



Introducing Main-Events Online Entry System

Main-Events.com is pleased to be involved with the Australian Showjumping Championships in Werribee this September. The show will be using the power of Main-Events Online Entry to give riders an even better show experience. You can find the show on Main-Events at <http://www.main-events.com/event/2001/2013-australian-showjumping>.

Here are a few tips to get you started with Main-Events.com. Entries online will open on August 5, 2013 but in the meantime, you can start to get info on your horses and riders into place - when entries open you are ready to run!



Five simple steps you can do now

- Register as a user on <http://www.Main-Events.com>, activate your account (email sent) and then login
- Add your address and phone details in your profile under MY MAIN-EVENTS (top right of screen)
- Add your horses and riders under COMPETITORS tab in this same profile area under MY MAIN-EVENTS
- Add membership and registration information for your horses and riders by clicking on their name and then **add info** exactly as shown below (more ideas on page 3!)
 - a. **EA Membership number**
 - b. **EA Horse Registration**
 - c. **Name of Parent/Person Responsible** (for riders under 18)
 - d. **Area/State** (for riders – the press like to know!)
- From the show overview at <http://www.main-events.com/event/2001/2013-australian-showjumping> click on **Add this event to your favourites!** This ensures you are one of the first to know by email when the schedule is newly uploaded to the DOWNLOADS tab.

★ Add this event to your favourites!

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The Five Steps in more detail ... just in case?

Time to setup and manage your My Main-Events profile!

- Register as a user on the Main-Events website at <http://www.main-events.com> from the top right of the screen. You have an option to use your Facebook login; or add your own email and password for the site. Activation emails are sent to this email address so make sure you are on the right computer for that. Once activated, you can login from any computer.

With Main-Events - one user can be responsible for multiple riders and horses so you can keep it in the family with one online login.

- Once you have activated your account (check the junk/spam folder if you don't hear back in 10 minutes), simply login to the website. Click on **My Main-Events** just under your login.
- This is your profile area. Click on the **Phone numbers and addresses** button to add in a postal address and phone details – these will be needed by the show secretary. You can add several addresses if you need to – eg postal, physical, work or other (like when you are away at university). When you enter on line, you pick which one you want to use at the time.

Obviously, you can keep these up to date easily and change them by clicking on the small pencil (edit) button at any stage.

- **Other Info** contains other information that shows will ask you to provide during online entry – eg ABN number, truck registration, emergency contact, stabling notes etc. This will build up over shows and time so don't worry about adding information here.

Obviously, you can edit and delete information here as you want. By default all this information is flagged private so don't worry that others will see it.

- Click on the tab **Competitors** – this is where you add your horses and your riders.
- Click on **Add a new Rider** and **Add a new Horse/Pony** button as required for all riders and horses you intend to manage and pay for with online entry.

Type in the name of the rider or horse and then on **Search the Database**. We search to see if that rider or horse already exists. We do this so that over time if a horse is sold it can still be linked to the old and new owner. The bonus is that any public info from the previous owner will appear as your info and you can change to suit!

Click on **Search** button and look carefully at the list of possible matches. If you find a match and you expected to find the match, then click on Yes. If no match or you are pretty sure it is someone else with the same name, then click on the **None of the above are a match** on the bottom of the list.

- Type or select information as prompted. For the **Your Relationship**, choose *Person Responsible* as the most likely option if nothing else leaps out at you as more suitable.
- Repeat as often as required until you have all your riders and horses/ponies in the **Competitors** tab.

Take the reins! The fun part.

- Now comes the fun part. Click on each **Rider** and **Horse/pony** name in turn to then add information about each that you may be asked for during online entry. You will probably have to gather up details such as registration and membership numbers and expiry dates so if you don't have that on hand, you can logout and come back to this another day. Otherwise as you enter online, you will have time to fill it in then.

- As a bare minimum, you will want to add the following to your horse and rider profiles by clicking on the **add info** button.
 - a. **EA Membership number** (for riders)
 - b. **EA Horse Registration** (for horse/ponies)
 - c. **Name of Parent/Person Responsible** (for riders under 18)
 - d. **Area/State** (for riders – the press like to know!)
- When you **Add Info**, a list of the most recently used and popular items appear so with a bit of luck you can just click on **Add** to add it to your profile. If it isn't there, then click on **Search/Create** button and type in the above in red and click on **Search**. It should be in the list – we checked!
- Another window will popup where you add in the information and specify the expiry date – notice it is in the format of yyyy/mm/dd so 5 August 2013 is 2013/08/05. Use the small calendar button to the right to select for ease.

If you are not sure what information to put in, click on the small blue question mark and a popup tip will appear.

Additional Notes is what the public can view about your information (eg Short Profile) when they click on the blue question mark!

Add/Edit Competitor Info

Short Profile: ?
 This is a short profile for the catalogue, enter details as appropriate including career highlights, trainer/coach and history of interest in the sport.

☒ Make this information public?

Additional Notes:
 This is more information that the public can see by clicking on a small question mark.

Submit Cancel

To be public or not to be

- You have complete control over what information other riders or the general public can see. Public information is black text under your profile. Private information is grey text. Some info is flagged by Main-Events as always private – eg registration and membership numbers. But we invite you to share information (**make this information public**) about your horse – eg name of sire, colour, gender - so when other riders click on the horse name in class lists, they learn a bit more about you and your horses. Makes it more fun!
- So what else do **we** think you should add to your public profile? Remember click on the blue question mark if you are not sure what to put in each. You can even create your own info items! Try these.
 - a. **Best ever performances** (for riders)
 - b. **Member of Organisation/Club (Name)** (for riders)
 - c. **Short Profile** (for riders – the press always ask for it!)
 - d. **Trainer** (for riders)
 - e. **Year born, colour & gender** (for horses/ponies)
 - f. **Sire** (for horses/ponies)
 - g. **Sire of Dam** (for horses/ponies)
 - h. **Breed** (for horses/ponies)
 - i. **Breeder/s** (for horses/ponies)
 - j. **Best ever performances** (for horses/ponies)
 - k. A pic of a horse and/or yourself? Click on the **Edit Photo** and upload your favourite photo.

We hope you enjoy the Main-Events experience!

We will be at the show - so come and catch up if you have more ideas to share.