EquestrianEntries.com
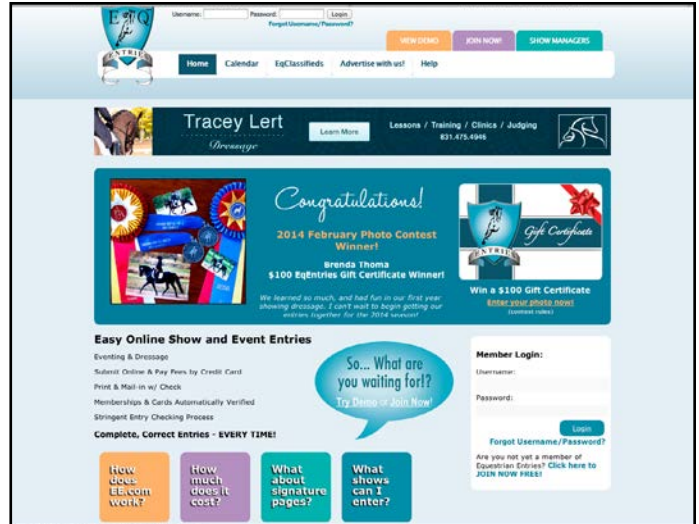# "How to"

Open *EquestrianEntries.com* on your favorite web browser. EqEntries gives you extensive information on how set up your account and how entering a show works by clicking the appropriate tabs or "bubbles."

If you don't have an account, easily create one by clicking the "Join Now" tab.

Otherwise, sign in at the top.

You DON'T have to pay by credit card. You can also print your entry and submit it with a check by snail mail.

Click on the tabs in your Home page to register Rider(s), Horse(s), Owner(s), Trainer(s) and Coach(es) on the system.
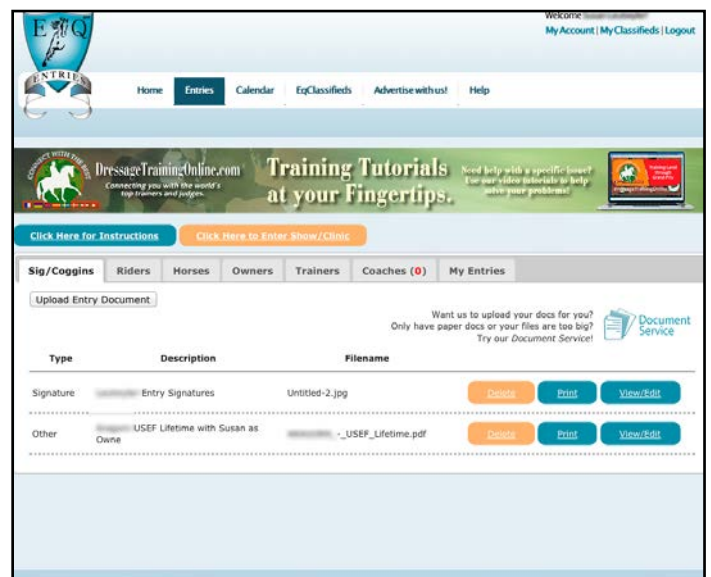
Click on "Signatures/Coggins" tab and upload your Signature page(s), Coggins and any other entry docs you might have (Scores, Local Membership Cards etc) so they can be included in your entries.

• For a small fee, EqEntries supplies a document entry service - just click and follow their instructions, or,
• Sign a hard copy signature page from the ADA Entry form
• Scan it to your computer or photograph it with your mobile phone and email it to yourself to then upload to Eq.Entries.

If you leave the show name on your signature page blank, you can use it for multiple shows. If you fill in the show name you can ONLY use it for that particular show.
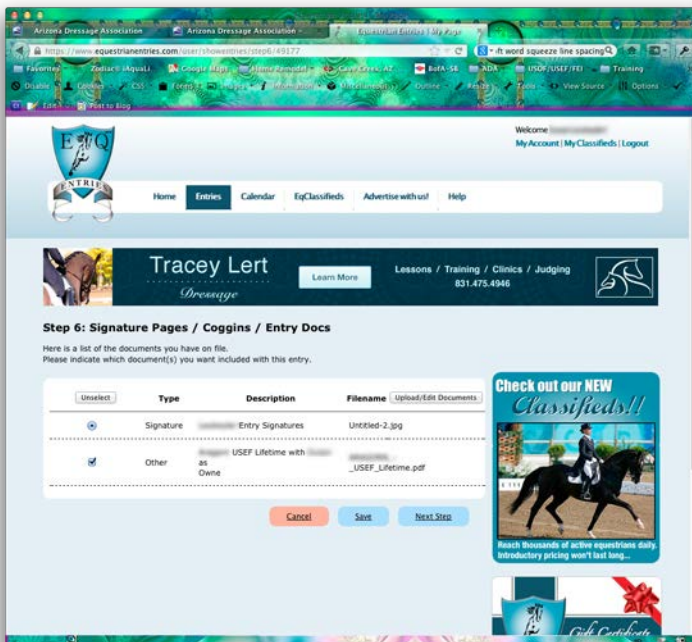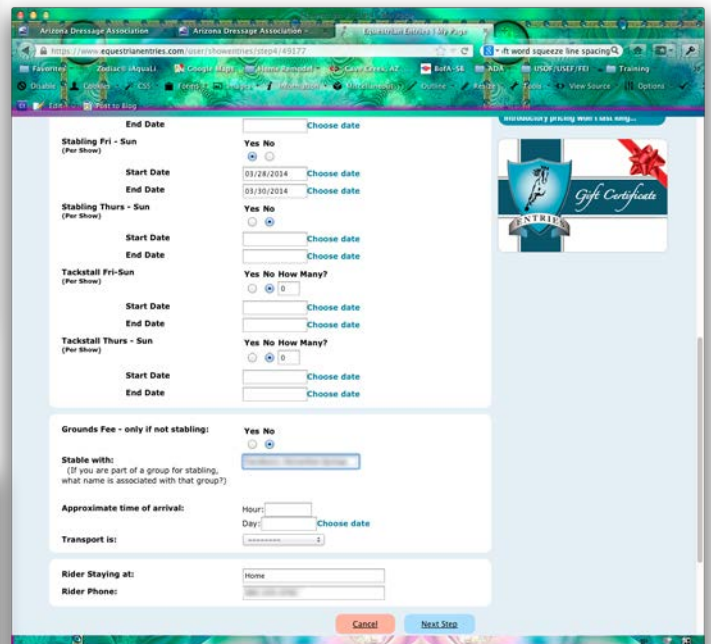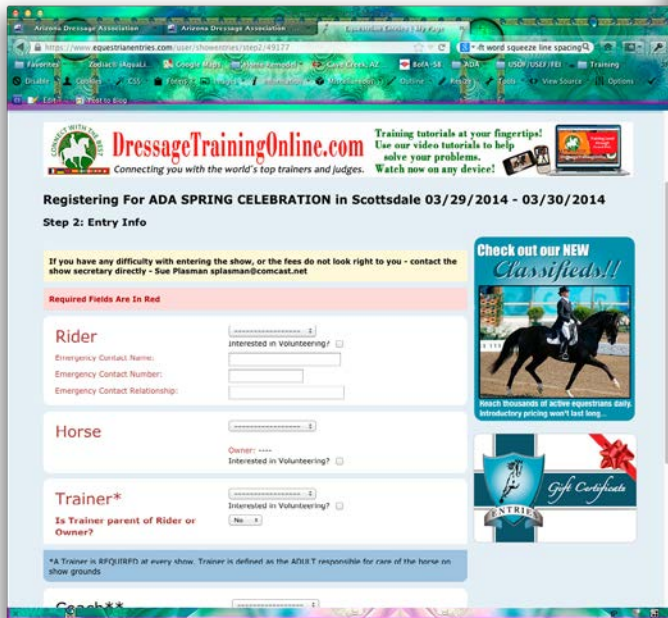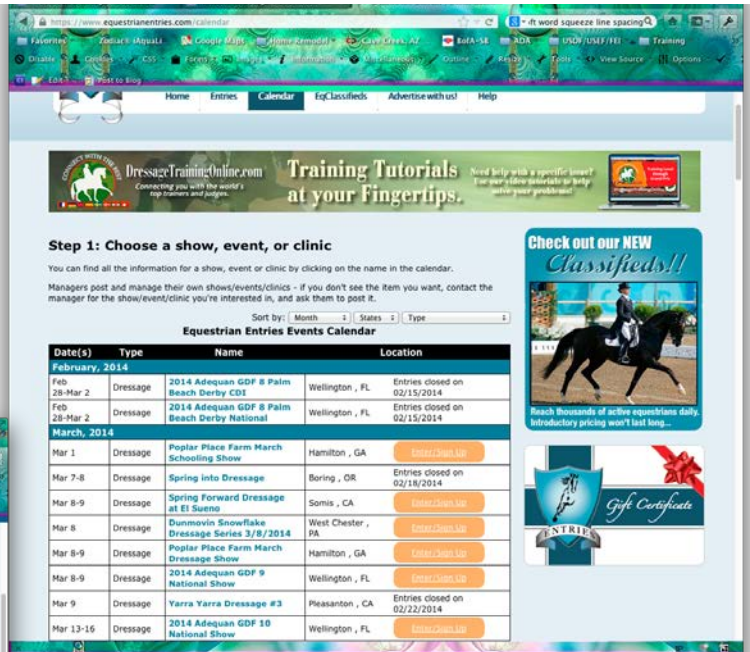

Coggins: EqEntries suggests you put the date of your Coggins test results in the description of the file when you upload it. That way you'll easily know when the document needs updating. (Check Show Prize List to see if Coggins is required)

Click the "Click Here to Enter Show/Clinic" Button.

Choose a show from the list. (The list can be narrowed down by month, State, Type of Show using the dropdown menus)

Then follow the prompts to Answer a few typical show entry questions like classes to enter, stabling, etc..

Many shows require a signature page and/or Coggins to be part of your entry for it to be considered complete. So make sure you have uploaded everything before you complete your entry and then attach it during the entry process.

Attach a Signature page, Coggins (if needed for the show) and any other Entry Docs from your saved Entry Docs to the entry by checking the appropriate box.

Review your completed entry form.

Then either print out your entry and send it in to Show Management with a check or Hit "Proceed to Checkout" and pay your entry fees with your favorite credit card. Once payment is complete, your entry will be submitted to show management for you automatically.

You will recieve a receipt email with a copy of your entry in it. As well, you will be copied on the email submitting your entry to Show Management so you have that for your records. Signature Page/Coggins/Other Entry Docs

MEMBERSHIP CARDS!

USEF, USDF, USEA and CDS cards are AUTOMATICALLY loaded into the system for you once you enter in your card numbers. You DO NOT need to upload these yourself.

It can take up to 24 hours after you enter your membership numbers for EqEntries to pull this information from USEF/USDF. They check every 5 minutes but it can take their systems a long time to get the information - particularly during the busy show season. If your memberships are up to date and are showing up on the USEF/USDF website (www.eqverification.org) and they aren't showing up in EqEntries after 24 hours, then please contact EqEntries at helpme@eqentries.com and they will look into it and get it resolved for you as fast as possible!

Also, If you signed up or renewed your USEF/USDF/USEA memberships in the last three days before entry, your cards and memberships may not show up on the EqEntries system yet. It can take up to 72 hours for USEF/USDF/USEA to update their databases with new/renewed memberships. EqEntries pulls directly from their databases. Once they update EqEntries will have your membership within 5 minutes.

If you have memberships that aren't showing up yet, and you need get an entry in, EqEntries recommends that you complete your entry, pay any non-member fees and then let the show manager know that you will bring updated cards to the show and they will provide you a refund for those non-member fees.