

Team Entries

Objective:

To provide an on-line entry process for team managers to enter teams into competitions

Prerequisites

1. The team manager needs to be registered with Equestrian Entries (many would be if they are riders) and ensure their contact details, including their cell phone number are correct.
2. Every team member must be registered with Equestrian Entries AND have the competing horse assigned to their account. They will have one if they have entered any event using Equestrian Entries, even if they didn't enter online.

Process

- The team manager logs onto the Equestrian Entries website.
- They click on the Enter button beside the event, events are organised chronologically
- A popup may show up to select either an individual entry or a team entry (select team).
- Now complete the details on the page for the name of the organisation ie Auckland Area PC and the role and contact details for a Team Trainer. It is compulsory to have two contacts per team (can be the same for all teams.)
- Click the Save Changes Button

TEAMS ENTRY
to be filled in by a Team Manager

Organisation

Name Mobile

Email

Alternative Contact Name

Mobile Email

Uniform

Record has been updated

changes saved

Teams

TEAMS ENTRY
to be filled in by a Team Manager

- Now press the Add Team button
- A pop up appears where you enter the name of the team ie Auckland and highlight the competition
- Press the save button and you should see something as below.

Teams add team

TEAMS		
TEAM NAME	COMPETITION	
Test Team	NZPCA Dressage Championship Teams	<button>enter/view riders</button>

next

- Press the Enter/View Riders button and the next section will appear where you can add in your team riders.
- Press the Add Rider button and a search popup will appear. Type in the surname and all the riders and their horses should appear with that search name.

ADD RIDER

SEARCH RIDERS

Lawson

cancel

search

NAME	HORSE NAME
Aimie Lawson	Ridgewood Keep It Simple
Aimie Lawson	Captain's Song
Aimie Lawson	High Portential
Aimie Lawson	Icantell
Aimie Lawson	Captians Song
Alisha Lawson	Tonto

- Select the rider/horse you want (it will highlight orange) and press the Next button at the bottom of the popup.

- Repeat the process for the next rider
- Now you can see the rider(s) you have selected. DO NOT ASSIGN ROLES AT THIS TIME

Test Team

hide

Riders

add rider

HAS ENTERED	RIDER	HORSE NAME	ROLE	
	Aimie Lawson	Icantell	1st Rider ▼	enter classes
	Yvette Lawson	Judicious	1st Rider ▼	enter classes

- Once you have entered all the riders press the 'enter classes' button and the list of classes at the event will show
- Tick the applicable classes for the team competition – furtherest to the right

24	Prix Caprilli NZPCA Text X 1995	10	☐	☐
30	Junior Teams Round 1 - Entries by team Manager Onl	30	☐	☒
31	Senior Teams Round 1 - Entries by team Manager Onl	30	☐	☒
32	Junior Teams Round 2 - Entries by team Manager Onl	30	☐	☐
33	Senior Teams Round 2 - Entries by team Manager Onl	30	☐	☐

- A 'hide' button at the top of the list of classes will roll up the class list, so you can see the next rider and enter their classes..

Once ALL riders and horses have been entered please now assign roles – ie Team Captain, Reserve, Draft etc. This can be done using the drop down box beside the rider and horse.

Once you have the team completed, press the next button at the bottom right of the page.

This goes to the normal final page (for any team or individual entry)

There are boxes where you can put in special requests relating yarding, draw and general. You can use the general box if you want to make notes about draft riders etc.

The confirm entry button at the bottom right will process the entry. There is a button bottom left which will take you back to the previous form to change entries further.

You will receive an email confirmation with the entries and total fees due.

We hope you will find this a simple process but please don't hesitate to ring 021 684858 or use the web site chat if you are having any problems.