



Landmark Homes NZPCA Eventing Championships 18-20 April 2026 • Hawke's Bay Equestrian Park

Area Squad Manager instructions for entering teams and individuals for all Landmark Homes NZPCA Eventing Championships classes

Find the event in EvoEvents – it is called “Eventing Hawkes Bay (NHB) Autumn Horse Trials in conjunction with NZPCA Eventing Championship”

Select Enter the follow the attached instructions from EvoEvents

Once you have completed the team, rider, mount and class section you will move through to the fees section.

Compulsory fees will automatically be calculated

Next select yarding and camping. Scroll down to CHAMPS FEES and add camping and yarding requirements. Note that yarding is compulsory for all Champs mounts.

The total fee needs to be paid via bank transfer in one payment to:
Eventing Hawkes Bay 06-0645-0766994-00

This includes all of the fees in the below table and any JP Division entry fees

No further details are required. NZPCA will email the Area Squad Manager after entries close (2 April 2026), with a form to fill in to confirm individual and team riders and other required information. NZPCA will also invoice you for A1, DC and MT entry fees.

Summary of fees, other than Entry fees:

Item (as described in EvoEvents)	Amount
Admin Fee Per Horse (non-refundable)	\$10 per horse
Medical Fees per rider	\$20 per rider
Ground Fee/horse/weekend	\$24 for the event
Booking Fee (Non refundable)	\$3.65
Yarding – Champs classes (compulsory)	\$60 for the event
Non-powered camping per truck/float (Camping – Champs per truck/float)	\$45 for the event (3 nights)

To order other items please use the attached form, including payment instructions.



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MERCHANDISE ORDER FORM

All orders must be to the Event Secretary 26champshawkesbay@gmail.com

by 2nd April 2026 with payment. No payment, no order.

Team: _____

Contact (name, mobile and email): _____

Item	Size/ half chest cms (write the number of each item ordering per size below)					Total number	Total value
Kids Polos \$40	8/ 40	10/ 42	12/ 44	14/ 46			
Women's Polos \$40	8/ 46.5	10/ 49	12/ 51.5	14/ 54	16/ 56.5		
Men's Polos \$40	S/ 52	M/ 55	L/ 58	XL/ 62	2XL/ 65		
Kids Hoodies \$70	8/ 43	10/ 46	12/ 49	14/ 51			
Womens/Mens Hoodies \$70	XS/ 56	S/ 58	M/ 60	L/ 62	XL/ 64		
Caps – one size fits all \$20							
Hay \$15 per bale delivered Friday 18 April							
Sunday Night Meal tickets	Under 12yr (\$20)	12yr & over (\$30)					
Event Programmes \$10							
Total payment due							

All payments to: Hawkes Bay Area Pony Club Inc. 06-0738-0696446-00. Please use you Team name as reference.



Team Entry

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 Evo Events (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 Evo Events AND have the competing horse assigned to their account. Will have one if they have entered any event using Evo Events, even if they didn't enter online.

Process

- The team manager logs onto the Evo Events 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 on Save Changes Button

TEAMS ENTRY
to be filled in by a Team Manager

Organisation

Name **John Lawson** Mobile **021 627140**

Email **johnlawson1000@gmail.com**

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 (there can be more than one 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 first few letters of 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
- Some Team competitions only have one class to select

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. Note: some team competitions don't have any roles to assign.

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.

Unlike the normal individual entry page, the teams and team members are saved so if you log out, they will see be there when you go back in. This is useful if you need to get one of your team members to create an account or add a different horse to their account.

Classes and Roles are not saved so will need to be selected again, if you are still working on your first entry of the team.

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.

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