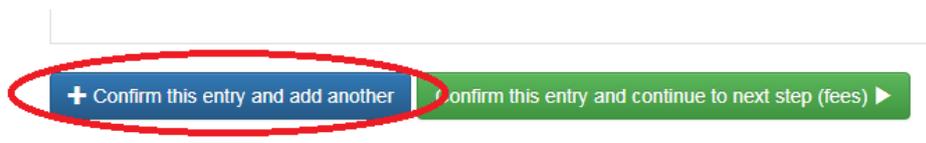# Tips for entering online

One person responsible can enter a whole team as one online entry to make payment easier. The person doesn't need to be the Team Manager as you will be asked to specify the *Team Manager* with their contact details as part of the online process anyway.

From the online entry page *Select Competitors*, click on the BLUE button to the right to ADD A NEW HORSE/PONY or a NEW RIDER if they don't appear in your drop list. Work through one combination at a time. If entering 2 or more horses, when prompted to go on to the FEES, choose instead to CONFIRM THIS ENTRY AND ADD ANOTHER. Once you have done all the team, then click on the green button to go to Fees.

You will be asked to enter information for each horse/pony and rider that is the equivalent of filling in a paper based form. This information includes the following items - please ensure you have the details on hand for each combination before you start your online entry.

Click on small green ? to view explanation of what to enter.

Horse/Pony

- Horse or Pony
- Team Name (or individual)
- Owners
- Short Profile (2 lines on horse - see SAMPLE PROFILE uploaded under documents)

Rider

- City/Town
- School attending in 2018
- Certificate level attained

- Rider level - MT or DC or A1
- Rider Start Order in Team
- Rider Profile (2 lines on rider - see SAMPLE PROFILE uploaded under documents)

Any item marked with a gold asterisk to the left is REQUIRED and can't be left blank.

If rider is competing as an INDIVIDUAL then enter *INDIVIDUAL* in the team name.

If rider is NOT at school, then enter *NOT AT SCHOOL* for the School name.

Polo Shirts & Hoodies

You will need to order and pay for these with your online entry. You will be sent an order form to specify sizes so at this stage, just type in the QUANTITY wanted.

You will know your entry has gone through when ...

Make sure at the end you tick the box that you are 18 or older and agree to terms and conditions. You will then see a big FINISHED at the top of the form.

You will be emailed a link to view your online entry (check spam if not there in 5 minutes). You can also go to MY MAIN-EVENTS profile area under the login, click on the ONLINE ENTRY tab and then on the small blue magnifying glass button to the left of the event name to view the online entry as entered.

You will see your competitors listed under the COMPETITORS tab; and see them in the class lists from the CLASSES tab.

Remember ... in Main-Events.com

By default, all class lists display in *Horse/Pony name* order. You can sort any column of information to find a rider/horse etc by clicking on the blue column heading in the class lists area.

Entry lists displayed below may be incomplete because it only contain entries entered online and/or uploaded by the event administra

RS.	Bk No	DR Start	Horse/Pony	Team	Rider	PC Member	PL	Tot Pen	XC time	Team Rank
✏️	10	10:00:00 a.m.	Alabama Acorn	Wellington	Jessica Todd	Onlsow Pony Club		58.75	273	5