

# Entering Online

See also our other **Tools & Tips for Browsing Online** with Main-Events.com

Main-Events is the most powerful and flexible online entry system available and is preferred by many top shows here in NZ and Australia for its flexibility, reporting, financial tracking and support. Yet it is equally at home serving as the online entry portal for smaller shows such as this one!

We want to make sure riders get the best out of your online entry experience and have provided some quick tips here that you may not know about. Things that make our software quite different from others on the market.

## Can I enter more than one rider on the same online entry?

Absolutely! One person responsible can enter multiple horses and riders so that everything is kept "together" and there is only one payment to be made that matches the one online entry. Once you have added one combination into classes online, choose the blue button to confirm the entry and add another ... another being another horse and rider combination or the same horse & rider into a different section of the show.

+ Confirm this entry and add another

Confirm this entry and continue to next step (fees) ▶

## How do I change my email address so I keep my horse & rider info?

Login and then click on MY MAIN-EVENTS just under the login area top right. From the DETAILS tab that appears, click on the blue button near the top right to EDIT DETAILS. This will take you to the area where you can change your email. Don't be tempted to register again with a new email. All your horses and rider details are stored with your email login so if you sign up with a new email, you will have to start again entering info about your horses and riders.

## How do I change a horse/rider name?

Again, login and then click on MY MAIN-EVENTS just under the login area top right. Click on the COMPETITORS tab and then on the name of the horse or rider that you want to change. From the DETAILS area that appears (all info ever filled in for a show), click on the blue button top right to EDIT DETAILS and change the name here. This will only take effect with new shows you enter.

## How do I take a horse or rider off my list?

As above, but from the COMPETITORS tab, click on the blue double arrows button on the far right of the horse or rider name to change their status from **ACT**ive to **DEL**eted.

CAUTION - deleting a horse or rider is permanent. If you don't want to do that we suggest instead you change the name to begin with the letter "Z" (eg "Z Black Beauty") so they appear at the bottom of your selection list and don't clutter up your actual horse or rider names.

## My horse or rider isn't registered but online asks for their registration number!

Simple ... just enter the horse or rider registration as 0000. Then as a courtesy make an *additional note* if doing casual, not required or is currently being processed.

## How do I contact the show secretary?

Click on the CONTACT tab from the show page or check the schedule under the DOCUMENTS tab.

mpetitors   Photos   **Contact**   Online Entry

## How do I find my invoice?

Issuing a legal and IRD compliant invoice must be done by the show concerned and NOT the online entry company. Therefore in our system, Main-Events issues a Record of Entries. You can view your Record of Entries at any stage from your profile at MY MAIN-EVENTS. Login, click on MY MAIN-EVENTS and then on the ONLINE ENTRY tab.

This shows a list of shows you have entered. Click on the small blue button with the magnifying glass on the left to view your original online entry for the show. If you click on the show name, it will take you to that show. If the show secretary is tracking payments, you should see the STATUS as ACT instead of PND once the payment has been confirmed. CAUTION - not all secretaries do this so if you are concerned, contact the show secretary direct. Ask the show secretary for a full invoice after the show which will reflect late changes etc.



### ***I didn't get an email of my entries - how do I know they got them?***

Check your spam folder first. Otherwise, if you can see your entries in the class lists online for the show and the show name is listed as under *How do I find my Invoice* then the show has your entries. It is always a good idea to check once finished - some riders miss that vital final step of ticking they are 18 or older and have read the terms and conditions for the show entry. Entries are not confirmed until you tick and submit.

I am at least 18 years of age and I accept the [terms and conditions](#)

Confirm and submit entry ▶

### ***What does ADD TO FAVOURITES do?***

If you find a show listed under EVENTS on Main-Events.com and go to the show home page, you can click on a button as below. This means you will be on their mailing list for the schedule, news items or other documents and will be notified by Main-Events when something is posted. You also get a notice from Main-Events 7 days before entries close to remind you. Another advantage is that from your MY MAIN-EVENTS, any show you have listed as a favourite will appear in one customised list for you making access faster.

★ Add this event to your favourites!

## **Upcoming favourite events**

Starts	Days	Event name	Location	Includes
28 Apr 2018	1	<a href="#">2018 Winter Olympics - Mt Herbert Farm</a>	Mt Herbert Farm, Waipukurau, Hawkes Bay, New Zealand	

### ***How can I change my bank details?***

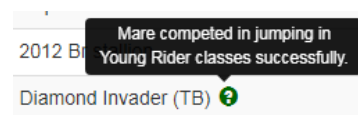
The easy way is to change your bank details during your next online entry (if the show asks) and it will automatically save to your profile area. Otherwise, click on MY MAIN-EVENTS, then from the DETAILS tab, click on the blue button OTHER INFO under the main details and from the list of information that you have provided to shows over time, find Bank Account Name and Bank Account Number. Click on the small blue pencil button to the left of the item and make changes as appropriate. Don't forget to SAVE.

### ***How can I add a photo of my horse to my profile?***

Again, login and then click on MY MAIN-EVENTS just under the login area top right. Click on the COMPETITORS tab and then on the name of the horse or rider that you want to add a photo for. Under the placeholder graphic (person's head), click on EDIT PHOTO and then when the popup form opens, click on the blue button to SELECT PHOTO. Browse to find the photo and once selected and back on the popup form, click on SUBMIT.

### ***How can I add or edit OTHER INFORMATION about myself or my horses?***

When someone clicks on your rider or horse name in a class list, they see what information the show has asked for during the online entry process. They can optionally click on a blue button at the top right FULL MAIN-EVENTS.COM PROFILE to view other information you have chosen to make public. Keep this info up to date and interesting!



Login and then click on MY MAIN-EVENTS just under the login area top right. Click on the COMPETITORS tab and then on the name of the horse or rider that you want to add or edit information to. Info items that are 'gray' are items you have not ticked to be public - eg they are private and no one can see them. Maybe change to public?

Click on the small blue pencil button to the left of the info item you want to change and make changes as appropriate. The option to add *Additional Notes* means this text will appear if the viewer hovers over the ? and would be used to explain other related info.

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## It really is mobile friendly

All areas of the Main-Events website are mobile friendly making it really easy to keep informed. All pages load quickly with paging options which minimizes the amount of scrolling you have to do.

## Sort any column of info by clicking on column heading

When viewing a class list, click on any column heading to sort **A to Z** and click again to sort **Z to A**. By default, all class lists are displayed in order of the horse name when you first look at a class list but our system makes it easy to see start order, rank, fastest times, highest dressage score or all clear rounds. **Just click on the blue text column heading.**

Entry lists displayed below may be incomplete because it c

St No	Horse/Pony	Sire
5	<a href="#">Sort by Start Number</a> <a href="#">e*</a>	unknown
13	<a href="#">Benrose Playtime</a>	unknown
3	<a href="#">Captain Oates</a>	

## Find a rider or horse

From the show, click on the COMPETITORS tab and then type in the name of the horse or rider you are looking for - or part name. Then click on the FILTER button to show matching records. From this list, click on the horse or rider name to view the classes entered for the horse or rider. Clicking on the class name will take you to that class to view all entries.

## Find out how many horses are at the show

From the show, click on the COMPETITORS tab and select *Horses/Ponies* from the COMPETITOR TYPE. Then click on the FILTER button to refresh the view. Presto! You will see a line just below and left of the Competitor type showing how many horses/ponies there are.

## View the profile for a horse or rider

When you click on a horse or rider name from a class list in Main-Events.com, it shows a form with the classes entered for the horse or rider as well as information asked by the show organisers during the online entry process. To view a full profile of the horse or rider, click on the blue button at the top right above the photo or placeholder graphic (persons head) for the FULL MAIN-EVENTS.COM PROFILE.

This shows more information that the rider has flagged as public - always interesting. Some shows will also provide a link directly to the ESNZ horse profile where you will see the full results for the horse and all other public ESNZ info. You must be an ESNZ member and logged in as a user to the ESNZ website to see this detail.

## Benrose Eclipse\* (Horse/Pony)

[full main-events.com profile >](#)

### Competitor Info

Short Profile .  
 Owner/s Tania Scott  
 Sire unknown  
 ESNZ Horse Profile [https://www.nzequestrian.org.nz/dashboard/directory/equines/view?equine\\_member\\_id=248118](https://www.nzequestrian.org.nz/dashboard/directory/equines/view?equine_member_id=248118)

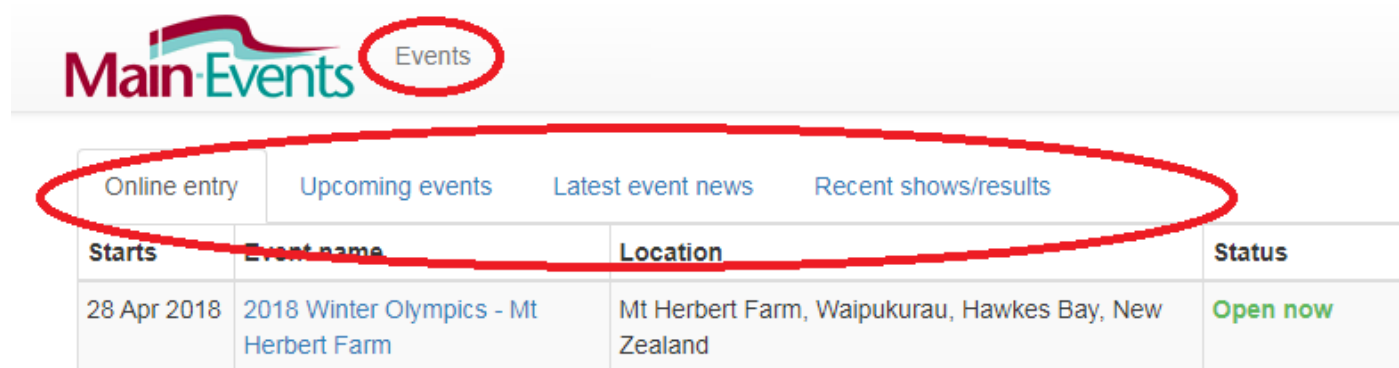


## Watch multiple classes at the same time

With Main-Events when you open a class list, use your right mouse button to view in a new tab. This way you can keep track of more than one class at a time and in fact more than one show at a time! Great if you are viewing livestreaming.

## Find events

Shows that are currently open for online entry or opening soon will show on the first tab ONLINE ENTRY on the left when you first go to Main-Events.com. Shows within the next three months that do not use online entry but have schedules and other documents available to view are listed either under UPCOMING EVENTS tab.



Main-Events Events

Online entry Upcoming events Latest event news Recent shows/results


Starts	Event name	Location	Status
28 Apr 2018	2018 Winter Olympics - Mt Herbert Farm	Mt Herbert Farm, Waipukurau, Hawkes Bay, New Zealand	Open now

## View results from previous shows

Shows that finished within the last 3 months show under the RECENT SHOWS/RESULTS tab on the right (screen pic above). This includes shows that used online entry and/or uploaded documents as RESULTS.

With our system, you can view results and class lists with all related documents and news through the more generic EVENTS tab which is just to the right of the Main-Events logo top left of the home page. It is circled in the screen pic on the previous page. This gives you options to go back to any period looking for a show.

### Filter

Filter 

Search text:

Country:

State/region:

Event Type:

From the (yyyy/mm/dd):

To the (yyyy/mm/dd):

Showing 1 - 1 of 1

Starts	Days	Event name	Location
28 Apr 2018	1	2018 Winter Olympics - Mt Herbert Farm	Mt Herbert Farm, Waipukurau, Hawkes

It also gives you options to search for a part name to match or find a show, search specific dates or a region. Please note the dates are in the format 2018/04/20 for 20 Apr 2018. Use the date selector to the left rather than type the date in.

## Don't forget to check DOCUMENTS tab for results

Some shows post results as a PDF document so it is always a good idea to check the DOCUMENTS tab for results.