

PNHS Online Entry Process

Go to www.horseshowsonline.com

What you need:

- A free account at HorseShowsOnline. If you don't already have an account you can create one when you click the continue button below. HorseShowsOnline basic member is FREE.
- A record in your account for each person and horse that you will use on show entry forms when you enter a show.

How do I get started:

1. Login to HorseShowsOnline by clicking the "Member Services" button in the main menu, OR click the continue button below.
2. Once you are logged in, click the "My Horses, People, Shows" button in the member menu.
3. At the People, Horses, Shows page, add any new people and horses to your account as required on the appropriate tab (IE: My People, My Horses). People and horses are saved with your account. Once you have those records in your account you can use them at every show you enter.
4. Click the "Enter show" button to select the show you want to enter and follow the steps in the online entry wizard.

Steps to enter a show:

- Select the show you want to enter from your "**My People, Horses, Shows**" page on the "**My Show Entries**" tab, or find the show you want to enter in show selector and click the Online Entry icon. This will start the online entry wizard. Make sure you have already created the horses and people in your member account.
- The online entry wizard will guide you through the steps to complete the entry form. The basic steps in the wizard are:
 1. Select the horse, people, and riders for your entry
 2. Select the classes each rider is entered in.
 3. Select the quantity for stalls and other fees.
 4. Confirm your selections
 5. Checkout and submit the show entry.
- The final step generates the completed entry form and submits your entry to the show for review and acceptance. If the show requires a payment at entry time, you will be prompted for your credit card information.

Tips:

- You can cancel the entry part way through the wizard and resume the entry later on. For example if you need to add more people to your account or you just want to come back and complete the entry later. Unfinished entry forms are listed in your "My entries" tab and will allow you to edit the entry.
- People and horses you create in your account are saved permanently and can be used in other shows you enter. You only need to add people and horses once and then they can be re-used.
- To create a barn/misc account – create a horse named :barn – use the USEF #9999999 for the horse. Do not enter any classes. Change fees as needed and submit.
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HOW TO ENTER CLASSES:

You can find most divisions under the QUALIFYING CLASSES heading.

Best Child Rider under BCR heading.

Medal and associated classes under EQUITATION heading.

You may select one or all classes in a division. Either way will process the entry in the full section for qualifying purposes.

1. After selecting classes under the corresponding rider name, click next step at bottom.
2. You may select stalls, campers and VIP tables on this screen.
3. Click next step – screen will confirm the entry details.
4. Click Checkout – will bring up check out screen for credit card information.
5. Fill in all credit card information or select a stored card from the vault. All credit card numbers are securely stored in a PCI Compliant Manner.
6. Click submit CC.
7. Your CC will NOT be charged anything at this point. Once the entry is processed in our office, the full amount due at this point will be charged. Medal, Leadline & Side-Saddle will be charged the full amount, including stalls. All other entries will be charged the \$150 office/qualifying fees only.
8. Click finished after you receive the CC confirmation.
9. You can then print a copy of the entry for your records.
10. The show will automatically receive notification of your entry.
11. The show will contact you if there are any errors with your entry.

Do not worry about entry fees listed at this point. All fees due at this point will be verified in our office before CC is charged.

Please make sure you adhere to the closing date for your divisions. Entries submitted/postmarked after the closing date will be processed using the late entry procedure in the prize list.