

How to enter online using EqEntries.com

Step 1: Create an account

The image shows two screenshots of the Equestrian Entries website. The top screenshot is the homepage, and the bottom screenshot is the registration page.

Homepage:

- Header: Lisa Woefel (Year End Photo Contest winner), Gift Certificate promotion.
- Section: Easy Online Show and Event Entries. Features: Eventing & Dressage, Submit Online & Pay Fees by Credit Card, Print & Mail-in w/ Check, Memberships & Cards Automatically Verified, Stringent Entry Checking Process. Text: Complete, Correct Entries - EVERY TIME!
- Call to Action: So... What are you waiting for!? Try Demo or Join Now!
- Member Login: Username (woodbine), Password (*****), Login button. Link: Forgot Username/Password? Are you not yet a member of Equestrian Entries? Click here to JOIN NOW FREE!
- Navigation: How does EE.com work?, How much does it cost?, What about signature pages?, What shows can I enter?

Registration Page:

- Section: User Registration. Text: Welcome to the EquestrianEntries.com Registration Page. This one-time registration will allow you access to enter shows online.
- Form: Username and password must be 6-12 characters and can only contain letters and numbers. Fields: Username, Password, Confirm Password, Email.
- Options: Choose ONE of the following:
 - ☐ I am part of Competition Management. I need a "Show Manager" Account
 - ☐ I want to be able to complete show entry forms online. I need an "Entrant" Account
 - ☐ I need an account where I can manage competitions and complete entry forms online. I need a "Combination" Account
- Buttons: Register, Cancel.
- Footer: Home | About Us | F.A.Q. | Privacy Statement | Terms of Use.

Annotations:

- A red arrow points to the "JOIN NOW FREE!" link on the homepage.
- A box labeled "CLICK HERE!" is placed next to the arrow.
- A box labeled "Fill in information, choose 'entrant' account and click register" is placed next to the registration form.

Now go to your email and click on the link to activate your account. The link will take you to this screen:

Please Enter Your Contact Information and Agree to the Terms Below

First Name Address

Last Name City

Date of Birth State

Phone Zip Code

Country

EQUESTRIAN ENTRIES LLC
EQUESTRIANENTRIES.COM
TERMS AND CONDITIONS OF USE AND NOTICES

Agreement Between User and Equestrian Entries.

The Equestrian Entries Web Site is offered to you conditioned on your acceptance without modification of the terms, conditions, services and notices contained herein. Your use of the Equestrian Entries Web Site constitutes your agreement to all such terms, conditions, and notices. Your use of a particular areas of the Equestrian Entries Web Site may also be subject to additional terms outlined elsewhere in this agreement (the "Additional Terms"). In the event that any of the terms, conditions, and notices contained herein conflict with the Additional Terms or

Please enter TODAY'S date as 05/28/2017

Please type "I Agree": Date:

By typing "I Agree" and the date, I agree to Equestrian Entries' [Terms of Use and Privacy Policy](#)

Fill the boxes in and click the blue button in the bottom right corner. This will take you to the home screen:

Welcome Julie Christopher!
My Account | Logout

Home Entries Calendar Advertise with us! FAQ Resources Help

We do not support Internet Explorer or MS Edge for this site! We suggest using Firefox or Chrome.

Instructions Enter a Show or Clinic Need help? Contact helpme@equestrian.com

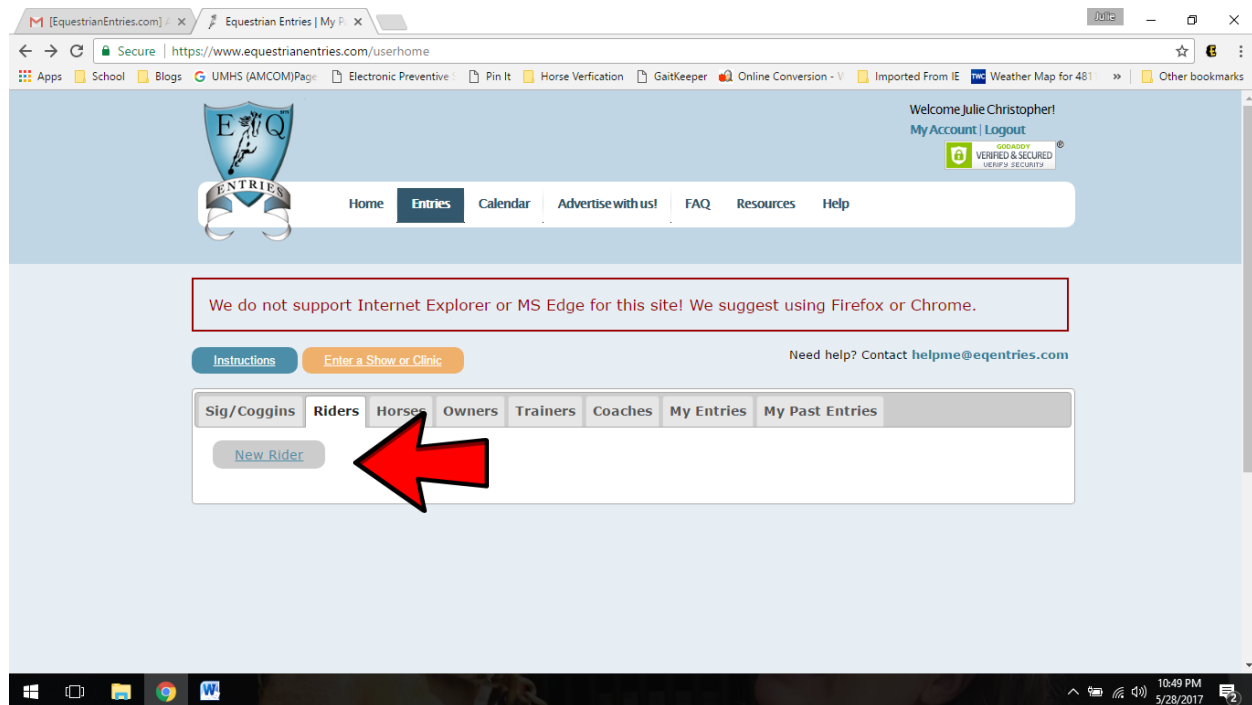
Sig/Coggins Riders Horses Owners Trainers Coaches My Entries My Past Entries

Upload Entry Document

Type	Description	Filename

Now you will need to add the riders, horse or horses, trainer and coaches that will be part of your entry.

Click the tab labeled “Riders” and then choose “new rider”



A small box will pop up asking if you would like to use someone who is already listed in a different role, you can choose Yes if you’re adding a trainer as a rider, or owner as rider, etc. Choose NO if you want someone entirely new. If you choose NO, it will ask you several questions, such as is this person an owner? Trainer? Etc. It will also give you a chance to look up information via USEF number if you have one. Once those questions are complete, you will be on this page:

New Riders

This user has the following roles: ☒ Rider ☒ Owner ☒ Trainer ☐ Coach in: ☒ Dressage ☐ Eventing/CT/Horse Trials ☐ BOTH

User Info

First Name: Address:
Last Name: City:
Owner Type: Individual State/Province: --
Citizenship: Zip Code:
Phone: xxx-xxx-xxxx Country:
Cell Phone: xxx-xxx-xxxx Fax:
Email:
Date of Birth: MM/DD/YYYY
JR, YR or SR? --

Note: Trainers cannot be under 18 years of age

Emergency Info

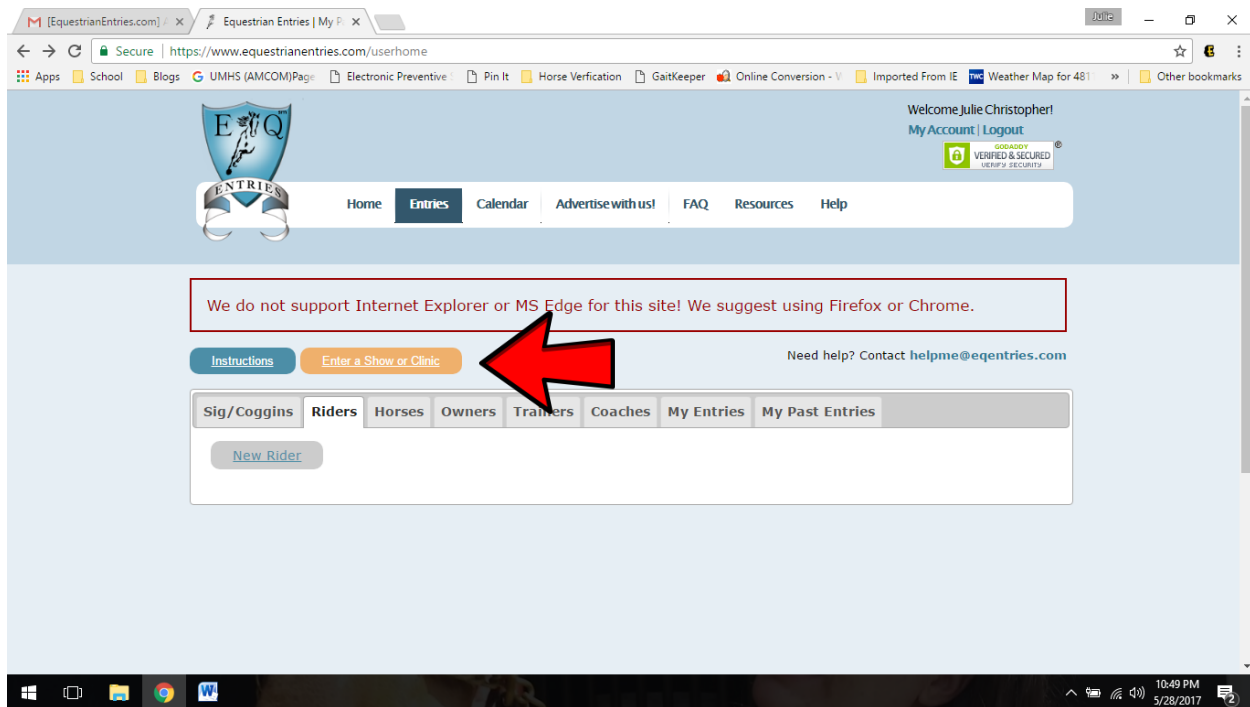
Emergency Contact Name:
Emergency Contact Number: xxx-xxx-xxxx
Emergency Contact Relationship:

Fill in all the information, and click “OK” in blue at the bottom.

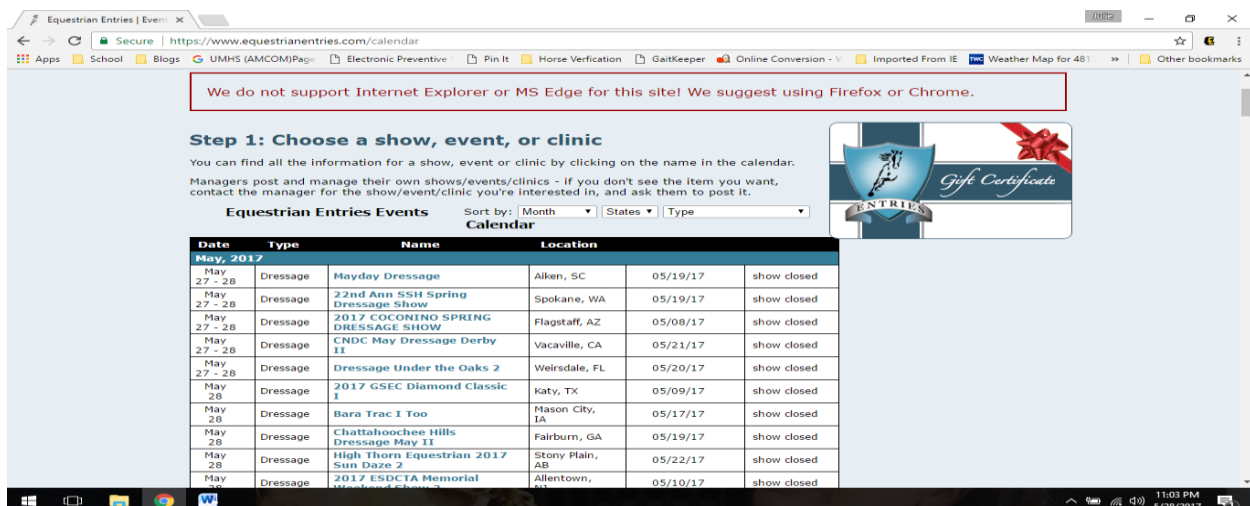
Repeat this same process to add a horse, trainer, coach and owner. If you do not know all of the information enter 0's in the boxes. You must enter all of these to move to the next step.

You will only have to enter all of these individuals once, the first setup is most time consuming, subsequent entries will be much quicker!

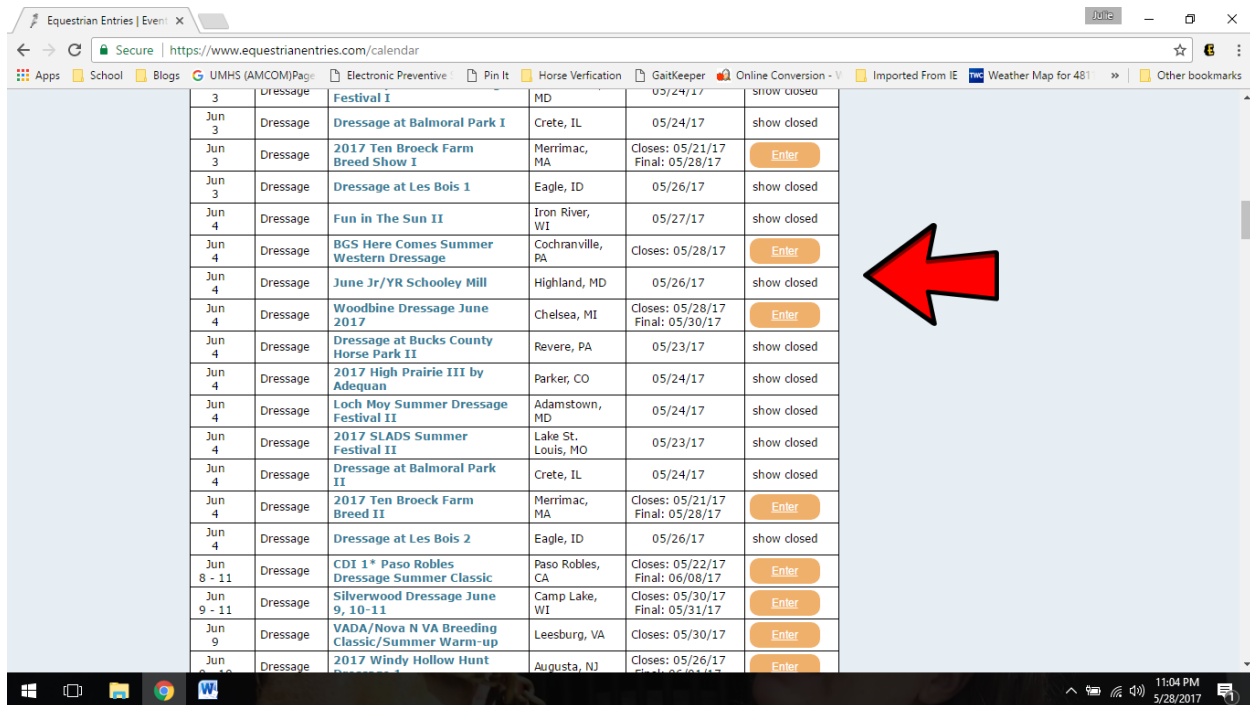
Now you're ready to enter the Woodbine Show! Click the orange “Enter a Show or Clinic” button



Now scroll down and find the show you'd like to enter:

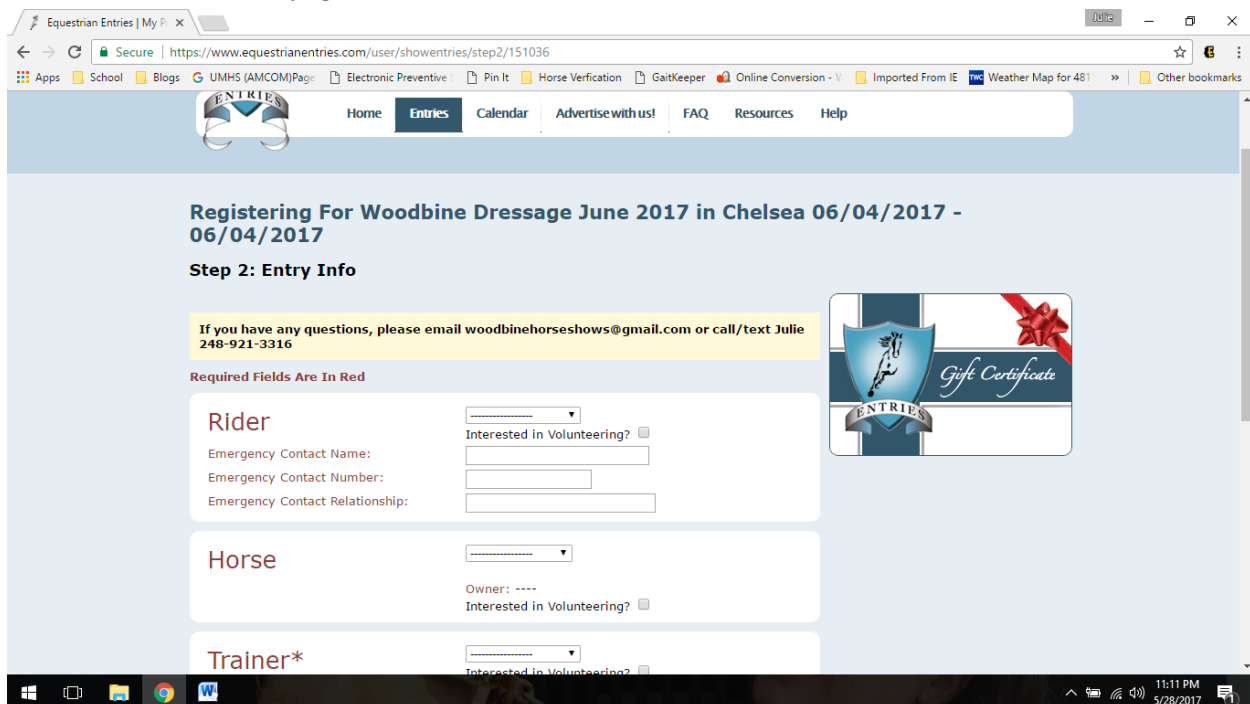


Keep scrolling; the shows are in order of date! When you see the show you'd like to enter, click the orange button labeled "enter"



Date	Event	Location	Time	Status	Action
Jun 3	Dressage Festival I	MD	05/24/17	show closed	
Jun 3	Dressage Dressage at Balmoral Park I	Crete, IL	05/24/17	show closed	
Jun 3	Dressage 2017 Ten Broeck Farm Breed Show I	Merrimac, MA	Closes: 05/21/17 Final: 05/28/17	Enter	
Jun 3	Dressage Dressage at Les Bois 1	Eagle, ID	05/26/17	show closed	
Jun 4	Dressage Fun in The Sun II	Iron River, WI	05/27/17	show closed	
Jun 4	Dressage BGS Here Comes Summer Western Dressage	Cochranville, PA	Closes: 05/28/17	Enter	
Jun 4	Dressage June Jr/YR Schooley Mill	Highland, MD	05/26/17	show closed	
Jun 4	Dressage Woodbine Dressage June 2017	Chelsea, MI	Closes: 05/28/17 Final: 05/30/17	Enter	
Jun 4	Dressage Dressage at Bucks County Horse Park II	Revere, PA	05/23/17	show closed	
Jun 4	Dressage 2017 High Prairie III by Adequan	Parker, CO	05/24/17	show closed	
Jun 4	Dressage Loch Moy Summer Dressage Festival II	Adamstown, MD	05/24/17	show closed	
Jun 4	Dressage 2017 SLADS Summer Festival II	Lake St. Louis, MO	05/23/17	show closed	
Jun 4	Dressage Dressage at Balmoral Park II	Crete, IL	05/24/17	show closed	
Jun 4	Dressage 2017 Ten Broeck Farm Breed II	Merrimac, MA	Closes: 05/21/17 Final: 05/28/17	Enter	
Jun 4	Dressage Dressage at Les Bois 2	Eagle, ID	05/26/17	show closed	
Jun 8 - 11	Dressage CDI 1* Paso Robles Dressage Summer Classic	Paso Robles, CA	Closes: 05/22/17 Final: 06/08/17	Enter	
Jun 9 - 11	Dressage Silverwood Dressage June 9, 10-11	Camp Lake, WI	Closes: 05/30/17 Final: 05/31/17	Enter	
Jun 9	Dressage VADA/Nova N VA Breeding Classic/Summer Warm-up	Leesburg, VA	Closes: 05/30/17	Enter	
Jun 9 - 10	Dressage 2017 Windy Hollow Hunt	Augusta, NJ	Closes: 05/26/17 Final: 05/27/17	Enter	

You will now be on this page:



Registering For Woodbine Dressage June 2017 in Chelsea 06/04/2017 - 06/04/2017

Step 2: Entry Info

If you have any questions, please email woodbinehorseshow@gmail.com or call/text Julie 248-921-3316

Required Fields Are In Red

Rider

Emergency Contact Name:

Emergency Contact Number:

Emergency Contact Relationship:

Interested in Volunteering? ☐

Horse

Owner: ----

Interested in Volunteering? ☐

Trainer*

Interested in Volunteering? ☐

Choose the Rider, Horse, Trainer, and Coach (if applicable). At the bottom of the page, choose “next Step”

Horse
Bayside
Owner: Julie Christopher
Interested in Volunteering? ☐

Trainer*
Christopher, Julie
Interested in Volunteering? ☐
Is Trainer parent of Rider or Owner? No

***A Trainer is REQUIRED at every show. Trainer is defined as the ADULT responsible for care of the horse on show grounds**

Coach**
Interested in Volunteering? ☐
****A coach is any adult(s) who receives remuneration for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills while on show grounds.**

Cancel Next Step

Need Help? Email us at helpme@eqentries.com

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Now choose your classes: You will need to choose the proper class and division. Use the “add class” button to add additional classes. Once these are done, click on “Next Step”

Registering For Woodbine Dressage June 2017 in Chelsea 06/04/2017 - 06/04/2017

Step 3: Choose Classes

Classes with less than 3 riders may be combined, please be sure to choose the appropriate level Open/Am/Jr.

Required Fields Are In Red

Sun, 6/4	Division	Q?	Fee	
Class Name				Add Class
			0	Delete

Cancel Back Next Step

<http://www.equestrianentries.com/giftcerts>

Choose your stabling: You must choose either Yes or No to the question “will you require stabling” If you choose NO, the box will stay the same, and you only need to add an RV hookup if you’d like one, and choose “next step.” If you need a stall choose “yes”

Need Help? Email us at helpme@eqentries.com

Registering For Woodbine Dressage June 2017 in Chelsea 06/04/2017 - 06/04/2017

Step 4: Stabling, Tack Stalls, RVs

Please be sure to indicate who you would like to be stabled with, once assignments are done, they will not be changed.

Will you require stabling?

Grounds Fee - only if not stabling: Yes ☐ No ☐ How Many Days?

RV With Hookup? Yes ☐ No ☐

Rider Staying at:

Rider Phone:

Stall options: Choose a start date (the day you’ll haul in) and an end date (the day of the show). Do the same for a tack stall if you wish to reserve one. Choose an RV hookup if needed, how many shavings you’d like, and where you’re staying. Again choose “next step” when all the boxes are filled.

Need Help? Email us at helpme@eqentries.com

Registering For Woodbine Dressage June 2017 in Chelsea 06/04/2017 - 06/04/2017

Step 4: Stabling, Tack Stalls, RVs

Please be sure to indicate who you would like to be stabled with, once assignments are done, they will not be changed.

Will you require stabling?

Horse Stall - \$55 each (Per Show) Yes ☐ No ☐

Start Date Choose date

End Date Choose date

Tack Stall - \$55 each (Per Show) Yes ☐ No ☐

Start Date Choose date

End Date Choose date

Grounds Fee - only if not stabling: Yes ☐ No ☐

Stable with:
(If you are part of a group for stabling, what name is associated with that group?)

Number of Shavings:

Equestrian Entries | My P. X

Secure | https://www.equestrianentries.com/user/showentries/step4

Start Date Choose date

End Date Choose date

Grounds Fee - only if not stabling: Yes No

Stable with:

Number of Shavings: 0

Approximate time of arrival: Hour: 4:00 PM Day: Choose date

Transport is:

RV With Hookup? Yes No

Rider Staying at:

Rider Phone:

Cancel Back Next Step

Need Help? Email us at helpme@eqentries.com

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The next screen gives you a chance to make requests, and to let the system know if your horse has more than one rider (the office fee is per horse/rider combo). When this page is complete, choose “next step”

Equestrian Entries | My P. X

Secure | https://www.equestrianentries.com/user/showentries/step5/151036

Welcome Julie Christopher!
My Account | Logout

ENTRIES

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Registering For Woodbine Dressage June 2017 in Chelsea 06/04/2017 - 06/04/2017

Step 5: Fees and Donations


IMPORTANT: Is this horse ALREADY entered into this show and PAID for with another rider? No

Non Competing Horse- \$40 per show ☐

Prize Money Paid To:

Special Needs/Requests:

Cancel Back Next Step



Now you need to upload your documents. This is where you should attach your coggins and the signature page ([available here](#)). Once you have added all your documents, click next step.

Your entry is almost complete! Here is the summary of your entry. **THIS IS NOT A COMPLETED ENTRY AT THIS POINT. DO NOT STOP HERE!**

The screenshot shows a web browser window with the URL <https://www.equestrianentries.com/user/showentries/preview/151036>. The page is titled "EQUESTRIAN ENTRIES" and features a navigation bar with links: Home, Entries, Calendar, Advertise with us!, FAQ, Resources, and Help. A welcome message for Julie Christopher is displayed in the top right corner.

A yellow banner at the top of the entry form states: "YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from Equestrian Entries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management."

The entry form is divided into several sections:

- Summary**: Displays the entry title "Adult Amateur" and the rider "Julie Christopher on 'Bayside'". It also shows the event "Woodbine Dressage June 2017" and the date "06/04/2017". A "Share on facebook" button is present.
- Classes**: Lists the class "06/04/2017: IA Intro Test A".
- No Membership Cards Required**: A section indicating that no membership cards are required.
- Stabling**: A section for stabling information, including a "Group Name" field and a "Horse Stall - \$55 each" label.
- Special Instructions**: A section for special instructions, listing "Rider is not a U.S. Citizen", "Owner is not a U.S. Citizen", and "Trainer is not a U.S. Citizen".

The total calculated fees are displayed as **\$105.00**. At the bottom of the form, there are buttons for "Cancel", "Edit", "Save", "Print Entry", and "Proceed to Checkout".

The footer of the page includes links for "Home", "About Us", "F.A.Q.", "Privacy Statement", and "Terms of Use". It also displays the copyright notice "Copyright 2017 - Equestrian Entries - All Rights Reserved" and a "Like" button with the text "You and 1.3K others like this."

Choose “proceed to checkout” to pay via pay pal. To pay by check (ONLY BEFORE THE ENTRY DEADLINE) choose “print entry”. If you are doing this, you must send an email to woodbinehorseshow@gmail.com and let us know that you’re mailing your check.

Now pay for your entry: Review your fees to be sure they look correct, and choose “proceed to checkout”

The screenshot shows a web browser window with the URL <https://www.equestrianentries.com/user/showentries/payment/151036>. The page title is "Please Review Fees". The Equestrian Entries logo is in the top left. The top navigation bar includes links for Home, Entries, Calendar, Advertise with us!, FAQ, Resources, and Help. A user is logged in as Julie Christopher. The fee breakdown is as follows:

Item	Amount
Horse Stall - \$55 each (\$55 for show)	\$55
IA - Intro Test A	\$25
Office Fee	\$25
5% Online Processing Fee (Mandatory)	\$5.50
Total Fees	\$110.50

Below the fee table is a "Discount Code:" field with a "Redeem Coupon" button. At the bottom right are two buttons: "Cancel" and "Proceed to Checkout".

The 5% fee goes to EqEntries, not Woodbine.

Fill in your card info and choose “Finish checkout”

The screenshot shows a web browser window with the URL <https://www.equestrianentries.com/payflow/form/99353>. The page has a navigation bar with links: Home, Entries, Calendar, Advertise with us!, FAQ, Resources, and Help. A red banner at the top of the main content area states: "This entry has not yet been paid for. Please complete this form and click *Finish Checkout*." Below this is a "Credit Card Information" form. The form includes fields for: First Name, Last Name, Billing Address, City, State, Country (a dropdown menu), Postal Code, Credit Card #, Exp. Date (MMYY), and Security Code (on back of card). To the right of the form are logos for VISA, MasterCard, and DISCOVER. Below the form, a message states: "Your credit card will be charged \$110.50". At the bottom of the form are two buttons: "Cancel" and "Finish Checkout". The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system clock indicating 11:27 PM on 5/28/2017.

Congratulations, your entry has been sent! You will receive a copy of your submission via email. Confirmation notifications will be sent out by Woodbine the Sunday/Monday prior to the show.

IF YOU NEED HELP, EMAIL
HELPME@EQENTRIES.COM

If you have Woodbine specific questions email
mailto:Woodbinehorseshow@gmail.com