

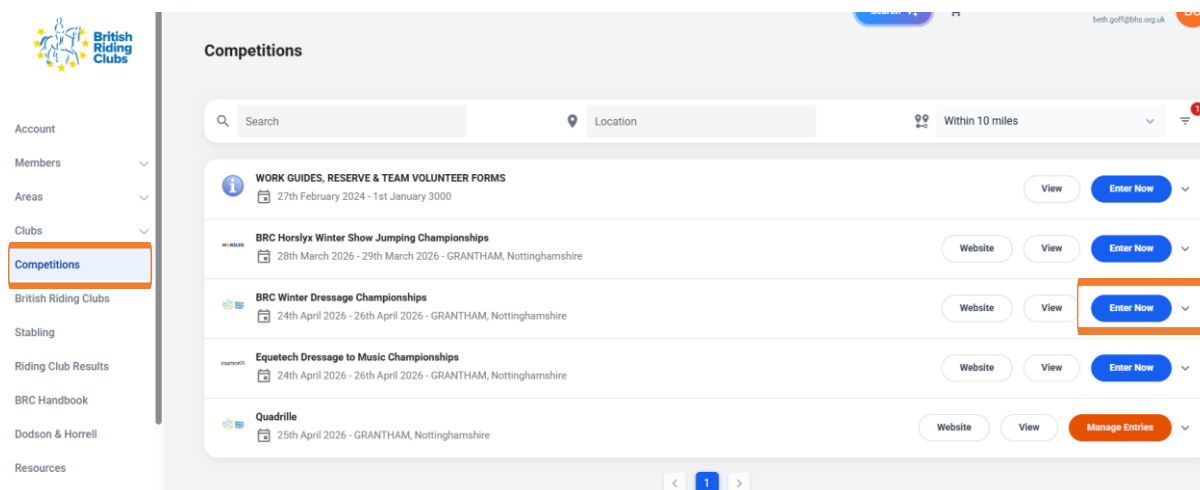
Making Individual Entries

All members must have current club membership & a valid competition pass for the horse they are competing before making a championship entry.

1. Login to the clubs Sport:80 account, ensure to switch into the club account.

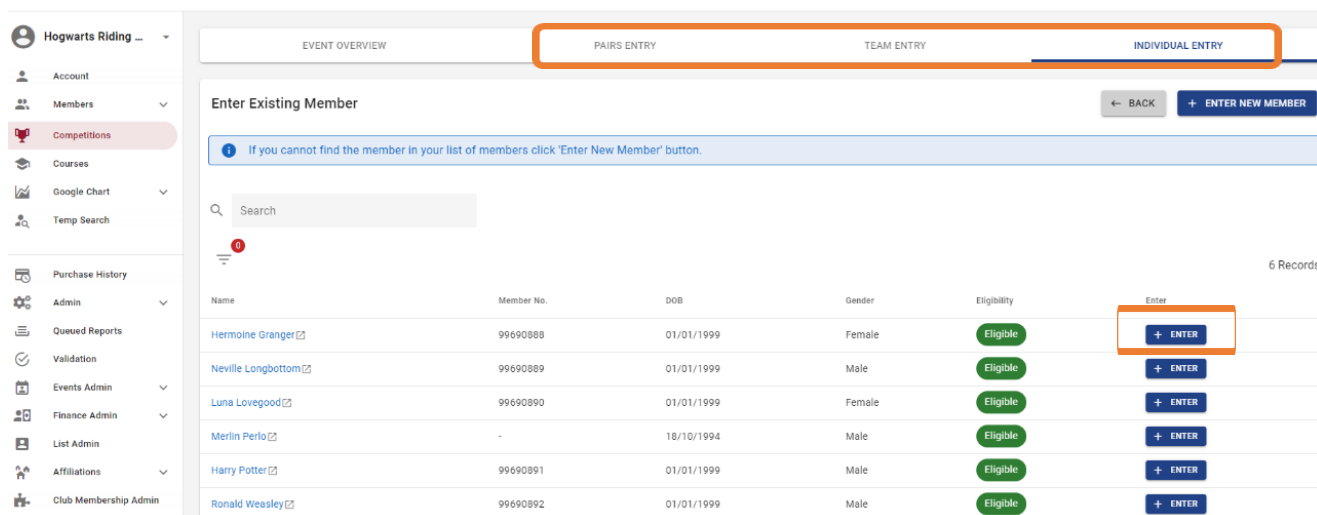
(Tip: have a separate webpage tab open, with the clubs invites page on, so you can easily switch between tabs to confirm invite details, rather than going back each time.)

2. Select **'Competitions'** from the left side list pictured below:



3. Select the blue button **'ENTER NOW'** for the relevant Championships. If the club have already started creating entries, the 'Enter Now' button will update to an orange **'Manage Entries'** button

The below screen will appear. Please note the entry type along the top:



4. Select the relevant entry type; **'PAIRS ENTRY'** / **'TEAM ENTRY'** / **'INDIVIDUAL ENTRY'**
5. For individuals, select the **'Individual Entries'** tab –
6. A list of all the club's members will appear. Use the **+ ENTER** to enter each member invited as an individual, as per the invitation(s).

7. If the club membership list doesn't automatically appear, click on the **'Actions'** button to bring up the list:

Individual Entry > Enter Member

Enter Existing Member

Actions

If you cannot find the member in your list of members click 'Enter New Member' button.

(If a member is showing as **'Ineligible'** this means their membership has lapsed, they will need to renew their membership before the entry can be made.)

8. The following will appear (the info on the screen will vary depending on the event). First choose the test or height from the relevant dropdown:

EVENT OVERVIEW PAIRS ENTRY TEAM ENTRY INDIVIDUAL ENTRY

INDIVIDUAL ENTRY > HERMOINE GRANGER

Hermoine Granger BRC NAF Five Star Introductory Championships Entry Form

CATEGORIES

Entry Fee *

Select an option

Field is required

* indicates required field

PREVIOUS NEXT DONE & ADD ANOTHER DONE

8.b. Next a quantity box will appear, add the required quantity of entries for the competitor in each box as prompted.

INDIVIDUAL ENTRY > HERMOINE GRANGER

Hermoine Granger BRC NAF Five Star Introductory Championships Entry Form

CATEGORIES

Entry Fee *

Senior Intro A - £22.00 Senior Intro B - £22.00

Senior Intro A £22.00/Each *

1

Senior Intro B £22.00/Each *

5

* indicates required field

PREVIOUS NEXT DONE & ADD ANOTHER DONE

Click on **'Next'** to continue.

9. The next step is to add the horse(s). Select the applicable option for number of horses. (This is just in relation to the current entry, not any other entry e.g. a team/ pairs the competitor might also be in)

EVENT OVERVIEW	PAIRS ENTRY	TEAM ENTRY	INDIVIDUAL ENTRY
INDIVIDUAL ENTRY > HERMOINE GRANGER			
Hermoine Granger NAF Five Star Introductory Championships Entry Form			
CATEGORIES	The fields on this form relate ONLY to Individual Entry, NOT Team or Pairs entries.		
HORSES	One or Many Horses * Are you entering more than 1 horse as an individual?		
COMMENTARY NOTES	☐ Yes ☒ No		
CERTIFICATION	Horse Name * 		

10. Type in the horse's name.

If entering on more than one horse, the following will appear:

HORSES	One or Many Horses * Are you entering more than 1 horse as an individual?
COMMENTARY NOTES	☒ Yes ☐ No
CERTIFICATION	Horse 1 Name *
	Horse 1 - Test(s) / Height(s) *
	Horse 2 Name *

Add each horse's name and add the relevant test(s)/ height(s) for each. Once completed click on the 'Next button'.

11. Next stage: **Add commentary notes**; the commentary notes can be completed at another time before payment. After payment, please email any commentary notes to brcentries@bhs.org.uk

The '**Additional Notes**' section can be used to add any information regarding reasonable adjustments that have been granted, sharing horses, and other time considerations that we may need to know.

CATEGORIES	Commentary Notes Please ONLY fill out commentary notes for all classes with a jumping element or dressage to music.
HORSES	
COMMENTARY NOTES	Rider & Horse 1
CERTIFICATION	Additional Notes Please include information required for organisers, such as; members sharing horses, reasonable adjustments, and/ or time considerations (time requests are not guaranteed).

To move on click the **‘Next’** button.

12. The following declaration box will appear. Please read carefully and tick the **‘Yes’** box to complete this part of the entry stage.

INDIVIDUAL ENTRY > HERMOINE GRANGER

Hermoine Granger NAF Five Star Introductory Championships Entry Form

CATEGORIES This box must be ticked by the person responsible for the entry on behalf of the competitor. I declare that the horse and rider together as a combination are capable, have relevant training and have competition experience at the level they are entered for. Horses and competitors must be fit to compete, competent and in good health and condition before they are allowed to compete.

HORSES I agree (on behalf of the competing member/s) to be bound by the rules of British Riding Clubs. I also understand that in the unfortunate event of cancellation, refunds will be dealt with in accordance with the current Handbook. It is the Team Manager's responsibility to gain parental consent for juniors to participate in BRC Events. By making this booking I confirm that I have permission to act on behalf of the competitors concerned. Each team entry is subject to providing a volunteer for minimum of half a day.

COMMENTARY NOTES

CERTIFICATION ☒ Yes *

* indicates required field

PREVIOUS NEXT DONE & ADD ANOTHER DONE

13. If **‘Done’** is selected, a pop-up will appear asking if you want to make payment at this point.

Selecting **‘Checkout Later’** will take you back to the entry, which will remain as **‘Unpaid’** status, until checkout is completed. To pay later, go to the basket at the top right of the page.

14. Entries with completed details but are unpaid will sit in the accounts basket ready for payment. Payment can be made after all the entries have been added, including from other championships. They do not need to be paid for or completed in the same session. Once the entry is added it will remain in place unless it is deleted.

If the entries are not in the basket, you may need to go back through each one to confirm and add, all the previous details will still be saved.

15. To view the entries that have been made at any time, click anywhere along the entry line after their name.

16. Any entry can be edited or deleted up until the entry has been paid for and before entries for the championship have closed. To do this click on the 3 dots to the right side of the entry line under **‘Actions’**. See below:

Name	Member No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
Hermoine Granger	99690888	01/01/1999	Female	Hogwarts Riding Club	Eligible	Unpaid	⋮

1 Record

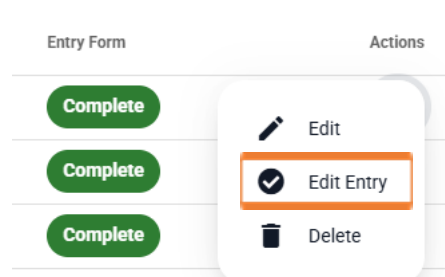
Rows per page: 20 1-1 of 1 < >

Repeat the above steps for all individual invitees.

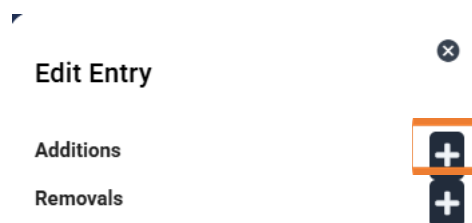
If the member has a red ‘Ineligible’ status, it means they do not have either current membership or a competition pass. These will need to be purchased before the entry can be completed.

Only once the entry is paid for, is it completed. After this any editing to the entry will need to be made through head office. Any changes should be submitted via email and completing the relevant changes form.

18. A member can only be added once to the individual tab. If an entry is already completed and paid for and an additional entry needs to be added, select the **'Edit Entry'** option from the 3 dots below **'Actions'**.



Using the **'Additions'** selections add the new class/es:



The classes are listed under **'Merchandise'** and a **'Quantity'** must also be selected. Use the **'Submit'** button to continue to payment. If the horse is different to the other entries, please email the name to brcentries@bhs.org.uk along with the class name or test

