

## 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.

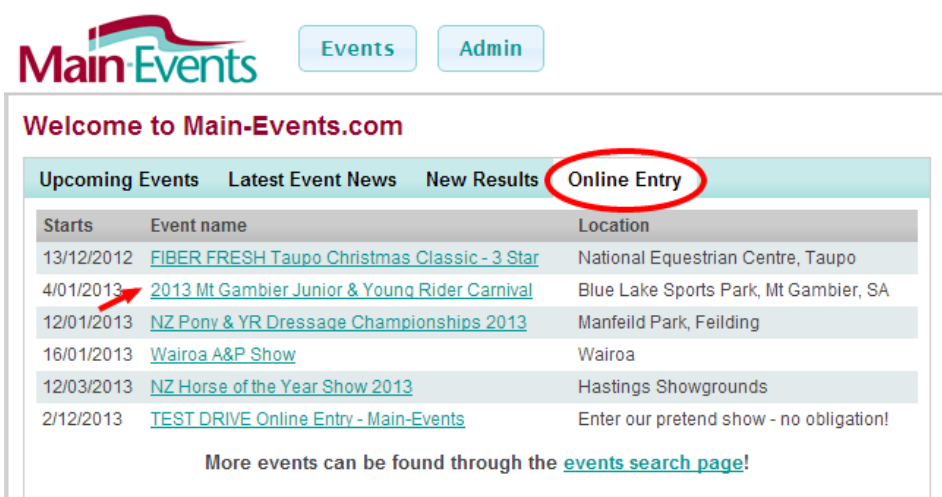
**Help?** - Send us an email [anne@main-events.co.nz](mailto:anne@main-events.co.nz) for help with this if you are struggling with the online entry. No question is too silly or too insignificant – every comment helps us build a better system.

## How to enter online

1. Login to [www.main-events.com](http://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.



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.

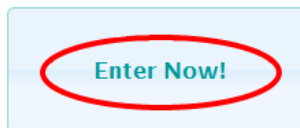


## Starting the Online Entry

- 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**. Other shows might include dressage or showing. Each section of the show will have its own button. Click on the appropriate button. This first step determines what information you will be asked for during the process.

### Part 1: Select Category

Show Jumping (33 classes)

Show Hunters (47 classes)

## 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.
- 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 <span>▼</span> <a href="#">Add a new Horse/Pony</a>
Rider	Rupert Vallance <span>▼</span> <a href="#">Add a new Rider</a>

[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**. Otherwise go down to the bottom of the list and click on

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](#)

Kalpara Lord's Prophet  
Is 'Kalpara Lord's Prophet' a match? [Yes](#)

Knights Templar  
Is 'Knights Templar' a match? [Yes](#)

[None of the above are a match.](#)

**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).

- Pick the closest match describing your relationship to the horse/pony or rider from the drop list.
- 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.**
- Repeat similar steps to add a new Rider.

### Part 3 – Competitor Information

- 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 EA Membership Number with expiry date and the Area/State which is also 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.

#### 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

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 type="button" value="edit"/> Owner/s	Longspring Sport Horse Stud	

#### Rupert Vallance (Rider)

Name	Value	REQ?
<input type="button" value="edit"/> EFA Membership Number	12345 (31 Aug 2012)	<input checked="" type="checkbox"/>
<input type="button" value="edit"/> <b>** Area/State</b>		<input checked="" type="checkbox"/>
<input type="button" value="edit"/> Date of Birth	4 Jan 1984	

NOTE: You must enter all the required information before continuing.  
\*\* denotes all the required info items that you need to enter before continuing.

- 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 EA 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 or change its status from Private to Public. Click on the Rider or Horse name to edit related information.

- 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

- 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	Class	Ring	Date	Est Start	PM	EF
<input type="checkbox"/> 1 - Novelty Event	1	Velodrome	3 Jan 2013		\$50, 20, 10	\$5.00
<input checked="" type="checkbox"/> 2 - Junior 70cm - ORS Table 238.2.1	2	Velodrome	4 Jan 2013	08:00 am	\$70, 45, 30, 20	\$9.00
<input checked="" type="checkbox"/> 3 - Junior 80cm - ORS Table 238.2.1	3	Velodrome	4 Jan 2013		\$70, 45, 30, 20	\$9.00
<input type="checkbox"/> 4 - Junior 90cm - ORS Table 238.2.1	4	Velodrome	4 Jan 2013		\$70, 45, 30, 20	\$9.00

## Part 5: Entry Summary

- 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	2 - Junior 70cm - ORS Table 238.2.1	\$9.00
	3 - Junior 80cm - ORS Table 238.2.1	\$9.00
	Total: \$18.00	

- At this stage, you can add add the same horse to ANOTHER category; or start with a new 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)**.

## If you need to go back and make changes

- DO NOT use the Step 1 to 5 at the top of the screen- it is not a menu system. Look to 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 where you can then **change** what you

### Online Entry Summary

#### Current selections

Category: Show Jumping

Competitors: Windsor LS · Rupert Vallance

Classes: 2 - Junior 70cm - ORS Table 238.2.1 · 3 - Junior 80cm - ORS Table 238.2.1



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.

## Step 2: Miscellaneous Items (Fees)

### Step 2: Misc Items

#### Show Fees

REQ?	Name	Description	Price	Quantity
<input checked="" type="checkbox"/>	Administration Fee (AD)	COMPULSORY and Non-refundable. This is our usual Admin fee charged by the club NOT Main Events	\$10.00 per team	<input type="text" value="1"/>
<input type="checkbox"/>	Camping (CP)	Camping fee for whole show \$50 per vehicle	\$50.00 per vehicle	<input type="text" value="0"/>

#### MGSJC Membership

REQ?	Name	Description	Price	Quantity
<input type="checkbox"/>	Senior membership (MISC)		\$30.00	<input type="text" value="0"/>
<input type="checkbox"/>	Junior Membership (MISC)		\$20.00	<input type="text" value="0"/>
<input type="checkbox"/>	Family Membership (MISC)		\$50.00	<input type="text" value="0"/>
<input type="checkbox"/>	Non-Rider (MISC)		\$15.00	<input type="text" value="0"/>

[Continue](#)

20. 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.

21. 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.
22. 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.

### Online Entry Summary

#### Completed entries



#### Show Jumping

Windsor LS · Rupert Vallance 2 classes \$18.00

**Current total**

**\$18.00**



### 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	2 - Junior 70cm - ORS Table 238.2.1	\$9.00
		3 - Junior 80cm - 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 Non-refundable. This is our usual Admin fee charged by the club NOT Main Events	\$10.00	1	\$10.00
	Camping	Camping fee for whole show \$50 per vehicle	\$50.00	1	\$50.00
MGSJC Membership	Senior membership		\$30.00	1	\$30.00
Misc items total:					\$90.00

Grand Total: \$108.00

Confirm and continue to next step

### Online Entry Summary

#### Completed entries

Show Jumping  
 Windsor LS · Rupert Vallance 2 classes \$18.00

#### Misc Items

Show Fees  
 1 x Administration Fee (AD) \$10.00  
 1 x Camping (CP) \$50.00  
 MGSJC Membership  
 1 x Senior membership (MISC) \$30.00

Current total

\$108.00

## RIDERS

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

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

## Step 4: Customer Info

- Step 4 is information the show secretary needs from you for administration purposes. This will include information on 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 Ta Kanuka Road

Postal

PO Box 448

add address

- Click on **Continue** and fill in the other information needed by the show secretary.

This information is required for admin purposes and most can be left blank. Notice the blue ? – you can click on these for further information on what you should put in each text box.

### Step 4: Customer Info

#### Stage 2: Other Info

\* Emergency Contact: ? Vic Martin at 027 123 456

Any special stabling requirements: ? Travelling with Vic Martin so please yard together.

Other notes or requests: ?

## 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

27. 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. 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	<a href="#">2 - Junior 70cm - ORS Table 238.2.1</a>	\$9.00
		<a href="#">ORS Table 238.2.1</a>	\$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
<b>Grand Total:</b>					<b>\$108.00</b>

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.

## Direct Credit or pay by cheque

The show decides how they want payment to be made for entries. The secretary can choose from:

- Cheque payment
- Direct Credit
- Credit Card or PayPal

You choose from the set options and the Main-Events program will then provide the information you need to complete the entry by paying for it. Remember – an entry is NOT accepted until payment has been received.

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.

### Step 5: Payment

Please select a payment option:

- Post a cheque  
 Direct Credit

#### Direct Credit Details

Please use the details below to make a bank deposit to pay for your show entry.

Bank Name: 633000  
Account Name: Mount Gambier Showjumping Club Inc  
Account Number: 141138446  
Reference: ?  
Deposit Amount: \$108.00

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

[Confirm payment method and submit entry](#)

## Making the Direct Credit (if allowed by the show)

### Finished!

Congratulations, you have completed the online entry and it has been submitted.

Please print this page for your own reference.

#### Entry Information

Entry Reference JYRJPMC4  
Name Vallance, Anne  
Email anne@main-events.co.nz  
Home 184 Te Kanuka Road  
RD 9  
Masterton  
5840  
Wairarapa  
New Zealand  
Mobile phone 012 34567788  
Work phone 06 378 2310

#### Payment Option

##### Bank Deposit

Bank Name: 633000  
Account Name: Mount Gambier Showjumping Club Inc  
Account Number: 141138446  
Reference: JYRJPMC4  
Deposit Amount: \$108.00

Using the information provided, go through to your bank to do the direct credit as with any other payment. Each bank had a different process that you are probably aware of – but all banks have the following. Please enter information as follows:

**PARTICULARS** Your last name, and then first name as many characters as allowed for the space provided.

**CODE** Put in the Event Code which is JYR001

**REFERENCE** Put in the Reference highlighted above.

You can track when your payment has been received by checking its STATUS under your MY MAIN-EVENTS (see below).

## 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



The screenshot shows the user's profile page for Anne Vallance. The 'Online Entry' tab is circled in red. Below the tabs, there is a table of online entries. The first entry is circled in red, and a red arrow points to the 'Status' column.

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.

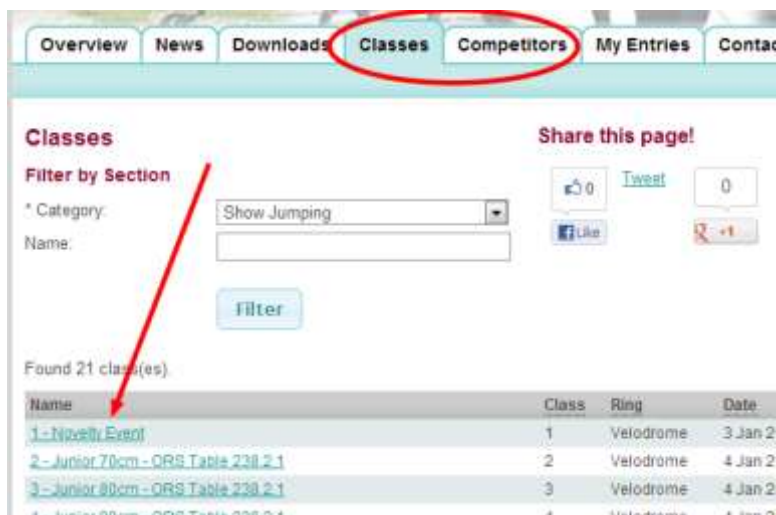
To VIEW any of your online entries, click on the small magnifying glass button to the left of your name.



## 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!



Classes

Filter by Section

\* Category: Show Jumping

Name:

Filter

Found 21 class(es)

Name	Class	Ring	Date
1 - Novice Event	1	Velodrome	3 Jan 2
2 - Junior 70cm - ORS Table 238 2-1	2	Velodrome	4 Jan 2
3 - Junior 80cm - ORS Table 238 2-1	3	Velodrome	4 Jan 2
4 - Junior 90cm - ORS Table 238 2-1	4	Velodrome	4 Jan 2

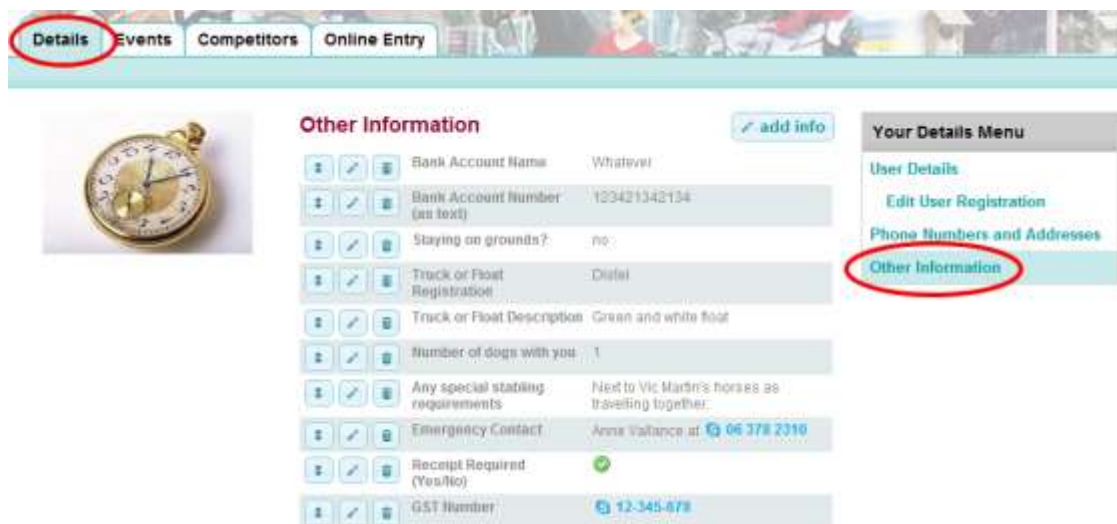
## Update your COMPETITORS under MY MAIN-EVENTS

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.



Details Events Competitors Online Entry

Other Information

add info

Your Details Menu

User Details

Edit User Registration

Phone Numbers and Addresses

Other Information

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	Arms Valance at 06 378 2310
Receipt Required (Yes/No)	Yes
GST Number	12-345-678

## Spread the news!

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!**