

## Try our new smartphone/tablet friendly online entry system !

We are inviting you to discover how easy it is to enter shows online using the Main-Events system. It has recently undergone a major facelift to enable smartphone and tablet friendly entry so you can enter on the road. If you are new to the Main-Events system, you can test out the process in preparation for the real thing using our [Test Drive Show](#) online. All information entered is saved so when you do enter a real show, the information pops into place automatically - if it is the same information asked for!

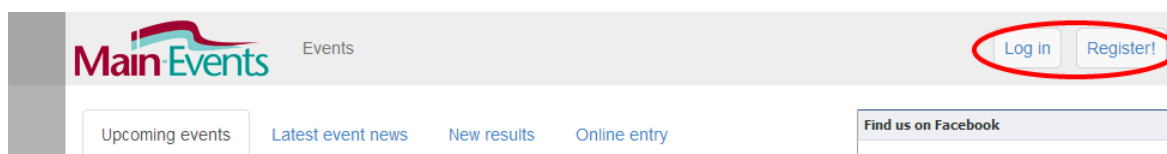
See [page 5](#) for an exact list of information on horses and riders that will be required to enter the Australian Showjumping Championships.

Remember too in Main-Events, you only enter online into new classes or with new horses. All changes including scratching and swapping horses around are done directly with the show secretary Wendy at [asjceventsec@gmail.com](mailto:asjceventsec@gmail.com)

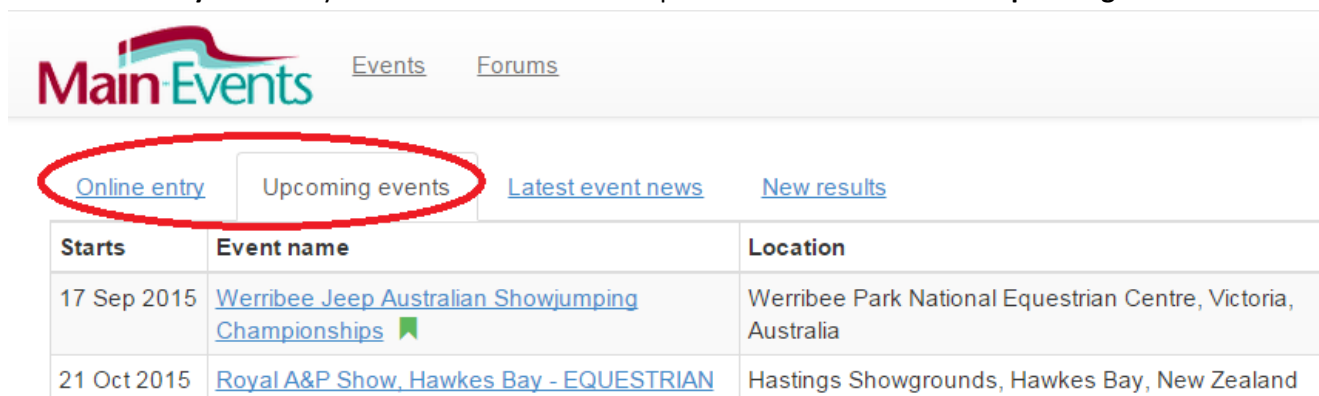
## How to enter online

1. Login to [www.main-events.com](http://www.main-events.com) . If you are not a registered user then click on REGISTER and follow directions on the screen.

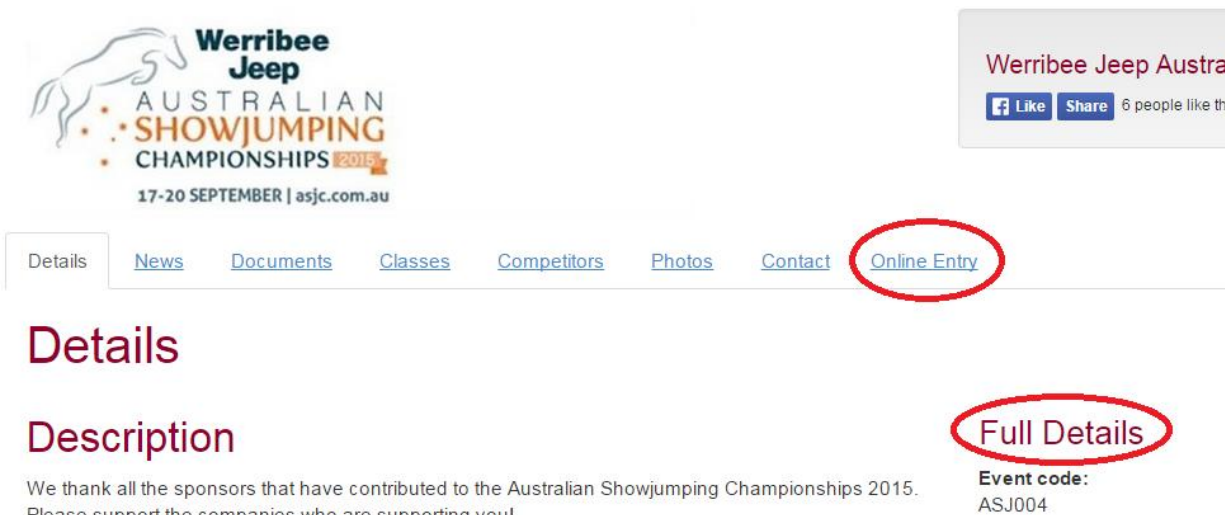
Wait until you have activated your account through the activation email sent to you by the Main-Events team. Once you have activated your account, you can come back to do the online entry.



2. Click on the **Online Entry** tab from the home page and click on the name of the show you want to go to. The **Online Entry** tab is only enabled once entries are open. Otherwise click on the **Upcoming events**.



- This will take you to the Show Page on Main-Events.com. Click on the **Online Entry** tab on the far right. Again the Online Entry tab will only be available once online entries are open.



**Werribee Jeep AUSTRALIAN SHOWJUMPING CHAMPIONSHIPS 2015**  
17-20 SEPTEMBER | asjc.com.au

Werribee Jeep Australia  
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Details News Documents Classes Competitors Photos Contact **Online Entry**

## Details

### Description

We thank all the sponsors that have contributed to the Australian Showjumping Championships 2015. Please support the companies who are supporting you!

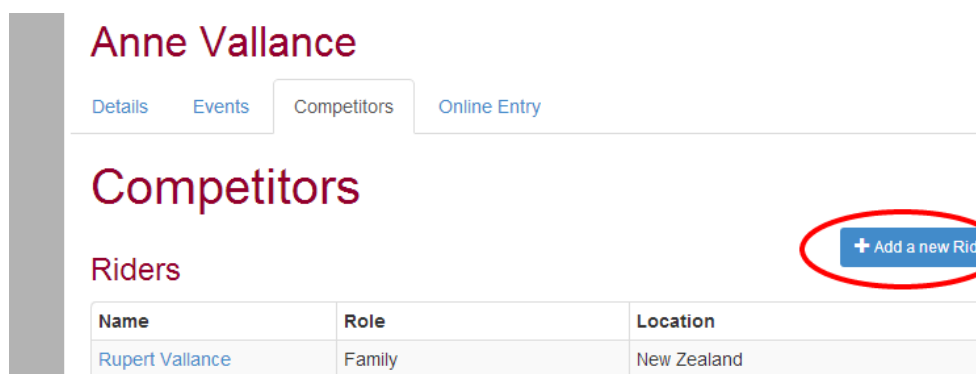
**Full Details**  
Event code: ASJ004

NOTE – if you need to contact the show with a question, click on the CONTACT along the top line or you will see the email and phone number under the full details on the far right.

## Adding horses and riders

- The online entry is designed so you can add horses and riders as you go through the online entry process. However, if you have more than 2 horses to enter, we suggest that BEFORE you start the **Online Entry** you add your horses and riders from your **My Main-Events** area at the top right of the screen. This will mean that you have your horses and riders in place when the rush starts!

Click on MY MAIN-EVENTS at the top right login area. From this area, click on the tab **Competitors** and follow directions below from Step 9 in terms of adding new horses, ponies and riders. Just add in the horse and rider names as during online entry you will be asked to provide membership and registration details anyway.



**Anne Vallance**

Details Events Competitors Online Entry

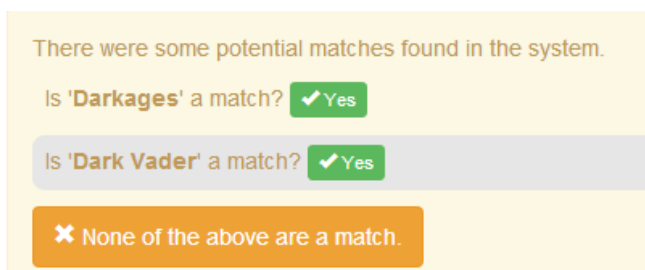
## Competitors

### Riders

Name	Role	Location
Rupert Vallance	Family	New Zealand

**+ Add a new Rider**

When you add a new horse or rider, the program will search for possible matches. If you identify one as a match then click on the green **YES** tick. Otherwise click **NONE of the above are a match** and you will then be asked what your relationship to the horse is. Choose something..



There were some potential matches found in the system.

Is 'Darkages' a match? ☒ Yes

Is 'Dark Vader' a match? ☒ Yes

☒ None of the above are a match.

See Step 4 for other information.

## Starting the Online Entry

Back at the online entry process. The one thing you have to remember is DON'T use your BACK button. You can go back a stage from the **Online Entry Summary** on the far right.

- 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:** Customer and general entry information
- **Step 4:** Contact details
- **Step 5:** Payment option selection
- **Step 6:** Entry summary and confirmation
- **Finish!**

Enter Now!

- The first step in the online process is to select what you want to do – **Showjumping** in this case. Click on the appropriate button if there are different classes offered. This first step determines what information you will be asked for during the process.

[Details](#) [News](#) [Documents](#) [Classes](#) [Competitors](#) [Photos](#) [Contact](#)

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[Intro](#) **Step 1** [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#) [Finish!](#)

## Step 1: Class registration

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

### Part 1: Select Category

Showjumping (68 classes)

NOTE – the Step 1 to Finish are NOT active buttons you click. They are only indicators of what stage you are up to in the online entry process.

## Adding Horses/Ponies and Riders as you go

- If this is your first time through the Online Entry, the drop boxes for horses and riders will be blank. You will have to ADD your horse/pony and then ADD your rider. Otherwise select the first 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 Showjumping category.

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

Horse/Pony

+ Add a new Horse/Pony

Rider

+ Add a new Rider

Continue - Add/Edit Competitor Info ►

7. When you click on the blue **+ Add a new Horse/Pony** button, a small form pops up where you type in the horse/pony or rider name as appropriate. 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 this 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. This matching stage sets a link between the various people although each will be recording their own information about the horse.
8. 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).
9. 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.

Don't worry about adding details at this

stage as entering shows will gradually build up the information on your horse and rider profiles. Remember all information entered is remembered for the next show you go to using Main-Events.com.

### Part 3 – Competitor Information

10. 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 at this show, you don't need to be registered with the EA or ESNZ, so the membership and registration numbers are optional. But if you are, fill them in so they become popup automatically with the next show you enter.

See next page for the view of what you must provide in terms of information for entering the show so make sure you have all these details on hand.

The Bank Account Details are required for payment of prize money and refunds after the show. Z

If your horse is a thoroughbred, make sure you enter Class 0.1 -














11. To enter the information, click into the value column or 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 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. Bank Account Details are always PRIVATE and NEVER displayed.

## 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.

✳ denotes a required field.

### Darkminster (Horse/Pony)

	Name	Value
	✳ EA Registration Number 	
	✳ Current Hendra vaccinated? 	
	Owner/s 	
	Gender 	
	Sire 	
	Is horse a Registered TB?	
	Race Name 	

### Anne Vallance (Rider)

	Name	Value
	✳ Rider Membership Number 	
	Area/State 	
	BSB No 	
	Bank Account 	
	Bank Type 	
	Bank Account Name 	

At any stage, you can add, edit, delete information from your **MY MAIN-EVENTS** profile or change its status from Private to Public.

NOTE – the rider **Membership Number** asks for an expiry date. Just leave blank.

12. Once you have entered any information required, it is pretty straightforward from here on in. You click on the green button below **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 text and the star beside them.

## Part 4: Select classes to enter

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

### Part 4: Select classes

	Name	Date	Est Start	Ring	PM	EL (#)	EF
<input type="checkbox"/>	BYPASS CLASSES - GO STRAIGHT TO FEES	3 Aug 2015		ADMIN ONLY		—	\$0.00
<input checked="" type="checkbox"/>	0.1 - Registration for TB Awards (as per schedule)	17 Sep 2015		Werribee Jeep Arena		—	\$20.00
<input checked="" type="checkbox"/>	1 - Aust. Junior Champ. Rnd 1	17 Sep 2015	08:00 am	Werribee Jeep Arena	\$165, 130, 110, 85, 55, 35, 25, 20	105 (16)	\$150.00
<input type="checkbox"/>	1.2 - Aust. Junior Champ. WAITING	17 Sep 2015		Werribee Jeep Arena		—	\$150.00
<input type="checkbox"/>	2 - Aust. Senior Champ. Rnd 1	17 Sep 2015		Werribee Jeep	\$440, 375, 330, 275, 220, 165, 110,	—	\$250.00

NOTICE that on the right some classes have and **Entry Limit (EL)** – in class 1. This shows that the entry limit is 105 horses and 16 have entered so far. Once the 105 limit is reached, you will need to select the class 1.2 just underneath which is the **WAITING list class**. Do not tick both! If you were able to tick the actual class, you don't need to enter the Waiting List.

NOTE – the limit may “appear” to be exceeded – eg 110 in brackets because 5 people were entering at the exactly the same time - all 110 will be accommodated with the inevitable scratchings.

Once you have selected the classes you want, go down to the bottom of the list of classes and click on **Continue** button.

## Part 5: Entry Summary

14. The next step will show you a summary of the entries so far for that horse and rider combination.

### Part 5: Entry Summary

This is a summary of your current entry.

Category	Showjumping	
Competitors	Darkminster (Horse/Pony) Anne Vallance (Rider)	
Classes	0.1 - Registration for TB Awards (as per schedule)	\$20.00
	1 - Aust. Junior Champ. Rnd 1	\$150.00
Total:		\$170.00

+ Confirm this entry and add another

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

15. At this stage, you can add another horse's entries by clicking on **Confirm this entry and add another** (blue) or if finished with all of your horses and classes, you click on **Confirm this entry and continue to next step (fees)** (green).

## If you want to make changes at this stage

16. 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 retick what you want. 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 select a horse and/or rider. The classes will stay the same.

**CATEGORY:** If you click on the pencil/edit button to the right of **Category**, 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

### Edit current selections



Category:	Showjumping	
Competitors:	Darkminster · Anne Vallance	
Classes:	U.1 - Registration for TB Awards (as per schedule) · 1 - Aust. Junior Champ. Rnd 1	

Clear all entries and restart entry process

## Step 2: Miscellaneous Items (Fees)

17. 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. 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.
18. 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 more for the same horse or click on the + button to add another horse or pony.

### Show Fees

Name	Description	Price	QTY	EL (#)
 Swabbing Fee (SF)	Each horse is required to pay this swabbing fee. unpaid swabbing fees may result in entries not being accepted	\$5.00 per horse	<input type="text" value="1"/>	—
Camping/Truck Parking (C)		\$80.00 per site	<input type="text" value="0"/>	—
Day Competitor (DC)		\$10.00 per day	<input type="text" value="0"/>	—
 Facility Fee (FF)	Compulsory fee per horse for show. unpaid facility fees may result in entries not being accepted	\$25.00 per horse	<input type="text" value="1"/>	—
Temporary Stable Tues 15-Mon 21 Sept (TS)	Limited number only available. Stables come with 5 small bags of shavings incl. No cleaning is required. More shavings can be purchased at venue.	\$250.00 per stable	<input type="text" value="0"/>	220 (4)

Notice that the stabling has an **Entry limit** specified as well.

19. The fees you select here are meant to be for *all* horses and riders entered in the show. The program will default to the number of horses or riders if the fee relates to that – eg swabbing and facility fee.

Both fees are required and you will not be allowed to proceed without paying for these. If this is a second entry for the same horse and you shouldn't need to pay these fees again. You will be charged but make a note under **Other Notes** in the next stage that you will need a refund on these two items.


Click on **Continue** to bring up Customer Info area.


### Step 3: Customer Info


20. Step 4 is information the show secretary needs from you for administration purposes. This will include information that is related to the overall entry and not specific to a horse or rider. Notice the Other notes or requests highlighted. This is where you should put in a note about requiring a refund on paying the swabbing or facility fee twice.


REQUIRED fees are highlighted with the yellow star on the left. Your bank account details are required for payment of prize money and refunds by direct credit after the show.


### Step 3: Customer Info


 denotes a required field.


\* Staying on grounds?: 


Any special stabling requirements: 

\* Bank Account Name: 

\* BSB Number: 

\* Bank Account Number: 

Other notes or requests: 

Continue 


### Step 4: Contact Info

21. Click on **Continue** which takes you to the area where you check your address and phone information. If you haven't already entered an address, click on **Add Address** button near the right corner.

IMPORTANT – Once you have added the address, be sure to tick the circle that you want **Postal** as shown below even if it is the only address you have listed. It must be ticked.

### Step 4: Contact Info

#### Address

 add address

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

☒ **Postal**

PO Box 448  
Masterton

☐ **Physical**

184 Te Kanuka Road  
Masterton 5883



## Step 5: Payment

22. The show decides how they want payment to be made for entries – in this case by Credit Card or by PayPal. . You DO NOT have to be signed up for PayPal to use this.

### Step 5: Payment

Please select a payment option:

☒ Credit card and/or PayPal

#### Credit card and PayPal instructions

This option will send you to PayPal so you can make a secure payment on their site using your credit card. After you have entered your payment details, you will be redirected back here to confirm your payment and confirm your entry into the show.



Confirm payment method and continue ►

Click on the green button to move to the area where you can pay by credit card which used the PayPal interface. The follow will appear with a summary of your fees on the left. Fill in the details on the right and when finished click on the CONTINUE button on the bottom of the PayPal screen.

#### Werribee Jeep Australian Showjumping Championships - Main-Events.com

English ▾

**Your order summary**

Descriptions	Amount
Darkminster Anne Vallance - 0.1 - R...	\$20.00
Item price: \$20.00	
Quantity: 1	
Darkminster Anne Vallance - 1 - Aus...	\$150.00
Item price: \$150.00	
Quantity: 1	
Swabbing Fee	\$5.00
Item price: \$5.00	
Quantity: 1	
Facility Fee	\$25.00
Item price: \$25.00	
Quantity: 1	

**Choose a way to pay**

► **Pay with my PayPal account**





Log in to your PayPal account to complete the purchase

▼ **Pay with my credit or debit card**

(Optional) Sign up for PayPal for faster future checkout

Country: New Zealand ▾

Card number:

Payment types:    

23. 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. The PayPal transaction does not go through until you have clicked the SUBMIT button.

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.

## Summary and entry confirmation

24. The last stage in the process then appears which shows all classes entered, all fees involved and your customer information. Check all information to see that it is correct. If you need to make changes, use the Online Entry Summary at the top right to go back and add or change things.

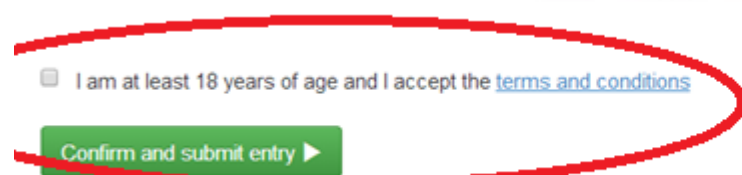
If all is correction, then click on the tick box I am at least 18 years of age and I accept the terms and

**conditions of entry** to the show (as seen in the first online screen under the General Information). Your entry is NOT processed until you click on this tick box!

## 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.



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

[Confirm and submit entry ▶](#)

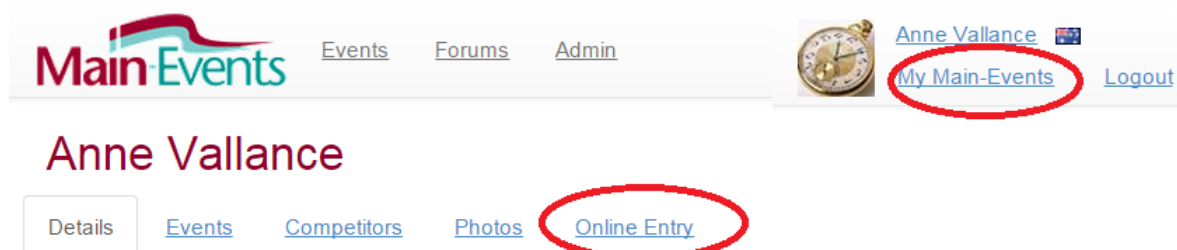
## Watch for an email confirmation of your entries

Now you are done! It is always important to check that your entries have gone through or you will miss out! There are two main ways to do this for the Australian Showjumping Championships.

- You will get an email confirmation direct.
- Check under your Online Entry tab under MY MAIN EVENTS.

You will know your entries have gone through if you receive the email from Main-Events confirming your entry details. Check your spam folder if it doesn't arrive within 5 or 10 minutes.

## 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. This will take you directly to the show where you can see what shows you have entered. This is the same information that is submitted to the show secretary.

**NOT THERE?** Contact the show secretary Wendy at [asjceventsec@gmail.com](mailto:asjceventsec@gmail.com) and ask her to check. She will be able to access the admin area for the show and see the list of entries.

## Add more entries after submitting?

If you think the next day, you want to enter another horse, you can do that simply by starting another online entry to add in NEW classes for an existing horse and/or NEW horses and their classes. If you need to scratch or swap entries, please contact the show secretary direct.

## Help?

Send us an email [support@main-events.co.nz](mailto:support@main-events.co.nz) for help with this if you want someone to talk you through the system. We are happy to help.