

## 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.

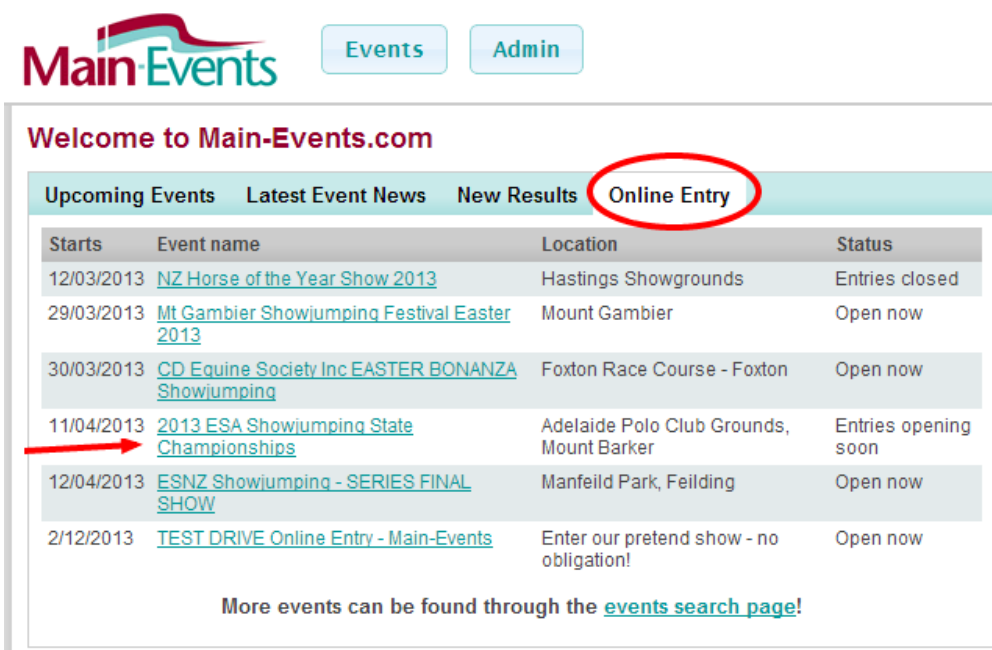
**Help?** - Send us an email [anne@main-events.co.nz](mailto:anne@main-events.co.nz) for help with this if you are struggling with the online entry. No question is too silly or too insignificant – every comment helps us build a better system. We can phone you back if you want step by step phone instructions.

## 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.

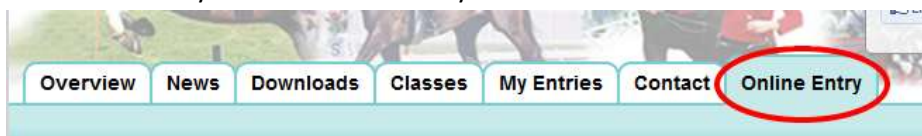


**Welcome to Main-Events.com**

Starts	Event name	Location	Status
12/03/2013	<a href="#">NZ Horse of the Year Show 2013</a>	Hastings Showgrounds	Entries closed
29/03/2013	<a href="#">Mt Gambier Showjumping Festival Easter 2013</a>	Mount Gambier	Open now
30/03/2013	<a href="#">CD Equine Society Inc EASTER BONANZA Showjumping</a>	Foxton Race Course - Foxton	Open now
11/04/2013	<a href="#">2013 ESA Showjumping State Championships</a>	Adelaide Polo Club Grounds, Mount Barker	Entries opening soon
12/04/2013	<a href="#">ESNZ Showjumping - SERIES FINAL SHOW</a>	Manfeild Park, Feilding	Open now
2/12/2013	<a href="#">TEST DRIVE Online Entry - Main-Events</a>	Enter our pretend show - no obligation!	Open now

More events can be found through the [events search page!](#)

- 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.

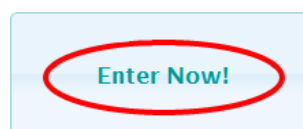


## Starting the Online Entry

- 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.



## 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.

 A form titled 'Competitor Type'. It has two dropdown menus: 'Horse/Pony' with 'Windsor LS' selected and 'Rider' with 'Rupert Vallance' selected. To the right of each dropdown is a button: 'Add a new Horse/Pony' and 'Add a new Rider'. Both buttons are circled in red. Below the form is a button labeled '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-

 A pop-up window titled 'Create a new competitor'. It contains the text: 'To create a Horse/Pony, you must first fill out it's name and then search our database it see if it already exists.' Below this is a text input field with '\* Name:' and 'Lady Luck' entered. A red circle highlights the input field, and a red arrow points from it to the 'Search' button. There is also a 'Cancel' button.

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.

9. 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 **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.

### 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 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.

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 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.

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:

⚠ There were some potential matches found in the system.

Lady Jezabeel  
Is 'Lady Jezabeel' a match? ✔ Yes

Lady Lemonardo  
Is 'Lady Lemonardo' a match? ✔ Yes

✕ None of the above are a match.

---

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:

ℹ 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?
Owner/s	Longspring Sport Horse Stud	.....

#### Rupert Vallance (Rider)

Name	Value	REQ?
EFA Membership Number	12345 (31 Aug 2012)	✔
<b>** Area/State</b>		✔
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.

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.

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.

### 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 4: Select classes to enter

Name	Ring	Date	Est Start	Sponsor	PM	Trophy	EF
<input type="checkbox"/> 1 - 120 cm - horses less than 60 points Table A 238.2.2	Ring 1	12 Apr 2013	08:00 am	\$150, 100, 75, 30, 25, 20			\$17.00
<input type="checkbox"/> 1.1 - 120 cm Table A 238.2.2	Ring 1	12 Apr 2013		\$50, 30, 20			\$7.00
<input type="checkbox"/> 2 - 130 cm Table A 238.2.2	Ring 1	12 Apr 2013		\$250, 175, 100, 50, 25			\$27.00
<input type="checkbox"/> 3 - 110 cm - horses less than 30 points Table A 238.2.2	Ring 1	12 Apr 2013		\$100, 75, 50, 35, 25, 15			\$12.00
<input type="checkbox"/> 3.1 - 110 cm Table A 238.2.2	Ring 1	12 Apr 2013		\$50, 30, 20			\$7.00

## 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.

### Part 5: Entry Summary

This is a summary of your current entry.

Category	Showjumping	
Competitors	Troy LS (Horse/Pony) Rupert Vallance (Rider)	
Classes	2 - 130 cm Table A 238.2.2	\$27.00
	1 - 120 cm - horses less than 60 points Table A 238.2.2	\$17.00
	<b>Total: \$44.00</b>	

[Add another entry](#)

[Continue to next step \(fees\)](#)

18. 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 ALL classes, you click on **Continue to the next step (fees)**.

## If you need to go back and make changes

19. 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 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.

### Online Entry Summary

#### Current selections

**Category:** Showjumping  
**Competitors:** Troy LS · Rupert Vallance  
**Classes:** 2 - 130 cm Table A 238.2.2 · 1 - 120 cm - horses less than 60 points Table A 238.2.2



## Step 2: Miscellaneous Items (Fees)

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.

### Step 2: Misc Items

#### COMPULSORY FEES

REQ?	Name	Description	Price	Quantity
✓	Ground Fee (GF)	Ground Fee	\$15.00 per rider	1
✓	Swabbing Fee (SW)	Swabbing Fee	\$10.00 per horse	1

#### Camping Fees

REQ?	Name	Description	Price	Quantity
	Camping with power (CFP)	Camping fee with power	\$60.00 per vehicle	0
	Camping without power (CFN)	Camping fee without power	\$30.00 per vehicle	1


#### Stabling & Yarding

REQ?	Name	Description	Price	Quantity
	Stallion Boxes (ST)	Portable open stallion box	\$100.00 per box	1

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.

### Online Entry Summary

#### Completed entries

Showjumping  
 Troy LS · Rupert Vallance 2 classes \$44.00

**Current total**

\$44.00



Click on **Continue** to bring up Step 3: Customer Information.

### Step 3: Customer Info

Intro Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Finish!

**Step 3: Customer Info**

\* Emergency Contact: Anne Vallance at 06 378 2310

\* BSB: 123456

\* Bank Account Name: Whatever

\* Bank Account Number: 123421342134

ABN (if required):

Property Identification Code (PIC): SA12345

**Online Entry Summary**

**Completed entries** +

Showjumping

Troy LS · Rupert Vallance 2 classes \$44.00

**Misc Items** +

**COMPULSORY FEES**

1 x Ground Fee (GF) \$15.00

1 x Swabbing Fee (SW) \$10.00

**Camping Fees**

1 x Camping without power (CFN) \$30.00

**Stabling & Yarding**

1 x Stallion Boxes (ST) \$100.00

**Current total** \$199.00

Step 3 is information the show secretary needs from you for administration purposes. This will include information on your bank information for paying out refunds and prize money by direct credit after the show. If information is required, you will see a message similar to below if you leave it blank. Required fields are highlighted with an asterisk to the left of the info item – eg Emergency contact, BSB, Bank Account Name & Number.

#### Step 3: Customer Info

▲ BSB is required

\* Emergency Contact: Anne Vallance at 06 378 2310

\* BSB: 123456

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. Remember you can add or edit horse/rider/class/fee information from the **Online Entry Summary** screen on the right.

When finished entering information, click on **CONTINUE** on the lower part of the screen.

### Step 4: Contact Info

22. Click on add address button to add and then be sure to TICK the Postal.

#### Step 4: Contact Info

##### Address

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

Home

184 Te Kanuka Road  
RD 9

Postal

PO Box 448  
Masterton

+ add address

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

## Step 5: Payment Option

### 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: ANZ - BSB:015 650  
Account Name: Equestrian SA  
Account Number: 4400 41623  
Reference: SSCUTJL2 ?  
Deposit Amount: \$199.00

[Confirm payment method and continue](#)

24. It is up to the show as to what they will accept as payment method. In this case, the show has enabled you direct credit or mail a cheque. There is a credit card option within Main-Events but that is not available for this show.
25. Select your preferred method of payment at which the screen will change to show you the details needed for your payment – either the bank details (above) or a postal address.

**PLEASE NOTE** – your entry is not considered accepted until payment has been made which we suggest you do immediately!

## Step 6: Summary and entry Confirmation

26. This is the final step before SUBMITTING your entry. Check all details in front of you and if you need to make changes to your entries, use the ONLINE ENTRY SUMMARY at the top right.

Intro Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Finish!

### Step 6: Summary and entry confirmation

Please check over the complete details of your event entries and other details.

NOTE: Your entry hasn't been confirmed yet, you must accept the terms and conditions at the bottom of this page and then submit your entry.

Contact Info	Customer Info	Online Entry Summary
Name: Vallance, Anne	Bank Account Name: Whatever	Completed entries: +
Email: anne@main-events.co.nz	Bank Account Number: 123421342134	Showjumping: Troy LS - Rupert Vallance 2 classes \$44.00
Address: PO Box 448 Masterton 6040	Staying on grounds?: Yes	Misc Items: [edit]
		COMPULSORY FEES: 1 x Ground Fee (GF) \$15.00
		1 x Swabbing Fee (SW) \$10.00
		Camping Fees: 1 x Camping without power (CFM) \$30.00

27. Edit by clicking on the pencil/edit buttons from the **Online Entry Summary** on the top right of your screen.

Camping fees	Camping without power	Camping fee without power	\$50.00	1	\$50.00
Stabling & Yarding	Stallion Boxes	Portable open stallion box	\$100.00	1	\$100.00

Misc items total: \$155.00

**Grand Total:** \$199.00

**Payment Info**

**Bank Deposit**

Bank Name: ANZ - BSB:015 650  
 Account Name: Equestrian SA  
 Account Number: 4400 41623  
 Reference: SSCUTJL2 ?  
 Deposit Amount: \$199.00

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

**Confirm and submit entry**

28. If all is correct, then click on **Confirm and continue to next step**. Make sure you have read the terms and conditions as highlighted in screen pic. If you are not over 18, you should have a parent or guardian complete this final step and may payment.

**DON'T FORGET** to tick this and to click on the **Confirm and submit entry** as your entry is NOT sent to the secretary until you have done this.

**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.

**IMPORTANT – Confirm and submit entry**

29. 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. You don't need to print it however, as Main-Events.com will send you an email with a link to your entry which can be viewed at any time from your MY MAIN-EVENTS at the top right of the home page just under the LOGIN area.

**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	SSCDE24L
Name	Vallance, Anne
Email	@main-events.co.nz
Home	e Kanuka Road
	erton
	rapa
	Zealand
Mobile	4567788
Work	8 2310
Fax	8 2310
Emerg	Vallance at 06 378

**Payment Option**

**Bank Deposit**

Bank Name:	ANZ - BSB:015 650
Account Name:	Equestrian SA
Account Number:	4400 41623
Reference:	SSCDE24L ?
Deposit Amount:	\$199.00



## Email confirmation sent

30. Once submitted, the full summary will be sent as an email to the show secretary. You will receive an email with instructions and a link to view your entries on Main-Events.com.

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

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 ESA001

**REFERENCE** Put in the Reference highlighted above with the blue ? mark – eg **SSCDE24L** .

### Payment Option

#### Bank Deposit

Bank Name:	ANZ - BSB:015 650
Account Name:	Equestrian SA
Account Number:	4400 41623
Reference:	SSCDE24L ?
Deposit Amount:	\$199.00

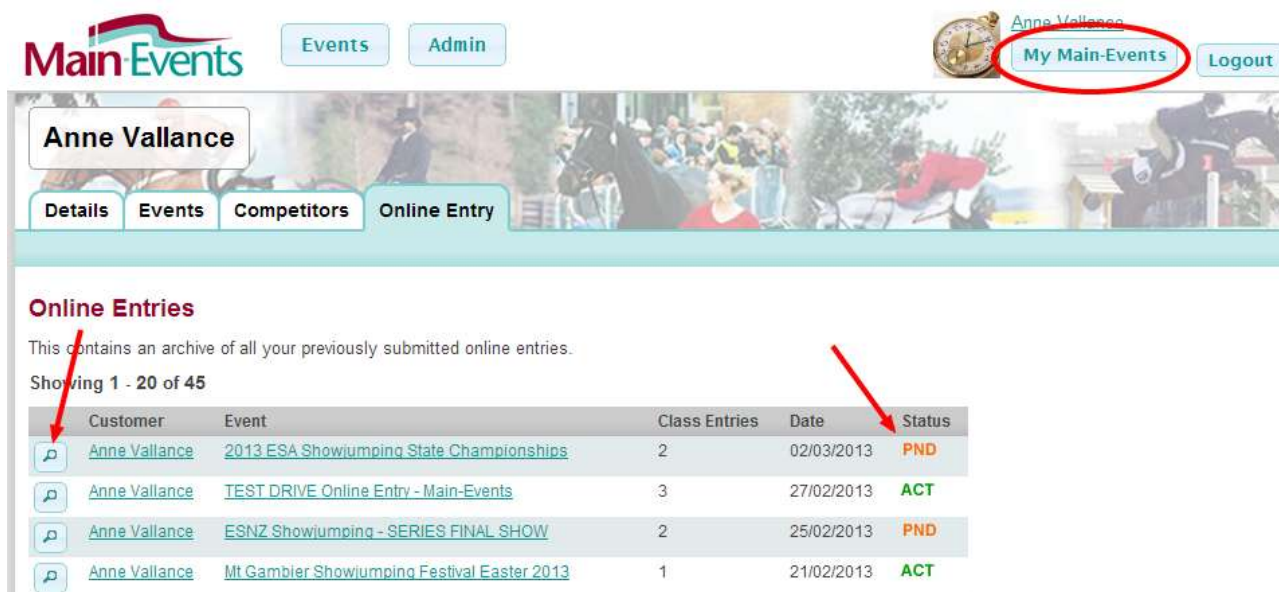
You can track when your payment has been received by checking its STATUS under your MY MAIN-EVENTS (see below).

## 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 the login area.



From the list of shows entered, click on the magnifying glass button to the left of your name.



The screenshot shows the Main-Events website interface. At the top, there is a navigation bar with 'Main-Events' logo, 'Events', and 'Admin' buttons. On the right, there is a user profile for 'Anne Vallance' with a 'My Main-Events' button circled in red and a 'Logout' button. Below the navigation bar, there is a header for 'Anne Vallance' with tabs for 'Details', 'Events', 'Competitors', and 'Online Entry'. The 'Online Entries' section is highlighted, showing a list of entries with columns for Customer, Event, Class Entries, Date, and Status. A red arrow points to the magnifying glass icon next to the first entry, and another red arrow points to the 'Status' column header.

Customer	Event	Class Entries	Date	Status
 Anne Vallance	<a href="#">2013 ESA Showjumping State Championships</a>	2	02/03/2013	PND
 Anne Vallance	<a href="#">TEST DRIVE Online Entry - Main-Events</a>	3	27/02/2013	ACT
 Anne Vallance	<a href="#">ESNZ Showjumping - SERIES FINAL SHOW</a>	2	25/02/2013	PND
 Anne Vallance	<a href="#">Mt Gambler Showjumping Festival Easter 2013</a>	1	21/02/2013	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.

## 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.

This way you and others can see how the classes are shaping!

Name	Ring	Date	Est Start	Sponsor	PM
<a href="#">1 - 120 cm - horses less than 60 points Table A 238.2.2</a>	Ring 1	12 Apr 2013	08:00 am		\$150, 10
<a href="#">1.1 - 120 cm Table A 238.2.2</a>	Ring 1	12 Apr 2013			\$50, 30,

## 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 (**Step 3**). This is also saved to your **MY MAIN-EVENTS** profile under **Details** then **Other Information** from the right hand side. You can add, edit or delete this information as you want.

**Anne Vallance**

Details Events Competitors Online Entry

**Edit User Registration**

\* First name:

\* Last name:

\* Email:

About me:

**Your Details Menu**

- User Details
- Edit User Registration
- Phone Numbers and Addresses
- Other Information**

## 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!**