to the show.
3. Click on the tab ONLINE ENTRY as shown.

The screenshot shows the event page for 'Jumping Wairarapa'. The 'Online Entry' button in the navigation menu is circled in red. The page title is 'Wairarapa Labour Weekend SJ & SH Championships'.

Jumping Wairarapa
Showjumping & Show Hunter
Labour Weekend Show
Oct 24 & 25, 2021

Wairarapa Labour Weekend SJ & SH Championships
Like Share 20 people like this. Be the first of your friends

Details News Documents Classes Competitors Photos Contact **Online Entry** Administration

Details [edit event details](#)

4. Near the bottom of the page, click on on the green button **ENTER NOW!**
5. Under Step 1, click on the blue button **OFFICIALS & VOLUNTEERS**. If this is your first time through the system, you will need to add yourself as an official (or Volunteer) and add the Position or Role by clicking on the blue buttons to the right.

Use the drop down lists to select or click on the blue button to add a new one.

Official

Position/Role

- A small popup form will appear where you put in your name (First & Lastname) – then click **SEARCH**. The system will check to see if you already exist as an Official or Volunteer in the system (you won't!). Click on the orange button **NONE OF THE ABOVE ARE A MATCH**. The form will expand down where you specify your relationship (choose "IT'S ME!"). Choose New Zealand then choose the State/Region. Finally click on **SUBMIT**.

NOTE – once you are listed, when you go to the next show you can just select from the drop list instead of adding a new official. All information including contact details are entered ONCE and saved for next time.

Add Official

To create a Official, you need to search our database first to see if it already exists.

* Name:

* Your relationship:

* Country:

State/region:

Once your Official has been created, you can edit and add as much detail as you want!

- Click on the green button to **CONTINUE – Add/Edit Related Info**. This area will ask for information related to you as an official and the position or role. It is up to the show as to what information they want and if it is flagged as required. If an ESNZ official, you should put in your ESNZ membership number and it will be validated right away on the ESNZ server. Watch for the tick meaning OK. Once this is done, click on **CONTINUE** green button.
- The next step involves you ticking **ONE** of the two “class” options ... and then click on **CONTINUE** green button. Part 5 of Step 1 involves confirming your entry so click on the green button (**NOT** the blue button) to **confirm this entry and continue to next step (fees)**.
- Usually there are no fees to pay for an official but if the show has a BBQ you want to attend you could select that now. Otherwise, just click to move to the next stage.
- This is customer info (eg not related directly to one horse or rider). Anything with a yellow star is required information. All customer info is **PRIVATE** to the show and cannot be seen by any riders or others. Click on **CONTINUE** green button.
- This step involves adding a postal address and other contact details. To add an address, click on the blue **ADD ADDRESS** button just under the blue box with text about the ** denotes a required field*. Add in Name and Phone details. Preferably both home and mobile. Click **CONTINUE** when finished. As you are not likely to be owing anything, in the Step 5 Payment, just on the green **Confirm** payment method button to move to final check of entry.

IMPORTANT FINAL STEP – don't miss it!

- Check over what you have done so far. If you have made an error and need to correct it, click on the orange button **CLEAR ALL ENTRIES AND RESTART PROCESS** at the far right. This time however, all info entered will be

available so you don't have to add names and addresses again.

If happy with what is there, scroll down to the **BOTTOM** of the form and tick that you are at least 18 years of age and accept the Terms and Conditions. If you don't tick this and click on the **CONFIRM AND SUBMIT ENTRY** button – the entry will be cancelled. Otherwise, an email confirming your entry will be sent direct to you so watch for it.

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

Confirm and submit entry ▶