Main-Events.com - How to enter online

FIND THE SHOW ON Main-Events.com

From the ONLINE ENTRY tab (default) on **www.main-events.com** click on the show name.

This takes you to the show page.

LOGIN or REGISTER AS USER

1. Register as a user with Main-Events.com upper right. You will get confirmation email within 5 minutes. If it doesn't arrive, check your spam folder. Once activated by email, login with your email and password. You cannot enter online until you have logged in.

2. Click on show name from the ONLINE ENTRY tab on the home page with list of shows currently open.

3. From the show page, preview and download the schedule from the **DOCUMENTS** tab *(above).*

4. Start online entry by clicking on green button on bottom of **ONLINE ENTRY** tab *(above)*. From here click on the big green button **ENTER NOW**.

5. Click on the blue button for the category/type *(right)* you are doing. Select horse and rider from the drop lists. These will show those you have added previously under your login.

Adding a new horse or rider

6. Pick the horse/pony from those in the drop list; OR If you need to add a new horse or rider, click on the ADD button to the right.

Step 1: Class registration

Adding class entries is an easy 5 part process - select category, sele confirm.

Part 1: Select Category

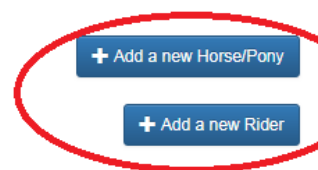Equestrian (36 classes)

Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the Equestrian category.

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

Horse/Pony Lady Luck ▾

Rider Taylor Martin ▾

+ Add a new Horse/Pony

+ Add a new Rider

Continue - Add/Edit Competitor Info ▶

Type in the horse or rider name. A box will popup with a list of possible matches for that name. Click on the gold button NONE OF THESE MATCH. Another box will popup where you then specify what your relationship is (choose) and where the horse is based. Once you have added the horse and rider, they appear in the drop lists to select.

7. Next step is to fill in the information the shows need from you about your horse and rider. If you have entered this information previously it will appear. If not, then click into the **Value** area or on the blue pencil button to edit or add the information. NOTE – a gold asterisk indicates required information and you will not be able to proceed to the next step unless you put something in. Where it is a registration or membership number that you don't have, type in 0000.

8. Click on CONTINUE to move to the next step where you select (tick) the classes you want to do. Tick what you want and then click on CONTINUE green button on the bottom of the page.

9. A summary of the classes entered then appears on the screen.

If you want to enter another horse and rider, click on the BLUE button to **confirm this entry and add another**. Repeat this process until all horses and riders are entered in all appropriate categories. (Screen pic next page) When finished with horses, riders and classes, click on the green button **Confirm this entry and continue to next step (fees).**

Lady Luck (Horse/Pony)

	Name	Value
✏	✳ Horse Registration Number ❓	123456
✏	Owner/s ❓	R & A Vallance
✏	Sire ❓	
✏	✳ Gender	Mare
✏	✳ Height	163 CM
✏	✳ Best ever performance/s	Won the 5 year old class at Mt Gambier la
✏	Short Profile	2014 Br mare by Lord Larino out of Black l We bought the mare as a 3 year old and b competing at 1.10m confidently and won th Championship at Mt Gambier last month. S and 4 placing to date this season.
✏	Is horse a Registered TB?	
✏	Race Name ❓	

Taylor Martin (Rider)

	Name	Value
✏	✳ Rider Membership Number ❓	54665
✏	Area/State ❓	South Australia

Continue - Select Classes ▶

Part 4: Select From

	Name	Date	Est Start	Ring	Gr?	Sponsor	PM	EL	EF
☐	TICK TO BYPASS CLASSES and GO TO FEES	30 Oct 2020		Overall				—	=
☐	1 - Open 1.05m Art 238.2.1	30 Oct 2020		Arena 1	⊗		$80, 60, 40, 20	50 (OPEN)	$20.00
☑	2 - Open 1.15m Inc Art 238.2.1	30 Oct 2020		Arena 1	⊗		$80, 60, 40, 20	50 (OPEN)	$20.00
☐	3 - Open 1.25m Art 238.2.1	30 Oct 2020		Arena 1	⊗		$100, 80, 60, 40, 25	50 (OPEN)	$25.00

Notice the first class listed to bypass classes where you want to add camping or another fee but NOT another class. In this scenario, tick this and then continue.

10. In the next stage you select fees to pay. Change the QTY (Quantity) to reflect what you want – eg one stable as appropriate. The stables and other fees will default to the number of horses or riders you are entering online. If a second entry for the same horse, you can change the QTY to 0. Click on CONTINUE when finished. Notice there is a discount if you have 4 or more horses - put the number of horses (eg 5) in the QTY box and the total will reflect the discounted price.

Step 2: Other Fees/Items

    ✹ denotes a required field.

Horse

Name	Description	Price	QTY
✹ Swabbing Fee (Swab)	Swabbing Levy per horse	$10.00	1

Rider

Name	Description	Price	QTY
✹ Ground Fee (GF)	Ground Fee per rider	$50.00	1
✹ Medical Levy (MED)	Medical Levy per rider	$20.00	1
✹ Helpers Fee (Help)	Helpers Fee will be reimbursed	$30.00	1

11. The next step is **Customer information** that is not related to a specific horse or rider combination. This is set by the show. Anything highlighted with a gold asterisk is REQUIRED. You must answer. Use the small green ? symbol to see hints on what information should be entered. When finished, click on **Continue**.

Step 3: Customer Info

* denotes a required field.

* Bank Account Name: ❓	My Bank Account
* Bank BSB: ❓	123458
* Bank Account Number: ❓	7891241
* Emergency Contact: ❓	Jane Smith 0412 234 467
* PIC number: ❓	SB123456|

> Bank account details are required for direct credit of prizemoney after the show

Continue ▶

12. The next stage is to confirm your address and if your first time doing online entry, you will have to ADD and address using the blue button near the top right of this area.

    IMPORTANT – even if you only have one address showing you must select it by clicking into the small circle to the left of the address type

Step 4: Contact Info

* denotes a required field.

+ add address

✱ 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

13. Check that the name, email and phone number is correct. If you change the information here is a "temporary" and NOT saved to your profile – BUT this is the name, email and phone details that will be included with your online entry for the show secretary. If you need to change an existing address or email and have that saved for next time, you will need to edit that information under your MY MAIN-EVENTS profile area just under the login. Click on CONTINUE to move to the next stage.

14. In this stage, you select your preferred payment option. It is up to the shows what options they give you so select from the available options and the details will appear on the screen. Click on **Confirm payment** method and continue.

Step 5: Payment

Please select a payment option:

◉ Direct Credit

Direct Credit Details

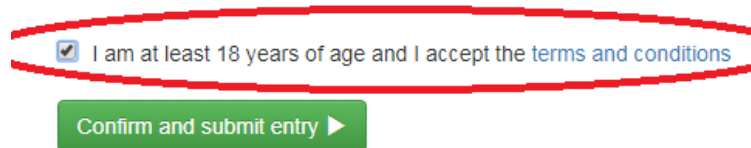Please use the details below to make a bank deposit to pay for your entry.

Bank Name:	ANZ
Account Name:	Equestrian South Australia
Account Number:	BSB 015650 Acc#314855212
Reference:	JSAGWJU2 ❓
Deposit Amount:	$130.00

Confirm payment method and continue ▶

Almost finished ... Step 6 Summary and entry information

15. Once you have confirmed your payment option, the next screen shows a summary of ALL entry information.

IMPORTANT!

You MUST SCROLL DOWN to the bottom of the page and tick that you are 18 years of age and accept the terms and conditions. You entry is NOT SUBMITTED unless you tick and confirm/submit entry.

☑ I am at least 18 years of age and I accept the terms and conditions

Confirm and submit entry ▶

Watch for the green button to change to **Processing ...**

FINISHED!

16. When you see a big FINISHED! At the top of the form, then the online entry has been completed and submitted. You can confirm that the online entry has been successful in any one of the following ways:

| Details | News | Documents | Classes | Competitors | Photos | Contact | Online Entry |

Finished!

Congratulations, you have completed the online entry and it has been submitted.

Please print this page for your own reference.

Entry Information   **Payment Option**

- You will get a receipt of your entries sent to you by email right within 5 minutes.
- You will see your rider and horse/pony names in the **Competitors** list. Use SEARCH.
- You will see your rider and horse/pony names in the **Class list**.
- Under your profile at **MY MAIN-EVENTS** (just under the login on the home page), under the ONLINE ENTRY tab you will see the show listed. You can check what you entered at any stage by clicking on the small pale blue magnifying glass button to the left of the name.

| Details | Events | Competitors | Photos | Online Entry |

Online Entries

This contains an archive of all your previously submitted online entries.

Showing 1 - 20 of 279

	Customer	Event	Class Entries	Date	Status
🔍	Anne Vallance	2019 Thomas Foods SA State Jumping Championships	2	03/03/2019	PND

Making Changes to your entries

Once you have submitted your entry, if you want to make changes, you will need to contact the show secretary.

If you want to add another horse or add more classes to an existing entry, then start another online entry again using the green + button top right.

Changes while you are doing your online entry

If you are in the middle of the online entry and realise for example, you have missed a class or a fee you ... DO NOT use the Step 1, Step 2 at the top of the form or back buttons. Instead from the **Online Entry Summary** on the right, click on the blue pencil to go back to a stage you need to change.

- The blue button under JUMPING left of horse's name allows you to add more classes for the horse and change related info.
- The blue button to the right of Misc Items will take you back for changing fees.
- The green + button at the top right takes you back to the beginning so you can add another horse OR another category for an existing horse (eg show hunters for horse).
- The orange Clear all entries is a ... **Start Again** button!

Online Entry Summary

Completed entries [+]

Equestrian

[✏] Lady Luck · Taylor Martin $75.00
2 classes

Misc Items [✏]

Fees per Horse

1 x	Stables (ST)	$165.00
1 x	Swabbing Fee (Swab)	$10.00

Fees per Rider

1 x	Ground Fee (GF)	$30.00
1 x	Medical Levy (Med)	$15.00

Current total

$295.00

Clear all entries and restart entry process