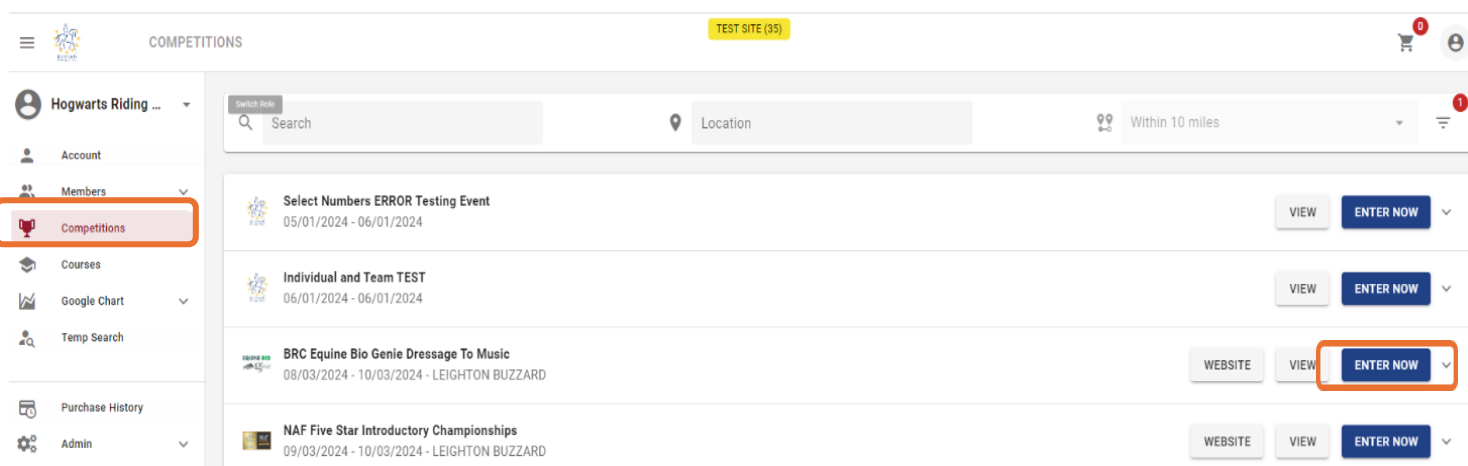


Making Team Entries

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

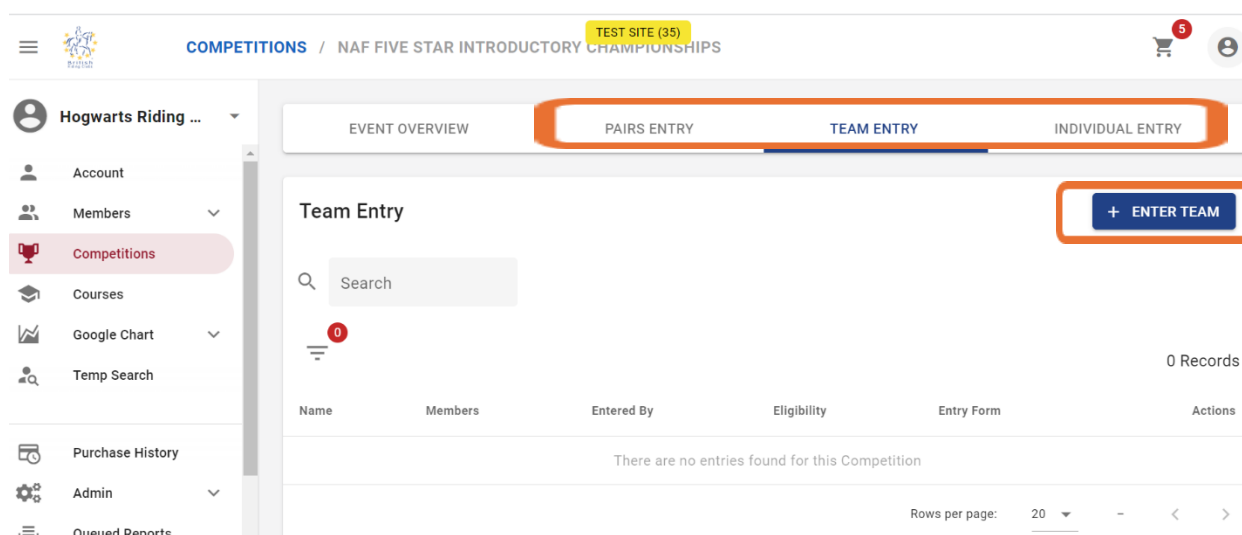
(Tip: have a separate webpage tab open, with the clubs invites page on, so you can easily switch between tabs to confirm invite details, rather than going back each time.)

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 tabs along the top:



4. Click on the blue '**Enter Team**' button , pictured above.
5. Any pre-existing team names will then appear as an option to reuse; these can be selected with the blue '**+ ENTER**' button next to the team's name. This is the team's name only and details will still need to be added after selection. (Pictured below)

Hogwarts - Team Competitor Entry

Actions

Search

0

0 Records

Name	Member No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
There are no entries found for this Competition							

Rows per page:

20

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- The clubs membership list will appear, add members using the blue **‘+ ADD’** button on the right side of each required member.
- Once the team members are selected click on the **‘BACK’** button or **‘Team Entry’** tab. Under **‘Members’** select the red edit status:

Team Entry

+ Enter Team

Search

0

1 Record

Name	Members	Entered By	Eligibility	Entry Form	Actions
Hogwarts	0 (Requires Min: 3, Max: 4)	British Riding Clubs	Ineligible	Incomplete	

Rows per page:

20

1-1 of 1

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This will bring up the team members, ready to confirm the class and add horse names etc

- Click on the orange **‘Incomplete’** status or 3 dots under the **‘Actions’** heading for each rider, then **‘Edit’** to add the class/ height for each competitor. **Only click one options per competitor.**

EVENT OVERVIEW

PAIRS ENTRY

TEAM ENTRY

INDIVIDUAL ENTRY

Hogwarts Dementors - Team Competitor Entry

← BACK

+ ADD NEW TEAM MEMBER

+ ADD PREVIOUS TEAM MEMBERS

Search

0

4 Records

Name	Member No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
Hermione Granger	99690888	01/01/1999	Female	Hogwarts Riding Club	Eligible	Incomplete	
Luna Lovegood	99690890	01/01/1999	Female	Hogwarts Riding Club	Eligible	Incomplete	
Harry Potter	99690891	01/01/1999	Male	Hogwarts Riding Club	Eligible	Incomplete	
Ronald Weasley	99690892	01/01/1999	Male	Hogwarts Riding Club	Eligible	Incomplete	

Rows per page:

20

1-4 of 4

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13. The next page will request the horse names and commentary notes. The horse's name is compulsory at this point; however the commentary notes can be completed at another time before payment. After payment please email any commentary notes to brcentries@bhs.org.uk

CATEGORIES

ENTRY DETAILS

Entry Details

Horse Name

Commentary Notes

Additional Notes

Please include information required for organisers, such as; members sharing horses, reasonable adjustments, and/ or time considerations (time requests are not guaranteed).

Once completed, click on **'Done'** or **'Done & Add Another'**. This will take you back to the team entry, complete this step for every team member.

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

14. Once all the team have had the class test/ height selected and horse name added, the **'Incomplete'** status under **'Entry form'** will turn green. Click on either **'Back'** or **'Team Entry'** tab at top to return to the team page.

EVENT OVERVIEW			INDIVIDUAL ENTRY		TEAM ENTRY	
Team Entry					+ Enter Team	
Search					1 Record	
Name	Members	Entered By	Eligibility	Entry Form	Actions	
Hogwarts	3	British Riding Clubs	Eligible	Incomplete		
			Rows per page: 20		1-1 of 1	

15. If under **'Entry Form'** has an orange **'Incomplete'** status, click on this, and choose the class the team is invited to. This will be followed by a disclaimer form, please read this carefully and then tick the **'Yes'** box and **'Done'** or **'Done & Add Another'** to continue.

The entry will now either show as complete, or unpaid as applicable.

16. 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.

17. Unpaid entry fees 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 another member of the committee is making payment they may need to click through the entries to re-add them to the basket.
18. The **'Entry Form'** status will show either in green as **'Complete'** or orange **'Payment Pending'** depending on the payment method. Either of these is confirmation that your entry has been successfully completed.
19. The entry can be edited or deleted up until the entry has been paid for and only up until the close of entries for the championship. To make edits, click on the 3 dots to the right side of the entry line under **'Actions'**.

Once the entry has been paid, it is then completed. After this any editing to the entry will need to be made through head office. Any changes should be submitted via email and by completing the relevant changes form to brcentries@bhs.org.uk

Reserve forms can be found on the Sport80 in the competition section or resources, and also on the British Riding Clubs website downloads page.