

# Tips to speed up your entry into the ASJC on Monday

When entries open at 7:00 pm on Monday, there will be up to 400 people entering online at the same time for limited spaces in many classes. You have to be as organised as possible BEFORE you sit down to do your entries. The following are some tips our Main-Events support team have listed to make this process easier.

If you run into issues, let us know as soon as possible  
by emailing [support@main-events.co.nz](mailto:support@main-events.co.nz) AND [wendy@sonsbeek.net.au](mailto:wendy@sonsbeek.net.au)

## *Use a desktop or tablet*

You can enter using your phone, but you can see more on the screen through a desktop which makes it much easier to get your entry in quickly without the scrolling.

## *Slow bandwidth?*

This is never a good situation and particularly when 400 people are entering at the same time. We suggest you go to a friend's house or a public wi fi hotspot where you have reliable and speedy access. You can login from any computer with your login and password – it doesn't need to be on your home computer.

Above all, be patient and don't keep clicking. Watch with each SAVE/SUBMIT that the pages has saved fully before going on to the NEXT step – eg watch the "loading page/refresh" symbol and make sure it is finished.

## *Google Chrome is recommended*

You can use another browser – but to be really safe, we suggest you install and update to Google if you don't use it already. If not on your system, you can download from <https://support.google.com/chrome/answer/95346?hl=en>

## *ONE person responsible can enter on behalf of multiple riders*

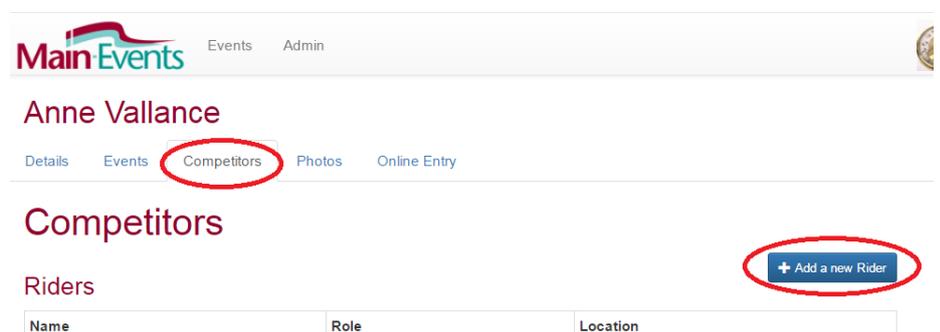
You don't need to have separate logins for each rider in your team or family. Enter under the one login to keep it simple and FASTER! Then there is only one payment to track for the family.

## *Test your login and make sure it works*

Now is not the time to register as a new user and await activation notices! Make sure you have registered as a user on the [www.main-events.com](http://www.main-events.com) website. Test it and the password. Login and then look at your MY MAIN-EVENTS under the login area. If you can get there, you are registered.

## *Add your horse and rider names to your LOGIN and profile area*

Under your MY MAIN-EVENTS profile area, click on the **COMPETITORS** tab and make sure your horses and riders are listed. If not, then click on **+ Add a new Rider** or **+ Add a new Horse/Pony** as appropriate.



Main Events Events Admin

Anne Vallance

Details Events **Competitors** Photos Online Entry

**Competitors**

Riders

Name	Role	Location
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**+ Add a new Rider**

Some options for potential matches (riders or horses with the same or similar names) may pop up but **IMPORTANT**, you should choose **NONE OF THE ABOVE ARE A MATCH** even if you think it is a *match*. This will take you to another form - fill in as appropriate.

You will be asked to ADD INFO such as registration numbers as you do your online entry. If you have entered previously with Main-Events, this information is saved and will display as you enter online – you can change it if need be.



NOTE - Information is always saved with your login which is your email. If you change your email and sign up as a new user under the new email, you will lose previous information. Instead of creating a new login, ALWAYS edit your MY MAIN-EVENTS profile area to update your Customer Details to reflect the new email as your login instead.

## QUESTIONS you will be asked in the online entry

We advise that you have this information on hand BEFORE you start the online entry process so that it can be entered quickly. IMPORTANT – have your **PayPal account information or Credit Card details** on hand – you will need to enter this with each online entry as this information is not stored in Main-Events

You should NOT enter information on the horse or rider UNTIL doing the online entry. However, if you want to pre-enter or update CUSTOMER information, then under MY MAIN-EVENTS you can ADD PHONE NUMBERS AND ADDRESSES as follows from the DETAILS tab.

### CUSTOMER INFO - Details tab from MY MAIN-EVENTS

Phone numbers and addresses

- Phone numbers and addresses

### OTHER INFO - have this info on hand to type in as you enter online

#### Required

- Staying on the grounds?
- Bank Account Name
- BSB Number
- Bank Account Number

#### Optional

- Any special stabling requirements
- Other notes or requests

### HORSE INFO - have this info on hand to type in as you enter online

#### Required

- EA Registration Number
- Current Hendra Vaccinated?

#### Optional

- Owner/s
- Gender
- Sire
- Is horse a Registered TB?
- Race Name

### RIDER INFO - have this info on hand to type in as you enter online

- Rider Membership Number
- City/State

**DON'T FORGET THE LAST STEP ... tick this**  
or your entry will NOT go through

I am at least 18 years of age and I accept the

Confirm and submit entry ▶

### How do you know your entry has gone through?

- You will get an email confirmation within 10 minutes.
- If you look under your profile area MY MAIN-EVENTS under the Online Entries tab, you will see the show listed. Click on the blue magnifying glass to see what you entered.