

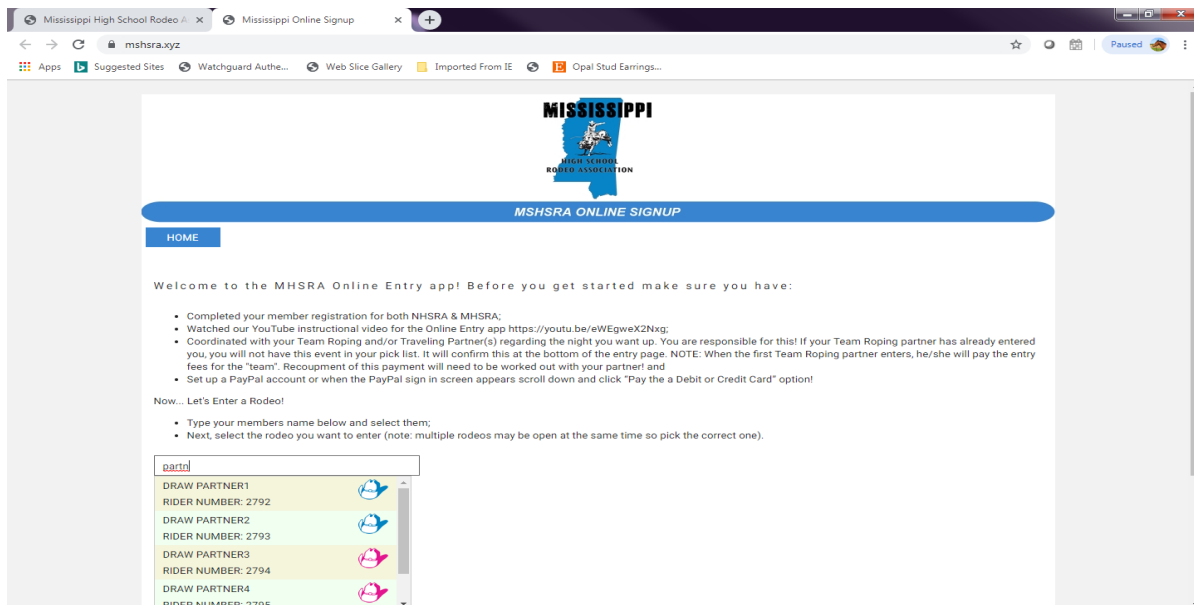
MHSRA Online Entry Procedure

Go to: Mshsra.org

Select: Online Entry Link -- Before you get started make sure you have:

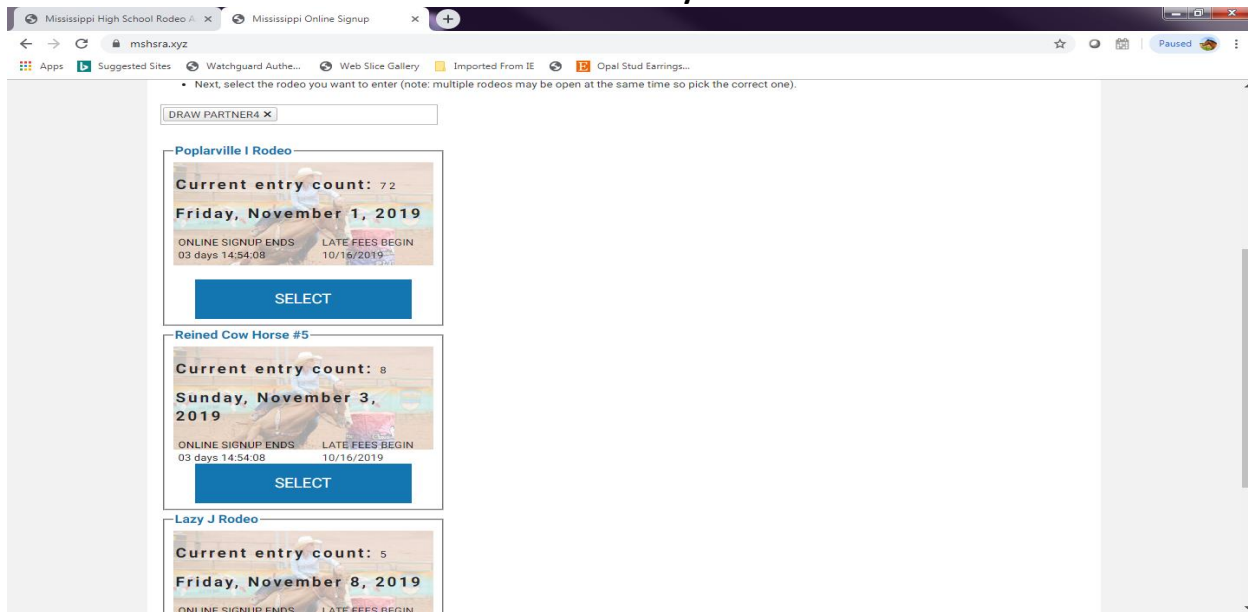
- Completed your member registration, transcript is sent and your membership dues are paid for both NHSRA & MHSRA. If this has not been completed, you will not find your name in the lookup. Email the secretary at mshsra1967@gmail.com to see what is incomplete.;
- Coordinated with your Team Roping, Traveling Partner(s) and/or who you borrow a horse from regarding the night you want up. **You are responsible for selecting the correct night when you enter!** Now... Let's Enter a Rodeo/Event!

The page will launch and you need to start typing the contestant's name in the box provided. It will do a partial name look up and list several names to pick from. Click on the contestant you need to enter.



The next screen to appear will list the events/rodeos which are currently open for entry. You can only enter one at a time. Each block tells you the name of the rodeo, current amount of entries, the date the event is set to start (always a Friday for rodeos during the season), when the online signup ends and the date late fees begin. Click Select for the rodeo you want to enter (note: multiple rodeos may be open at the same time... so pick the correct one).

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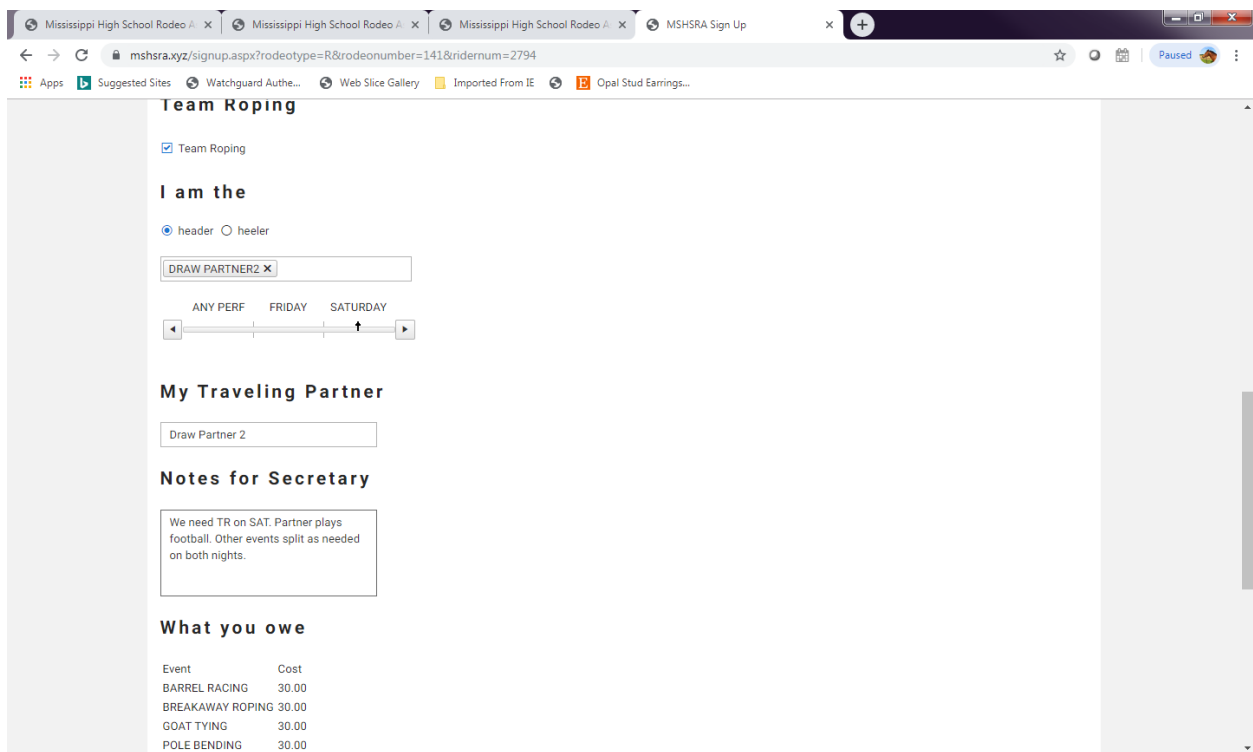
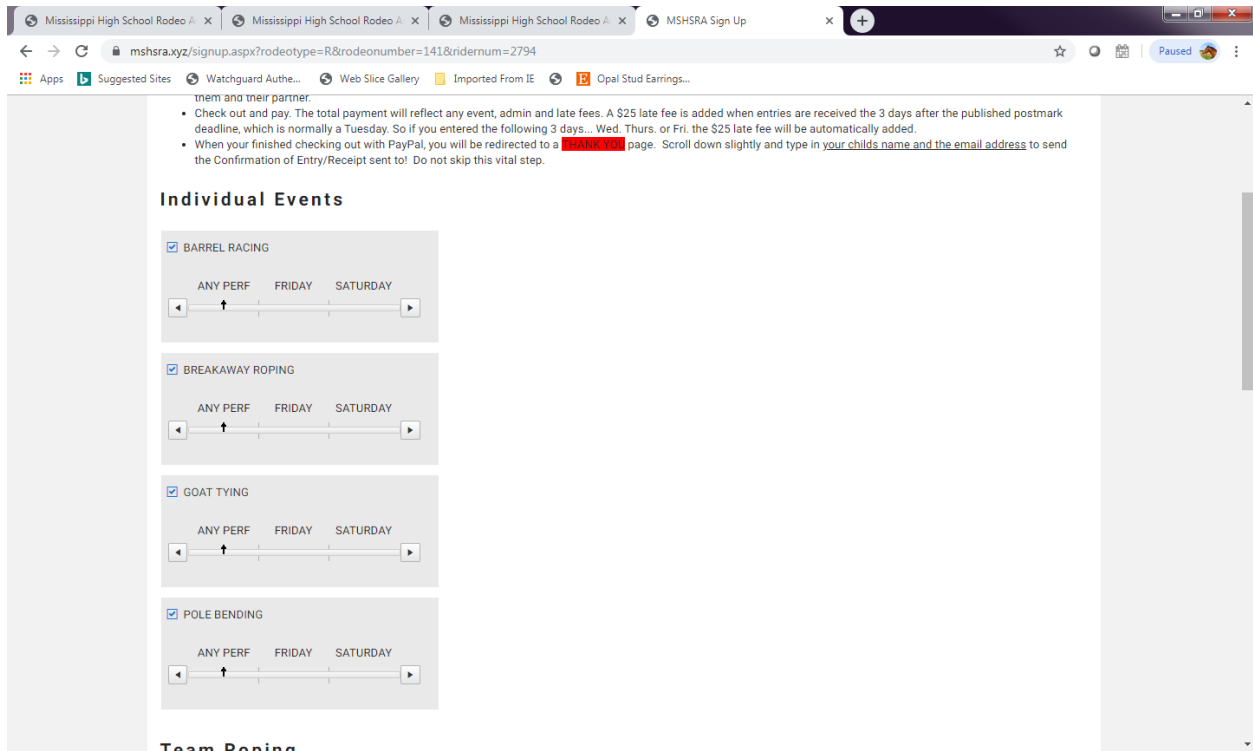
Now that a rodeo has been selected, let's finish entering. All the events available to enter will populate the screen.

- Check the box next to each event you want to enter
- Then move the slide bar under the event to select which night you prefer to be up in this event. The options are No Preference (this is the default), FRIDAY or SATURDAY. You can select any of these options for each event. They don't have to match. For example, I might want to be up in Bareback and Steer Wrestling on FRIDAY and all my other events on SATURDAY. NOTE: These are your REQUESTS and are not GUARRANTEES of the night you will be up! If it is possible to accommodate your request, we will. However, this is not always possible.
- Team Roping: Pick if you're a header or heeler and enter your partners name (or "Draw Partner1, Draw Partner2, etc." if you don't have a partner yet). The first team roper to enter will pay for both contestants (header & heeler). You will need to work out arrangements with your partner on payments and/or swapping out who enters each time. If a Draw Partner is selected and paid for these will be refunded back to you by the secretary.
- If your Team Roping partner entered both of you already and you don't compete in another event, you should still checkout and pay your \$15 Admin Fee. Just scroll to the bottom and verify that it says your already entered in the Team Roping. This is right above the PayPal button.
- Traveling Partner: If you travel with someone, enter their name in the space provided.
- Notes for Secretary: Put anything in here you need for the secretary to know. EX: Football on Friday, Prom on Saturday, split my events on each night, etc. If you need to communicate more than this field allows, email the secretary.

IF YOU GET THIS FAR AND ARE NOT GOING TO CHECKOUT WITH PAYPAL... CLICK ON THE BLUE BOX BELOW THE PAYPAL BUTTON WHICH SAYS... "GET ME OUT OF HERE"!! If you exit any other way, you will corrupt your entry. When you go back in the next time to really enter, the events you checked will be missing and not available to select. Please exit correctly. If the

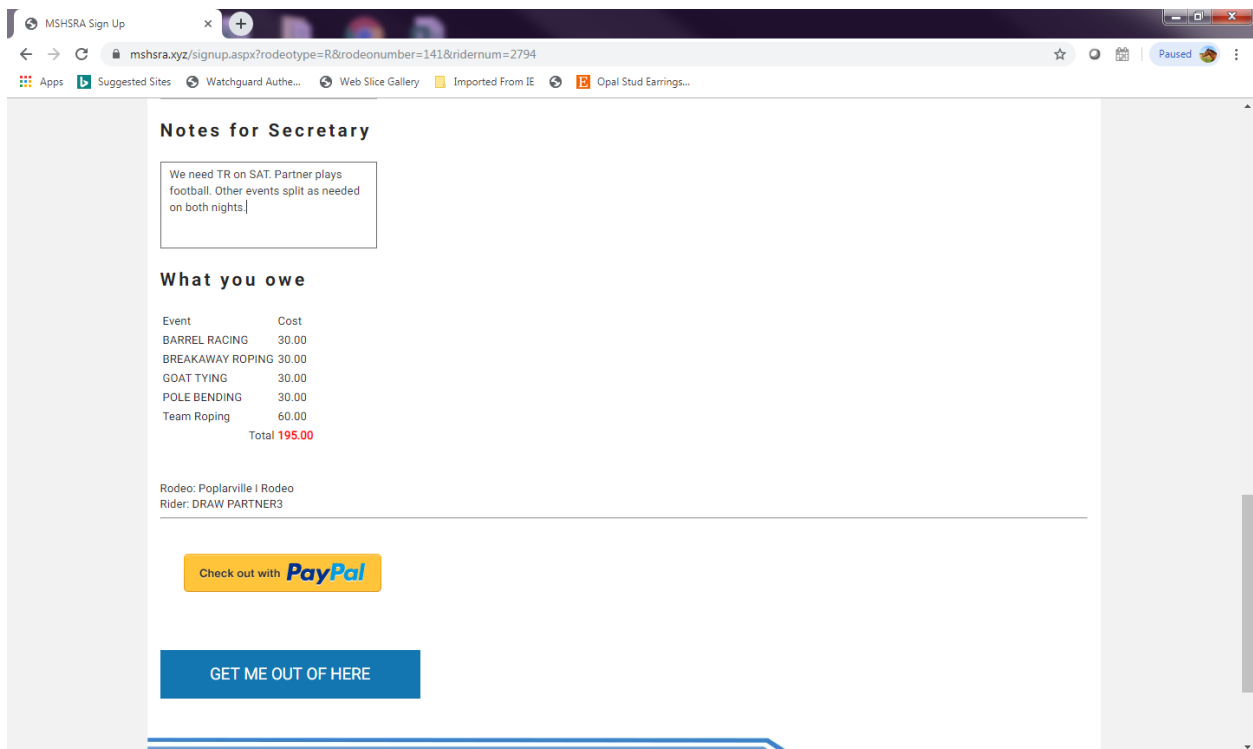
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entry is corrupted, text the secretary so she can have the software guy to reset it. This might take some time and is not immediate, so plan ahead and sign up early!



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- **What You Owe:** The total payment will reflect any event, admin and late fees. A \$25 late fee is added when entries are received the 3 days after the published postmark deadline, which is normally a Tuesday. So, if you entered the following 3 days... Wed. Thurs. or Fri. the \$25 late fee will be automatically added.
- **Check Out With PayPal:** You can checkout with PayPal even if you don't have an account established, just look/scroll down when that page appears. Select the *"Pay with a Debit or Credit Card"* option! After you complete your PayPal payment, **DON'T EXIT YET.** You will be redirected to a **THANK YOU** page. Scroll down slightly and type in your contestant's name and the email address. This will send you a confirmation for your files of all the events you entered.



The screenshot shows a web browser window with the URL `mshsra.xyz/signup.aspx?rodeotype=R&rodeonumber=141&ridernum=2794`. The page content includes:

- Notes for Secretary:** A box containing the text: "We need TR on SAT. Partner plays football. Other events split as needed on both nights."
- What you owe:** A table listing event costs:

Event	Cost
BARREL RACING	30.00
BREAKAWAY ROPING	30.00
GOAT TYING	30.00
POLE BENDING	30.00
Team Roping	60.00
Total	195.00
- Rodeo:** Poplarville I Rodeo
- Rider:** DRAW PARTNER3
- Buttons:** "Check out with PayPal" and "GET ME OUT OF HERE".