

Try something new this season !

We are inviting you to discover how easy it is to enter shows online using our carefully considered system. Our 20 years in the business running horse shows and competing as well has culminated in a system that appeals to riders and show managers alike.

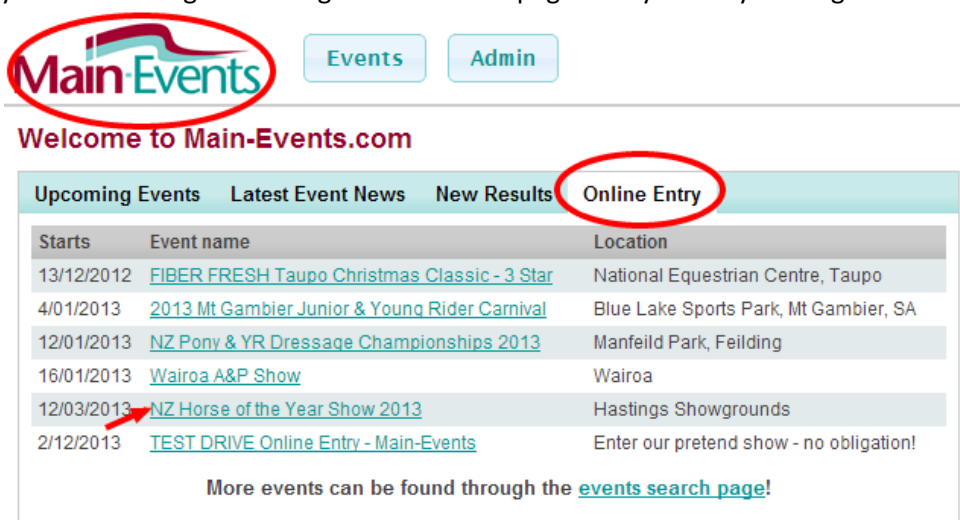
Help? - Send us an email anne@main-events.co.nz for help with this if you are struggling with the online entry. No question is too silly or too insignificant – every comment helps us build a better system.

How to enter online

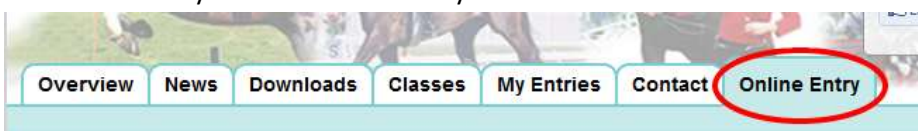
1. Login to www.main-events.com . If you are not a registered user then click on **REGISTER** at the top right of the home page and follow directions on the screen. Wait until you have activated your account through the activation email sent to you by the Main-Events team. Once you have activated your account, you can come back to do the online entry.



2. From the Home Page that opens, click on the ONLINE ENTRY tab on the right and then on the show name you are entering. You can get to the home page at any time by clicking on the Main-Events logo top left.



3. This will take you to the Show Page. Click on the **Online Entry** tab on the far right or on the yellow text box that directs you to the online entry tab.

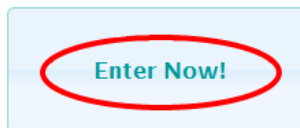


Starting the Online Entry

- From the **Online Entry** tab, click on the **Enter Now** button near the lower middle part of your screen.

Online Entry Steps

- Step 1: Add class entries
- Step 2: Add miscellaneous items, e.g. stabling, schedules, etc
- Step 3: Event entry summary and confirmation
- Step 4: Contact details and customer info
- Step 5: Payment
- Finish!



- The first step in the online process is to select what you want to do – **Show Jumping**. The HOY show has 14 different sections - each with its own button in alphabetical order. Click on the appropriate button. This first step determines what information you will be asked for during the process.

Part 1: Select Category



Adding Horses/Ponies and Riders as you go

- With Main-Events, you select a horse/pony and a rider combination and then enter all classes for this combination. You then come back and select another combination and enter all classes for that combination. Each section of the show (eg category) will ask for different horse and rider information but if it has already been entered at another show or category, it will appear automatically – eg ESNZ Membership or Registration details.
- If this is your first time through the Online Entry, the drop boxes will be blank. You will have to **ADD your horse/pony** into the Main-Events system (once) and then **ADD your rider/s** (once). Otherwise select the horse and rider from the drop list as appropriate.

Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the SJ Horses category.

Use the drop down lists to select which competitors you want to enter.

Competitor Type	
Horse/Pony	Windsor LS
Rider	Rupert Vallance

[Add a new Horse/Pony](#) [Add a new Rider](#)

[Continue - Add/Edit Competitor Info](#)

- When you click on the button, a small form pops up where you type in the horse/pony or rider name as appropriate. Capitalise the information correctly, as this is what will appear in the show program! You then need to click on SEARCH where Main-Events.com then looks to see if there is a possible match on the database – eg a similar name or combination of letters. In the Main-Events system, a horse could be recorded several times – eg with a breeder, rider or owner all of whom are able to enter the horse and pay online entries on your behalf. This matching stage sets a link between the various people although each will be recording their own information about the horse.
- Look through the list of possible matches to see if you recognise one that fits and if yes, then click on **Yes**.

Create a new competitor

To create a Horse/Pony, you must first fill out it's name and then search our database it see if it already exists.

* Name: Lord Larino LS

[Search](#) [Cancel](#)

There were some potential matches found in the system.

- Larinium LS
Is 'Larinium LS' a match? [Yes](#)
- LoreNZo H
Is 'LoreNZo H' a match? [Yes](#)
- Kaipara Lord's Prophet
Is 'Kaipara Lord's Prophet' a match? [Yes](#)
- Knights Templar
Is 'Knights Templar' a match? [Yes](#)
- [None of the above are a match.](#)

Otherwise go down to the bottom of the list and click on **None of the above are a match** and follow directions on the screen to specify your relationship and where the horse, pony or rider is based (country and province).

10. Pick the closest match describing your relationship to the horse/pony or rider from the drop list.
11. Select the country from the next drop list – **WARNING – New Zealand is actually at the top of the list if you can't find it in the full list.**
12. Repeat similar steps to add a new Rider.

Create a new competitor
✕

To create a Horse/Pony, you must first fill out it's name and then search our database it see if it already exists.

* Name:

ⓘ No matches found in the system.

* Your relationship:

* Country:

State/region:

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

Part 3 – Competitor Information

13. Each show will ask you different information in terms of your horses and yourself. In the next step, you must fill in the gaps as either required (see green tick) or as appropriate. Some information may not be required – for example the breeding information but it would be helpful if you filled that in. Notice the OWNER/s is required and highlighted in red to make sure you fill it in. All information you enter here will popup automatically the next show you go to using Main-Events.

Part 3: Competitor Information

Below are the various competitors you have selected for online entry. You must enter all the required information before you can continue and select the classes you want to enter.

Windsor LS (Horse/Pony)

Name	Value	REQ?
<input style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;" type="button" value="✎"/> Year born, Colour & gender	2006 Chestnut Stallion	REQ?
<input type="button" value="✎"/> ESNZ Registration Number	345345 (30 Jun 2012)	✔
<input type="button" value="✎"/> SJNZ 4 digit Bridle/Back number	1234 (30 Jun 2012)	✔
<input style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;" type="button" value="✎"/> ** Owner/s		✔
<input type="button" value="✎"/> Breeder/s	Longspring Sport Horse Stud	
<input type="button" value="✎"/> Sire	Watchman (Thoroughbred)	
<input type="button" value="✎"/> Dam	Top Lady LS	
<input type="button" value="✎"/> Sire of Dam	Tribune	
<input type="button" value="✎"/> Best ever performance/s	Still to come!	

Rupert Vallance (Rider)

Name	Value	REQ?
<input type="button" value="✎"/> ESNZ Membership Number	154055 (31 Jul 2099)	✔
<input type="button" value="✎"/> Area/Province	Wairarapa	✔
<input type="button" value="✎"/> Short Profile	This is a short profile.	

NOTE: You must enter all the required information before continuing.

** denotes all the required info items that you need to enter before continuing.

14. To enter the information, click on the small pencil edit button to the left of the **Information Item**. One of the questions you will be asked is if you are prepared to make that information public. Some items (such as ESNZ membership) are not of any interest to others, but at times information will be of interest to others – eg Sire of a horse. It is the goal of the Main-Events.com website to share information related to success and performance but it is up to you to tick YES the information can be made public.



At any stage, you can add, edit, delete information from your **My Main-Events** profile under the login area or change its status from Private to Public. Click on the Rider or Horse name to edit related information.

15. Once you have entered any information required for your horse/pony and rider, click on **Continue – Select Classes**. If you don't see this button, it is because you have not entered all the required information as indicated by the red **.

Part 4: Select classes to enter

16. The next step is to select the classes you want to ticking on the left. Tick ALL classes that you want.

Part 4: Select classes to enter

Name	Date	Est Start	Ring	Sponsor	PM	EF
<input checked="" type="checkbox"/> 1 - Horse 1.30m AM5 Art 238.2.2	12 Mar 2013	11:00 am	NRM Arena		\$130, 110, 90, 72, 68, 63	\$42.00
<input type="checkbox"/> 2 - Pony 1.15m AM5 Art 238.2.2	12 Mar 2013	02:15 pm	NRM Arena		\$70, 60, 50, 40, 35	\$20.00
<input checked="" type="checkbox"/> 3 - ESNZ J Development Medal Horse Equitation 1.15m Annex 6.3	12 Mar 2013	09:30 am	Showjumping Ring 2		\$150, 120, 90, 70, 65	\$44.00
<input type="checkbox"/> 4 - Horse 1.20m AM5 Art 238.2.2	12 Mar 2013	01:00 pm	Showjumping Ring 2		\$120, 100, 80, 62, 52, 46	\$37.00

Part 5: Entry Summary

17. When finished, go down to the bottom of the list of classes and click on **Continue** button. This will show you a summary of the classes entered so far for that horse and rider combination.

Step 1: Add class entries

Adding class entries is an easy 5 part process - select class category, select competitors, enter competitor information, select classes to enter, and confirm the entry.

Part 5: Entry Summary

This is a summary of your current entry.

Category	Show Jumping	
Competitors	Windsor LS (Horse/Pony) Rupert Vallance (Rider)	
Classes	1 - Horse 1.30m AM5 Art 238.2.2	\$42.00
	3 - ESNZ J Development Medal Horse Equitation 1.15m Annex 6.3	\$44.00
	Total: \$86.00	



18. At this stage, you can add the SAME horse to ANOTHER category (eg SHOW HUNTERS or SHOWING) or start with the NEXT horse and/or rider by clicking on **Add another entry** or if finished with all your horses and classes, you click on **Continue to the next step (fees)**. In our screen shots below, we have added the same horse into DRESSAGE classes by clicking ADD ANOTHER ENTRY.

NOTE – if you have a different rider on the same horse doing some classes treat this as ADDING ANOTHER ENTRY.

IMPORTANT - If you need to go back and make changes

19. **DO NOT USE YOUR BROWSER BACK BUTTSON!!!!** And DO NOT use the Step 1 to 5 boxes at the top of the screen- it is NOT a menu system. Look to the **Current selections** in the **Online Entry Summary** on the top right of your screen.

CLASSES: If you click on the pencil/edit button to the right of **Classes**, the site will take you back to the select classes screen for the current selection where you can then change what you want. The horse and rider stay the same. You will need to tick all classes again.

COMPETITORS: If you click on the pencil/edit button to the right of the **Competitors**, you will be taken back to the screen to change a horse and/or rider but the classes will stay the same.

CATEGORY: If you click on the pencil/edit button to the right of **Category**, this is effectively a start again option for the current horse and rider you were working on. You will be taken right back to the beginning where you start by selecting SJ Ponies or SJ Horses. In effect, you are starting again with this horse and rider combination.




20. **CAUTION** – your entries are not fully SAVED until they appear as **Completed** entries. This is done when you choose to **Add another entry** or **Continue to the next step (fees)**. In our example above for the **Completed entries**, if you click on the pencil button to the left of the **completed entries** for Showjumping while still displaying a **Current selection** (dressage), you will be given the option then to go back and change the Show Jumping but you will lose current selections for dressage entries.

If you want to change the show jumping at this stage and keep what you have done for dressage, first click on **Add another entry** or **Continue to next step** which saves dressage as **Completed entries**.


Both entries are then considered **Completed Entries** (see screen shot) and you can edit either of them by clicking on the pencil button to their left. This will save the other entries as they are.

Online Entry Summary




Current selections ←

Category:	Dressage	
Competitors:	Windsor LS · Rupert Vallance	
Classes:	203 - Level 1 Horse 1.1 · 210 - HOY Level 1 Horse (Title) 1.3	

Completed entries ←

Show Jumping		
	Windsor LS · Rupert Vallance 2 classes	\$86.00
		Current total
		\$86.00

Online Entry Summary

Completed entries		
Show Jumping		
	Windsor LS · Rupert Vallance 1 class	\$29.00
Dressage		
	Windsor LS · Rupert Vallance 2 classes	\$48.00
		Current total
		\$77.00

Step 2: Miscellaneous Items (Fees)

21. Once you have added your horses into their classes, you move on to the FEES area. Type in the quantity of each item you need.

REQ?	Name	Description	Price	Quantity
	COMPULSORY Ground Fee - ESNZ & ridden classes (GF)	Show Jumping, Show Hunter, Dressage, Showing, Eventing and Mounted Games	\$56.00 per horse for show	<input type="text" value="1"/>
	COMPULSORY Ground Fee - all breed & other classes (GFA)	NZ Performance horse, Pintos, Clydesdale, Carriage Driving, and Welsh	\$35.00 per horse for show	<input type="text" value="0"/>
	COMPULSORY Souvenir & Competitors Programme (CAT)	Entry not accepted without payment of this fee.	\$18.50 per customer	<input type="text" value="1"/>
	Nominated Good Cause - CURE KIDS (CK)	This is your chance to help our HOY nominated charity CURE KIDS. Thank you for any donations you are able to make. Information on HOY website.	\$5.00 per customer	<input type="text" value="1"/>
	HOY 2013 Breeders Guide (BG)	Pedigree info showing sire, dam, sire of dam and breeder of horses entered where applicable.	\$5.00 each	<input type="text" value="1"/>
	Extra Wristbands (WB1)	Competitors can purchase up to 4 extra wristbands for friends & family BEFORE the show	\$40.00 each wristband	<input type="text" value="0"/>
	Day Membership - Member (ESNZ)	ESNZ Day Registration for non-ESNZ sections where associated club does not have liability insurance.	\$5.00 per day competing	<input type="text" value="0"/>

Late Entry Fees

REQ?	Name	Description	Price	Quantity
	Late Entry Fee (LEF)	Entries after 13 Feb (6 Feb for Dressage) incur \$5 fee on top of regular fee.	\$5.00 per class	<input type="text" value="0"/>

[Continue](#)

22. This step should be after you have entered all your horses, ponies and riders into classes. This part of the system then specifies what else the show expects you to pay for. Refer to the show schedule on the Downloads tab of Main-Events.com to clarify fees to be paid.

Please note, some **Other Fees** are required which shows as a green tick as required on the left. You cannot leave these blank or zero. It must be 1 or more.

At this stage, we have not allocated a GREEN TICK to the left of those fees that are required but have flagged them as COMPULSORY in the **Name** and/or **Description**. This has been done so that if you want to add more classes in future for the same horse, you will not have to pay again for the ground fee or compulsory catalogue.

Required fees are: - GROUND FEES and COMPULSORY CATALOGUE.

23. Even at this stage, if you suddenly realise you forgot to enter a horse or need to add more classes you can from the **Online Entry Summary** on the top right of the screen. Click on the **pencil/edit** to add/change entries for the same horse or click on the **+** button to add another horse or pony.

24. Click on **Continue** to bring up Step 3: Summary of all Entries which shows the Grand Total of all entry fees and other fees you will be required to direct credit.

Intro Step 1 Step 2 **Step 3** Step 4 Step 5 Finish!

Step 3: Summary of all Entries
This is a summary of all your entries into the event.

Class Entries

Category	Competitors	Classes	EF
Show Jumping	Windsor LS - Rupert Vallance	1 - Horse 1.30m AM5 Art 238.2.2	\$42.00
		3 - ESNZ J Development Medal Horse Equitation 1.15m Annex 6.3	\$44.00
		16 - Horse 1.10m AM5 Art 238.2.2	\$29.00
Dressage	Windsor LS - Rupert Vallance	203 - Level 1 Horse 1.1	\$24.00
		210 - HOY Level 1 Horse (Title) 1.3	\$29.00

Class entries total: **\$168.00**

Misc Items

Category	Name	Description	Price	QTY	Cost
Camping	Camping - COMPETITOR		\$10.00	1	\$10.00
	Camping - NON-COMPETITOR		\$15.00	1	\$15.00
	Non-Powered Site		\$50.00	1	\$50.00
Stabling	Uncovered - Showgrounds		\$40.00	1	\$40.00
Ground Fees and Other Levies	COMPULSORY Ground Fee - ESNZ & ridden classes	ShowJumping, Show Hunter, Dressage, Showing, Eventing and Mounted Games	\$56.00	1	\$56.00
	COMPULSORY Souvenir & Competitors Programme	Entry not accepted without payment of this fee.	\$18.50	1	\$18.50
	HOY 2013 Breeders Guide	Pedigree info showing sire, dam, sire of dam and breeder of horses entered where applicable.	\$5.00	1	\$5.00
	Nominated Good Cause - CURE KIDS	This is your chance to help our HOY nominated charity CURE KIDS. Thank you for any donations you are able to make. Information on HOY website.	\$5.00	1	\$5.00

Misc items total: **\$199.50**

Grand Total: \$367.50

Online Entry Summary
Completed entries +

Show Jumping
Windsor LS - Rupert Vallance 3 classes \$115.00

Dressage
Windsor LS - Rupert Vallance 2 classes \$53.00

Misc Items
Camping
1 x Camping - COMPETITOR (CPC) \$10.00
1 x Camping - NON-COMPETITOR (CNC) \$15.00
1 x Non-Powered Site (CPNO) \$50.00

Stabling
1 x Uncovered - Showgrounds (SGYD) \$40.00

Ground Fees and Other Levies
1 x COMPULSORY Ground Fee - ESNZ & ridden classes (GF) \$56.00
1 x COMPULSORY Souvenir & Competitors Programme (CAT) \$18.50
1 x HOY 2013 Breeders Guide (BG) \$5.00
1 x Nominated Good Cause - CURE KIDS (CK) \$5.00

Current total **\$367.50**

Confirm and continue to next step

RIDERS
Have you discovered how to create your own favourite show list in My Main-Event?
Anne Vallance My Main-Events

25. Even at this stage, if you realise something is missing or is wrong, you can go back and edit by clicking on the pencil/edit buttons from the Online Entry Summary on the top right of your screen.

26. If all is correct, then click on **Confirm and continue to next step**.

Step 4: Customer Info

27. The next step shows the CUSTOMER information needed by the show secretary.

This information is required for admin purposes and should not be left blank. Notice the blue ? – you can click on these for further information on what you should put in each text box.

Notice too that if you need more space to type in information, you can click and drag on the lower right corner of some text boxes (see arrow) to make it bigger.

STABLING PREFERENCE IN ORDER - please read the STABLING form and the CAMPING form in conjunction with your online entry as you need to specify your preferences as stated on these forms.

BANK ACCOUNT NAME/NUMBER – we intend to pay out prize money and refunds by direct credit after the show so will require this information to be filled in.

HOW EASY WAS ONLINE ENTRY TO DO? – we ask this information to keep tabs on any issues that might arise in terms of how users are coping with the online entry. Any comments good and not so good are appreciated.

Step 4: Customer Info

Stage 2: Other Info

* Emergency Contact:

* Bank Account Name:

* Bank Account Number:

* Travelling from South Island (Y/N)?: Yes No

Stabling Preference in order:

Any special stabling requirements:

* Number of Non-Competitors camping:

* Number of COMPETITORS camping:

28. Step 4 is information the show secretary needs from you for administration purposes - your postal address and phone numbers. Click on **add address** button to add and then be sure to TICK the Postal.

Step 4: Customer Info

Stage 1: Contact Info

Address

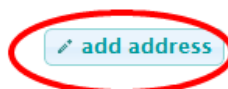
Please select one of your addresses below or add a new one.

Home

184 Te Kanuka Road

Postal

PO Box 448



29. Click on **Continue** once you have finished with the address.

Add more entries after submitting?

Yes you can at any stage by starting another online entry to add in NEW classes and/or NEW horses.

Payment option

30. Click on **Continue** and you will then see the final summary of data as emailed to the show secretary.

IMPORTANT – you must click on **SUBMIT ENTRY** to finalise your entry. Until that point, you can change your entries using the **Online Entry Summary** at the top right of your screen.

If everything has gone according to plan, you will now see a full list of classes, fees and customer information in view. You don't need to print a copy as there is a digital copy kept under **My Main-Events**, but you want to PRINT, click with your right mouse button on the form and choose PRINT ... from the short cut menu that pops up.

Class Entries

Category	Competitors	Classes	EF
Show Jumping	Rupert Vallance - Windsor LS	2 - Junior 70cm - ORS Table 238.2.1	\$9.00
		ORS Table 238.2.1	\$9.00
Class entries total:			\$18.00

Misc Items

Category	Name	Description	Price	QTY	Cost
Show Fees	Administration Fee	COMPULSORY and charged by the club N	\$10.00	1	\$10.00
	Camping	Camping fee for who	\$50.00	1	\$50.00
MGSJC Membership	Senior membership		\$30.00	1	\$30.00

Misc items total: \$90.00

Grand Total: \$108.00

Once submitted, the summary will be sent as an email to the show secretary. You on the other hand can review any online entry over the season from your **My Main-Events** system. The secretary will have a similar list showing all entries into the show.

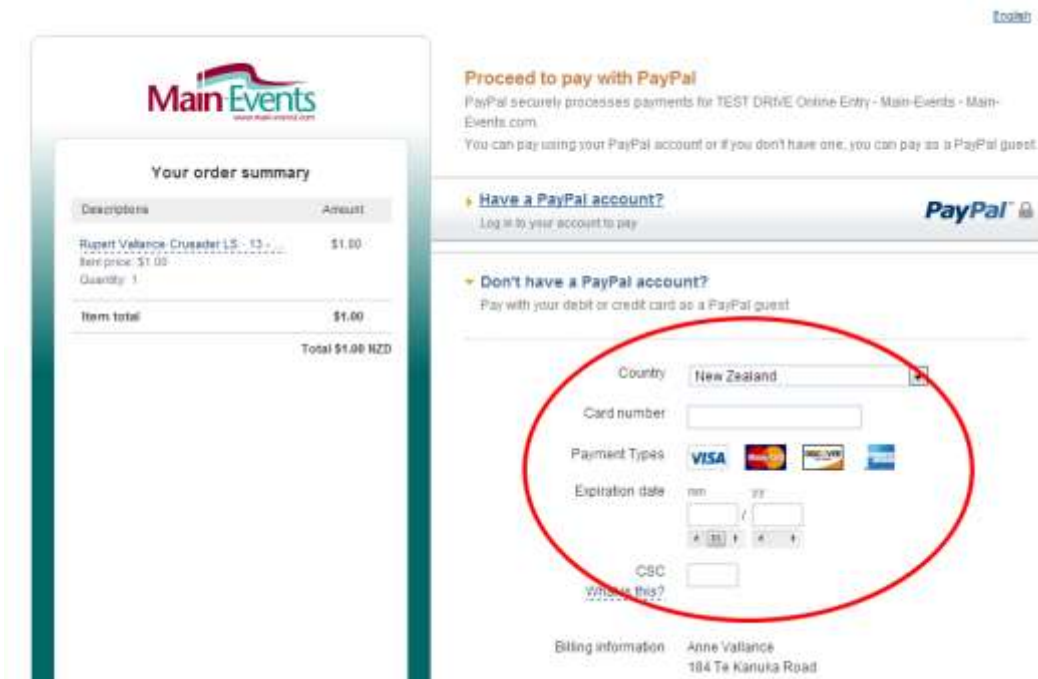
Direct Credit or pay by cheque

- Each show decides how they want payment to be made for entries. In the case of the Horse of the Year Show, payment is to be made by CREDIT CARD only.

- Click on the **Credit card and/or PayPal** as the option specified by the Horse of the Year Show for payment. They DO NOT allow cheque or direct credit for online payments.

All credit card payments go through the PayPal gateway. You don't have to be a PayPal customer to use it. Simply enter your credit card details as specified and Paypal will process the payment. Main-Events or the Horse of the Year Show does not store or even see your credit card information.

- Remember – an entry is NOT accepted until payment has been received.**

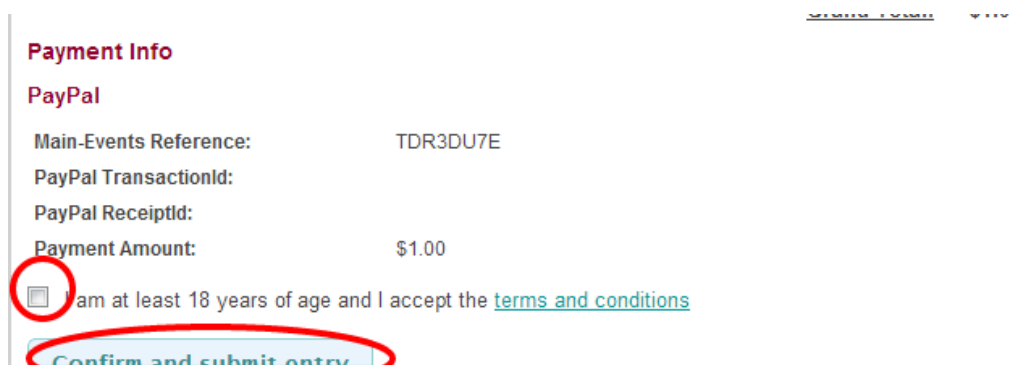


You can track when your payment has been received by checking its STATUS under your MY MAIN-EVENTS (see next page). PayPal will also send you an email confirming the payment.

A final screen summary then appears with all entries and all fees displayed. The PayPal Payment info will also show.

IMPORTANT – You MUST read the terms and conditions and then click on the I AM AT LEAST 18 YEARS OF AGE ... etc. If you are not over 18, you should have a parent or guardian complete this final step and may payment.



Click on **Confirm and submit entry** to finalise your online entry! Done!



Reviewing your entries under MY MAIN-EVENTS

Once you have submitted your online entry, you can come back at any stage and review what you entered through your MY MAIN-EVENTS under your login area



Customer	Event	Class Entries	Date	Status
 Anne Vallance	2013 Mt Gambier Junior & Young Rider Carnival	2	01/12/2012	PND
 Anne Vallance	FIBER FRESH Taupo Christmas Classic - 3 Star	1	25/11/2012	ACT

This will take you directly to the show where you can see what you entered. This is the same information that is submitted to the show secretary. They view a list of all entries to their show (similar to your list above). Your entry is flagged as PENDING only until payment has been received and accepted by the show.

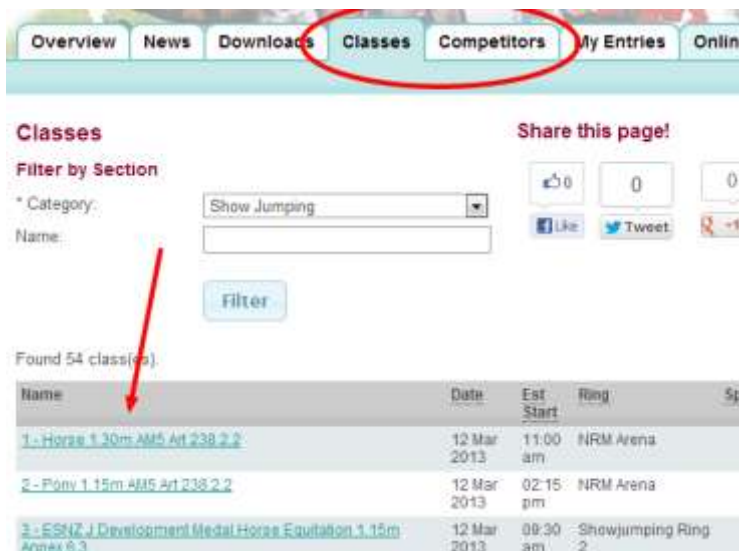
All credit card payments for the Horse of the Year Show are flagged as ACT (Active) automatically.

To VIEW any of your online entries, click on the small magnifying glass button to the left of your name.

Check who else is coming to the show!

As you and others enter the show using the Main-Events online entry system, horses and riders will appear automatically in their class lists which you can see from the CLASSES tab.

Or you can search for a specific horse or rider from the COMPETITORS tab. Have a look!



Name	Date	Est Start	Ring	Sp
1 - Horse 1.30m AM5 Art 238.2.2	12 Mar 2013	11:00 am	NRM Arena	
2 - Pony 1.15m AM5 Art 238.2.2	12 Mar 2013	02:15 pm	NRM Arena	
3 - ESNZ J Development Medal Horses Equitation 1.15m Annex 5.3	12 Mar 2013	09:30 am	Showjumping Ring 2	

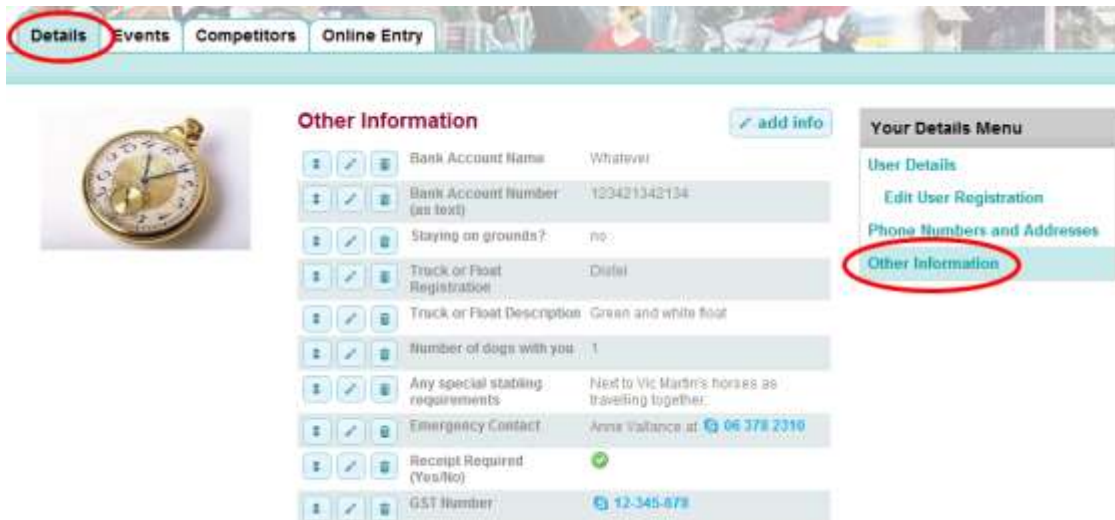
Update your COMPETITORS under MY MAIN-EVENTS

You can also add and edit information under your COMPETITOR profiles for horses and riders so that it is up to date for each show you enter.

You will notice that any information entered under a show for your horse or rider will appear here automatically as updated. Each entry into a show is a snapshot of your competitor information at that point in time so if you update registration etc AFTER the entry online, you will still need to contact the show secretary with updated information .

Your CUSTOMER information

As person responsible for entering online, the shows will also ask for certain information they need in terms of administration. This will also be saved automatically to your profile under **Details** then **Other Information** from the right hand side. You can add, edit or delete this information as you want.



The screenshot shows a web interface with a navigation bar at the top containing 'Details', 'Events', 'Competitors', and 'Online Entry'. The 'Details' tab is selected and circled in red. Below the navigation bar is a header area with a clock icon on the left, the title 'Other Information', an 'add info' button, and a 'Your Details Menu' on the right. The 'Your Details Menu' has four items: 'User Details', 'Edit User Registration', 'Phone Numbers and Addresses', and 'Other Information', with the last one circled in red. The main content area is a list of fields for 'Other Information':

Field	Value
Bank Account Name	Whatever
Bank Account Number (as text)	123421342134
Staying on grounds?	no
Truck or Float Registration	Diesel
Truck or Float Description	Green and white float
Number of dogs with you	1
Any special stabling requirements	Next to Vic Martin's horses as travelling together.
Emergency Contact	Anna Wallace at 06 378 2310
Receipt Required (Yes/No)	Yes
GST Number	12-345-678

It gets easier with each show!

If you have any further questions about our online entry system or know of a show in your area that could be using it, please get in touch. You may be surprised to know that a show does not need Main-Events software to use the online entry system!

Tell your show secretary to get in touch so we can tell them more about it!