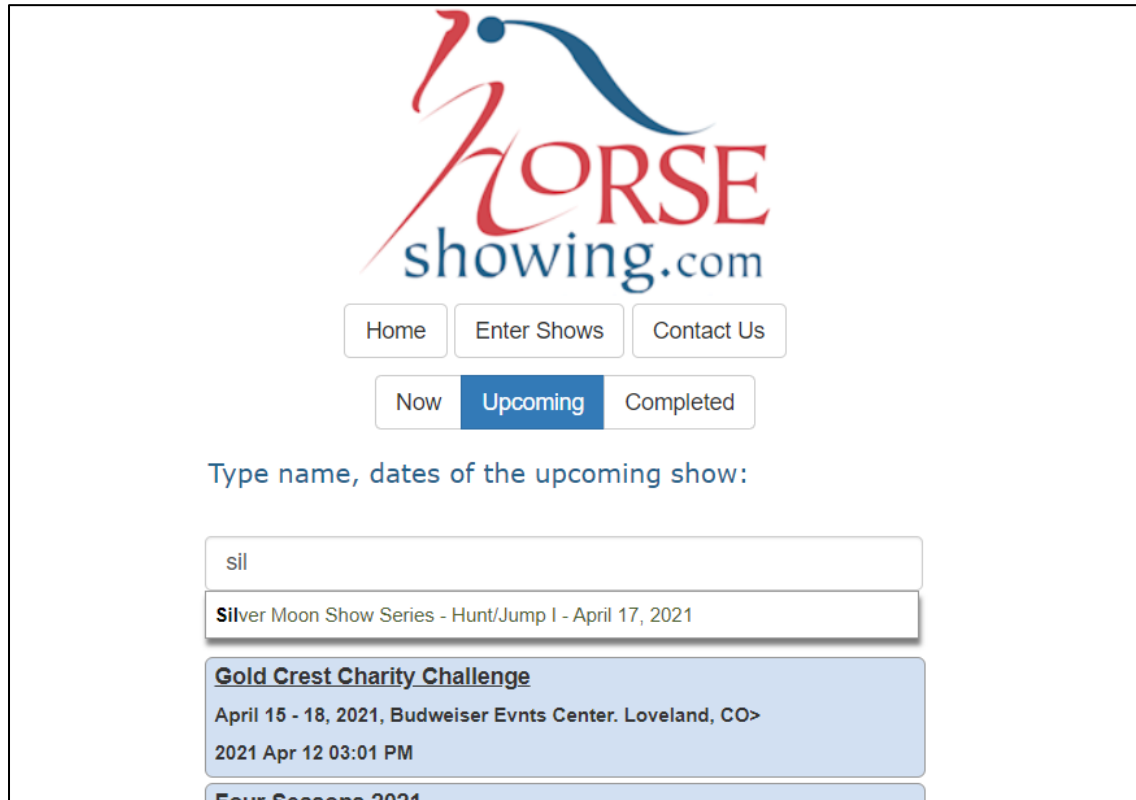# How To Enter a Horse Show on Horseshowing.com

1. Navigate to horseshowing.com and search for our show. Since the show is upcoming, we search for it under that tab. Once it comes up, you can select it.
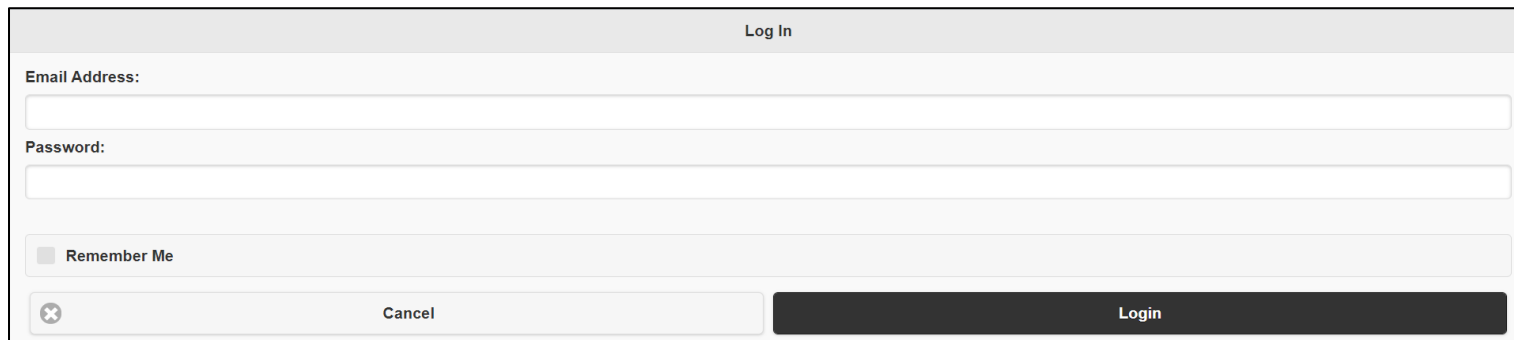
2. Once on our shows page, you can see a number of information sections, the prizelist, other show documents, counts, contact information, results, etc. Please be sure to read this information as it might have important details about the upcoming show. To Enter you select "Enter Online."
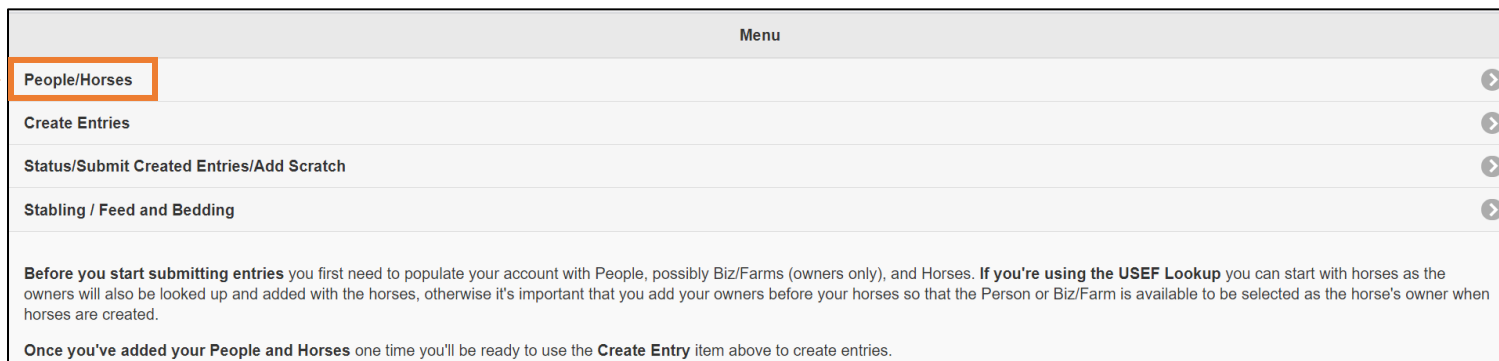

| Home | Select Show | Results | Schedule | Counts | Contact Show |

Enter Online

Silver Moon Show Series - Hunt/Jump I   April 17, 2021

General Information

We are looking forward our first show of the 2021 season. Primary means of communication for show information is on the website, on the Facebook page https://www.facebook.com/SilverMoonShowSeries , through our instagram @silver_moon_show_series , and through our NEW email address silvermoonshowseries@yahoo.com. If you are having issues submitting entries on horseshowing please send us an email.

Show Documents

Prizelist

3a. You can create an account with horseshowing.com or if you already have once, you will enter your login information. After logging in, you are taken to the main menu. As the site explains, you need to create entries in the "People" and "Horses" section. These will remain here and will make entering future shows a breeze since you won't have to re-enter this info.

Log In
Email Address:
Password:
☐ Remember Me
⊗ Cancel   Login

Menu
People/Horses   ›
Create Entries   ›
Status/Submit Created Entries/Add Scratch   ›
Stabling / Feed and Bedding   ›

Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. **If you're using the USEF Lookup** you can start with horses as the owners will also be looked up and added with the horses, otherwise it's important that you add your owners before your horses so that the Person or Biz/Farm is available to be selected as the horse's owner when horses are created.

Once you've added your People and Horses one time you'll be ready to use the **Create Entry** item above to create entries.

3b. You can see I created an entry for myself under "People" for rider information. Once you have created all entities, you will return to the home page and select "Create Entries."

Back	People/Horses		Add
People	**Biz/Farms**		**Horses**

Schnader, Holly

Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. **If you're using the USEF Lookup owners will be looked up and added with the horse**, otherwise it's important that you add your owners before your horses so that the person is available to be selected as the horse's owner.

To add a Person click the Add button toward the upper right. Then, **if you're doing USEF shows use the USEF lookup button** to lookup the person, and you're done.

Don't forget to add your trainer as a person if you have one! You'll want to be able to select your trainer from your people when you create entries, and if you're a trainer you'll need to add yourself to be able to submit stabling requests.

Fill out the all of the required fields (First Name, Last Name, Address, City, State, Zip, Date of Birth, Email, and Emergency Phone) and hit the "OK" button at the bottom of the page. If you were successful, you will see the new person in your list of people.

Menu
People/Horses
Create Entries
Status/Submit Created Entries/Add Scratch
Stabling / Feed and Bedding

Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. **If you're using the USEF Lookup** you can start with horses as the owners will also be looked up and added with the horses, otherwise it's important that you add your owners before your horses so that the Person or Biz/Farm is available to be selected as the horse's owner when horses are created.

Once you've added your People and Horses one time you'll be ready to use the **Create Entry** item above to create entries.

4. You will search for our show again and select it. You will then be brought to the entry page, where you will select rider, horse, etc.

5. You can select your preconfigured People/Horses on the entry form from here and it will auto-populate on our end with the information you entered in the beginning (rider info, horse info, etc). Again, this saves you the trouble of having to type it out several times to enter a show AND for the rest of the year (minus updates to info if you need to make them). Here, I've selected "Floyd" as my horse, "No trainer", and myself as the rider.

Horse
    Floyd
    ⊕ Horse Org Numbers
    Owner: Holly Schnader
    ⊕ Owner Org Numbers

Trainer
    No Trainer

Rider 1
    Schnader, Holly
    ⊕ Rider 1 Org Numbers

⊕ Rider 1 Classes

6. Next, you will select classes. Easiest way is to search for your specific class, or you can type "all" and the entire prizelist will populate and you can check the boxes for the classes you want to select.

7a. Since I'm the only rider, I don't need to make changes for Rider 2. But, if I did, I could just add another rider and select classes. You will notice it will show you a total. We charge office fees per rider rather than per horse/rider combo to keep fees lower for riders with multiple horses. This is more of an FYI for show day. As explained at the bottom, **saving the entry does not yet submit it**, you will do that once you are ready. So, click "Save."

☐ 79) Low Child / Adult Jumpers - Table II Sec. 2(a/b) ($15)	

Rider 2	⌄	Select Rider 2

Total: $75.00	Min Deposit: $0.00

⊕ **Fees**

⊕ **Notes**

⊗ Cancel	✔ Save

Creating Entries

If you haven't yet added your people and horses to your account you need to do that first.

Be aware that saving your entry does not get it submitted to the show, you must submit the entry in Status/Submit Created Entries.

Note that items with a (+) sign (Org Numbers,Fees, Notes) will expand when clicked on.

Select the horse you wish to enter using the Select Horse drop down at the top of this page, enter the horse org numbers and owner numbers if they're not already there.

If you have a trainer select it from the list, if your trainer is not in the list you should go to People/Horses and add it. If you don't have a trainer you should select "No Trainer". **You will not be able to select a rider until you either select a trainer or select "No Trainer".**

After entering your horse and trainer, select your first rider, enter their org numbers and search for the classes you wish to enter them in.

7b. The entry will save, and you can select to either create another or not. If you accidentally click to create another, you can just hit "Back" in the top left corner on the next page.

Entry Saved!

Your entry has been saved, would you like to create another?

Yes   No
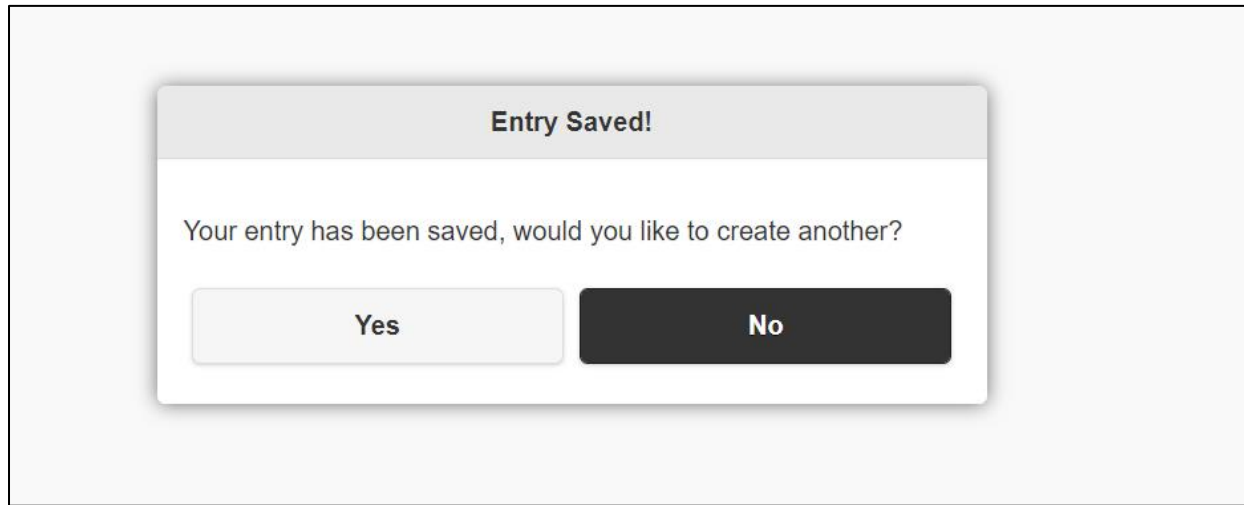
8. Here you see your entry was **created but not yet submitted**. Once you are ready to submit to us, you will select "Select for Submission." If you want to make changes, view, or delete, you will select those items.

Entry Status

Silver Moon Show Series - Hunt/Jump I
April 17, 2021

Floyd

Payments to Show:	$0.00
Min Deposit:	$0.00
Money:	$75.00
Stalls:	0

Created: Apr 14, 21 at 08:41 PM

Edit   View   Delete   Select for Submission

Total Stalls:	0
Total Money:	$75.00
Total Deposit:	$0.00
Items To Submit:	1
Items Submitted:	0
Items Accepted:	0
Subscribed Horses:	0
Show Days on Account:	0

Entries must be submitted, an entry with a status of Created has not been submitted and is not yet visible to the show. A submitted entry has a status of "Submitted", an accepted entry has a status of "Accepted".

Each entry has a Select for Submission button that must be clicked to indicate that you want to submit *that* entry (it will turn blue, click it again to turn it off), quite possibly you have more than one entry created and are ready to submit only some of them, thus the individual selection on each entry.

When you've selected the entries you want to submit click the black Submit button at the bottom to submit the selected entries.

9a. After making the selection, you can attempt to submit. If you do not have any "show days" on your account, you will be brought to an error page that explains that you need to purchase show days.

Edit	View	Delete	Select for Submission

Total Stalls:	0
Total Money:	$75.00
Total Deposit:	$0.00
Items To Submit:	1
Items Submitted:	0
Items Accepted:	0
Subscribed Horses:	0
Show Days on Account:	0
Pay Show By:	Credit Check
Number of Items Submitting:	0
Deposit Required:	$0.00

Purchase	Submit

9b. Error after submitting if no show days are attached to the horse that you are submitting.

Purchase Required

Your horse Floyd does not have an annual subscription.

You either need to purchase an annual subscription for Floyd or you must purchase 5 show days to be able to submit this entry to the show. Any additional show days that you purchase will remain available in your account for future use. The minimum show day purchase is 5 days.

You have the subscription and the per show day options, one or the other may be more cost effective and/or convenient depending on individual preference.

OK

9c. Purchasing show days. As it shows, you can purchase an annual subscription for $25 or by the show day (THESE ARE PER HORSE). If you will be entering other shows that use this program (Bridge Acres, ATSSS shows, etc.) it might be beneficial to select the annual fee. Otherwise, I suggest determining the number of shows you will enter and pay for that amount in "Show Days." These come out to be an additional $1 per show for using this service and having easy access to class counts as they populate, quick results, and ease in submitting your entry. Once you have available show days in your account, you can return and successfully submit your entry.

◀ Back	Purchase	

⊖ Subscription (Option I)

Annual subscriptions are $25 per horse. One year of time will be added to any time remaining on a subscription.

Select Horses:

☐ Floyd (No subscription)

Subscriptions Total: $0

⊖ Per Show Day (Option II)

The per day cost is tied to the number of days the show is but capped at $4. A 1 day show is $1, a 2 day show is $2, a 3 day show is $3, a show 4 or more days is $4 per entry. You can put as many days on your account as you like and they will be used according to the pricing policy as you enter shows.

[0] **Show Days**

Show Days Total: $0

Card Holder: