

MyEventZ.com Equine Events

Welcome to MyEventZ. This is a quick guide to entering online for Equine events. The screens displayed in this guide are subject to change and are correct as of 22/12/09.

Login



MYEVENTZ

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Logged In

Use the search to find competitions you are interested in.



Search Competitions
The SEARCH button below will show you a list of competitions registered. You can limit the list of competitions by entering specific dates or entering part of the competition name.

Dates: To: [Reset](#)

Competition Name:

[Search](#)

19/06/2010 [View Detail](#)

Sample Horse Show 2010

Organiser: Drum RDA

Contact: A Smith

Closing Date: 14/06/2010 21:00

[Make Entries](#)

[Confirmed Entries](#)

You can click on the “View Detail” button to see additional information for this competition such as the events, closing date, location, entry fees, contacts.

If you have already started making an entry for a competition but have yet to checkout, the “Make Entries” button will be replaced with a “Resume Entries” button. Clicking on this will take you back to your original entry form.

Make Entries

Click on the “Make Entries” button for the competition you wish to enter. You can make entries for any number of riders and horses. When you first create your account, you will be the only rider registered so you will need to add some new horses and if you are entering on behalf of other riders you will need to add them too.

Entry Ref: 129/1 - Tricia Morrish

Extras Checkout

Select a Rider and a Horse to Add/Update Entries on this Invoice:

Rider: Tricia Morris Add New Rider Edit Rider Details Horse: Add New Horse

Entry No	Rider/Horse	Events entered for this invoice
0	Tricia Morris	

Add New Rider

If you are entering on behalf of other riders or additional riders, click "Add New Rider" and fill in the details.

Add New Horse

If your horse is not listed, click on Add New Horse and enter the horse's details. When you click "Submit", the horse's details should now appear in the list (with the horse's age appearing in brackets)

Entry Ref – This is your entry reference/invoice no. Please use this in any correspondence with the organisers.

Delete Entry – Click here to delete the entire entry form.

Click here to update entry for rider/horse

Class	Event	Event Comment	Fee	Select
1	Pony Club Pony (exceeding 13.3hh)		5	<input checked="" type="checkbox"/>
2	Pony Club Pony (not exceeding 13.2hh & under)		5	<input type="checkbox"/>
3	Lead rein Pony Club Pony (rider to be 7 years of a		5	<input type="checkbox"/>
4	Arab, Anglo & Part Breed Arab in hand		5	<input checked="" type="checkbox"/>
5	Veteran Horse 16 years & over ridden		5	<input checked="" type="checkbox"/>
6	Arab, Anglo & Part Breed Arab ridden		5	<input type="checkbox"/>
7	Veteran Pony 16 years & over ridden		5	<input type="checkbox"/>
8	Mountain & Moorlands (Small Breeds in-hand)		5	<input type="checkbox"/>
9	Mountain & Moorlands (Large Breeds in-hand)		5	<input type="checkbox"/>
10	Mountain & Moorlands (Small Ridden)		5	<input type="checkbox"/>

Once you have selected a rider and a horse you can then select the events to enter. Once you have selected all the events you wish to enter the rider and horse for, click on the button "Click here to update entry for rider/horse". Your selection has now been added to your entry. If you want to remove a rider/horse from an event, click on the delete icon on the left hand side for the corresponding event. If you want to delete the entire entry for a rider/horse click on the delete icon on the right hand side.


Entry No	Rider/Horse	Events entered for this invoice
1	Tricia Morris/Thunder	1: Pony Club Pony (exceeding 13.3hh) 4: Arab, Anglo & Part Breed Arab in hand 5: Veteran Horse 16 years & over ridden

Repeat for every combination of rider and horse that you wish to make entries for.

Extras

When you are happy with your entries, click on the extras button. The extra button will only appear if the organiser has added additional items for you to purchase eg Hay, Car Parking, First Aid.

EXTRAS - Ref: 129/1







Entry Checkout 

Late Entry

Item Quantity

Parking (£3.00) 1 Add Item

LIST OF EXTRAS


Item	Quantity	Unit Cost	Fee
First Aid	2	£1.00	£2.00  
Hay	2	£3.00	£6.00  
Parking	1	£3.00	£3.00  




Total for Extras : £11.00

Select the item you wish to add to your invoice, enter the quantity and the click “Add Item”

Checkout

Once you have added all your extra items to your invoice you can now click on the Checkout. This will give you a list of your entries and extra items for you to check.

 Checkout Ref: 129/1 - Tricia Morris

 Entry  Extras 


Tricia Morris
1 Main Street
Anytown
AN1 2WN
Great Britain

Entry No	Entry	Fee
1	Tricia Morris/Thunder	1: Pony Club Pony (exceeding 13.3hh) £5.00
		4: Arab, Anglo & Part Breed Arab in hand £5.00
		5: Veteran Horse 16 years & over ridden £5.00
2	Ken Morris/Thunder	4: Arab, Anglo & Part Breed Arab in hand £5.00
		16: Large Riding Club Horse exceeding 15.2hh Jumps app £5.00
		18: Ridden Horse £5.00
3	Ken Morris/Lightning	17: Small Hunter £5.00

Extra Item	Quantity	Unit Cost	Fee
First Aid	2	£1.00	£2.00
Hay	2	£3.00	£6.00
Parking	1	£3.00	£3.00

Total for Entries: £35.00
Total for Extras: £11.00
INVOICE TOTAL: £46.00

You must click on the Accept button to confirm your entry.

Accept 

Click here for Printable Version

If you are happy with your entry form, click on the “Accept” button in the bottom right. Otherwise, you can go back to the entry section or extras section by clicking on the buttons at the top right of the section to update your entry.

When you click on the “Accept” button you will be asked to accept then organisers terms and conditions of entry. You will now receive an email with your invoice.

Payment

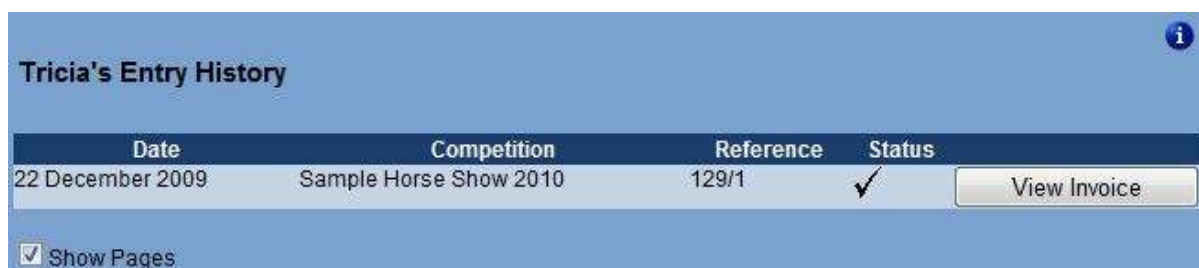
Paying for your entry depends on how your organiser has set up payments. You may be required to pay by cheque or by bank transfer in which case you need to use your invoice reference number as a payment reference.

Online payment is not currently available (22/12/09).

Viewing your submitted entries.



Click on “Your Entry History” tab



Date	Competition	Reference	Status	
22 December 2009	Sample Horse Show 2010	129/1	✓	View Invoice

Show Pages

Click on the invoice you wish to view.

If you need to make any additional entries, create a new invoice by repeating the process.

To make any amendments to an existing invoice, please contact the organisers. Amendments to existing invoices (and any related refunds) are solely at the organiser’s discretion.