



## Mounted Games Zones Entrymaster Guide

# Step 1 - Register

- Team trainers, Team managers, DCs or whoever is appointed as the person making the entries, please make an account. Do this by clicking Login and then Register.
- Add your registration details for yourself, and click save. It will then allow you to add people.
- After adding people, you can add 'Horses/Ponies' by clicking on the horse head icon on the left.
- **HOWEVER – To initially enter a Mounted Games team, you DO NOT need to add any riders or horses/ponies to your account.**

## Step 2 – Select and enter you Zone event

- Click 'enter online' on the relevant Zone event.
- The required fields at point of entry are:

1 Select parent/customer... ▼  
*Select parent/customer or complete the fields below* open ↑

Contact Full Name *	Contact Phone *	Contact E-mail *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Trainer Name *	Team Trainer PELHAM No. *	Emergency Contact Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please select\*

I would like to receive updates about event dates, news, products and special offers from Entrymaster

I would like to receive updates about other events from The Pony Club Mounted Games

Please do not include me in mailing lists

- If you have registered your details, choose your name from the drop-down menu, and some of the fields will automatically fill.
- We understand some Branches/Centres will have more than one trainer, please just include details of the most senior trainer who will be attending.

# Step 3 – Make initial entries

- In this is example, we will be entering 2 different Senior Teams, and one Pair.
- In the initial stage, you do NOT need to fill out any rider details.

The screenshot shows the 'Southern Zones - 5th July' event page. The class is set to 'Class 3. Senior' with a value of £ 190.00. The 'Team Name' is 'Test Team A' and the 'Rider PC Branch/Centre' is 'Wylve Valley (Branch)'. The 'Rider Pony Club No.' field is empty. Other fields for rider details and pony information are present but mostly empty.

**Simply enter the first team by selecting the class in the drop down, writing the Team name, and selecting the Branch/Centre. Then click 'Add another entry'.**

The screenshot shows the same event page with the class set to 'Class 3. Senior' and a value of £ 190.00. The 'Team Name' is 'Test Team B' and the 'Rider PC Branch/Centre' is 'Wylve Valley (Branch)'. The 'Rider Pony Club No.' field is empty. Other fields for rider details and pony information are present but mostly empty. The total value at the bottom right is £ 380.00.

**When entering the second Senior Team, you can see how the system recognises that the Team name is different, so add an additional charge. Click 'add another entry'.**

# Step 3 continued

- Add the Pairs – again, only the three asterisked fields are required!

Class 2. Pairs £ 96.00

Select pony... Select rider...

Select pony or complete the fields below Select rider or complete the fields below

Team Name \* Rider PC Branch/Centre \* Rider Pony Club No.

Test Team Pairs Wylve Valley (Branch)

Rider First Name Rider Last Name Rider Age (as of 1st Jan)

0

Is this Member the non-riding reserve? Does the rider need Reasonable Adjustment? If yes, has a Reasonable Adjustment plan been submitted?

No No No

I Accept Photographic Policy Pony Name Pony Age

No

Pony Height (cms) I confirm that this pony complies with The Pony Club Vaccination Policy

0 No

+ Add another entry £ 476.00

## Step 4 – Save unpaid & exit / Checkout

- Once you have entered all your Teams, click 'save unpaid & exit' at the bottom of the page. You can add any comments above, for example any additional trainer details or if someone else will be entering other Teams for your Branch/Centre.
- If you click 'checkout', you will not be able to back into your entry to make edits (detailed in the next steps), so if you need to go back in, click 'save unpaid & exit'.

Please add any comments to your entry below

Comments...

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### 3 CHECKOUT

Online service fee, 1 event(s) £ 8.67

**TOTAL DUE** £ 484.67

I/we agree to abide by the The Pony Club Mounted Games rules.

## Step 5 – Complete your entry

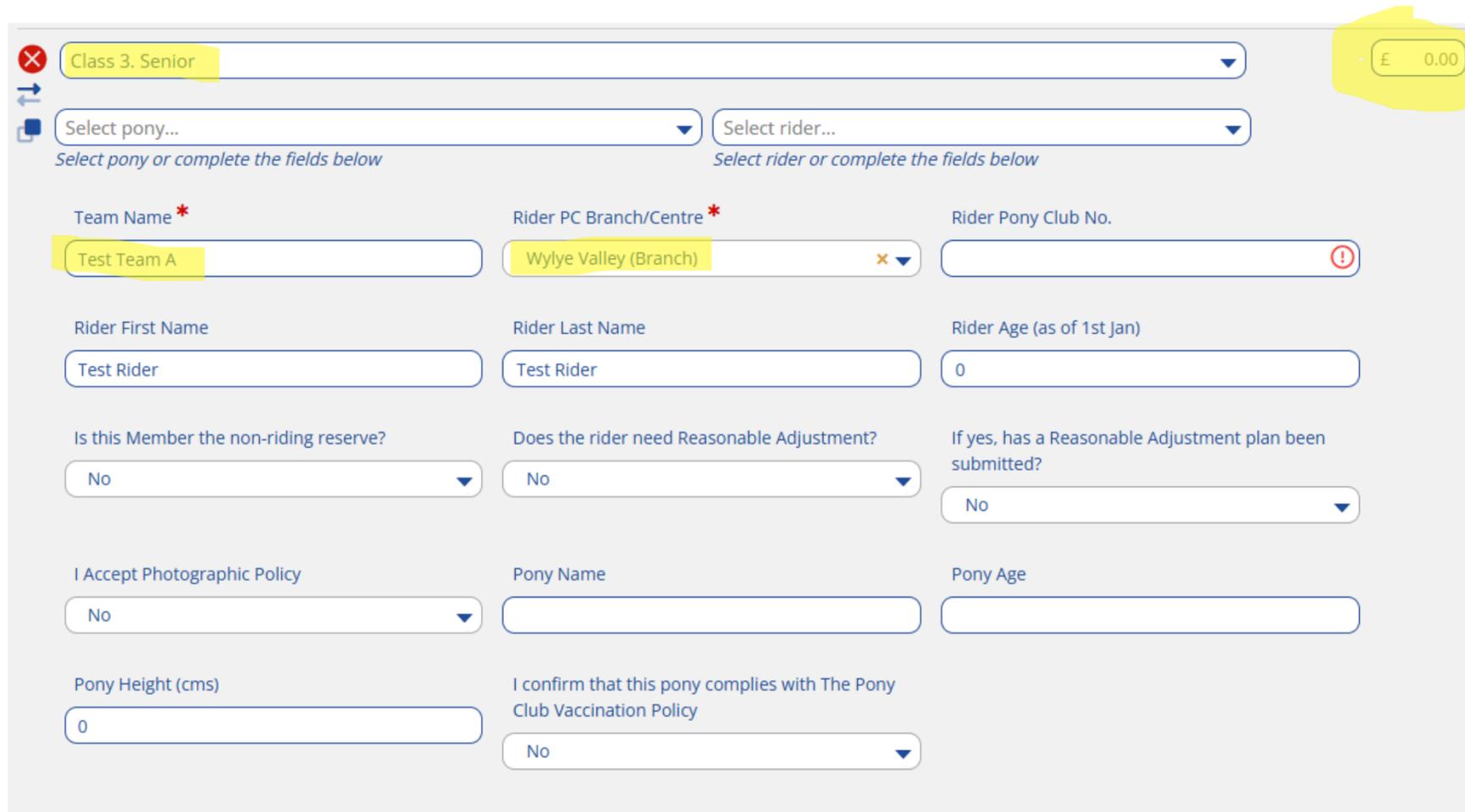
- Up to the closing date, you can edit your entry AS LONG AS you registered an account. On the left hand side, click 'Entry History' to access your entry.
- We are asking for rider details for a few reasons, mainly:
  - Member validation: we can check upon entry that Members have the correct membership
  - PELHAM records: Members will have events added to their achievement history on PELHAM
  - For Championships: names from entries will be used for names on the hoodies

**ON THE DAY declaration forms will still be required. For Zones, if you do not complete the online information, we will not follow up for information. Additionally, we do not need to know if the Teams Members change. However, this will change in the future, and if your Team qualifies for Champs and names are not added, they will not be included on the hoodies. Please do not enter deliberately incorrect information as we will still do an upload to PELHAM records.**

**We are using this as a trial run in order to improve where needed!**

# Step 5 continued

- To add Members to a Team, fill in the first rider information.
- To add a second Member to a Team, click 'add another entry'.



The screenshot shows a registration form for a team. The 'Class' dropdown is set to 'Class 3. Senior'. The 'Team Name' is 'Test Team A'. The 'Rider PC Branch/Centre' is 'Wylve Valley (Branch)'. The 'Rider Pony Club No.' field is empty and has a red warning icon. The 'Rider First Name' and 'Rider Last Name' are both 'Test Rider'. The 'Rider Age (as of 1st Jan)' is '0'. The 'Is this Member the non-riding reserve?' dropdown is 'No'. The 'Does the rider need Reasonable Adjustment?' dropdown is 'No'. The 'If yes, has a Reasonable Adjustment plan been submitted?' dropdown is 'No'. The 'I Accept Photographic Policy' dropdown is 'No'. The 'Pony Name' and 'Pony Age' fields are empty. The 'Pony Height (cms)' is '0'. The 'I confirm that this pony complies with The Pony Club Vaccination Policy' dropdown is 'No'. A yellow highlight is on the 'Class 3. Senior' dropdown and the '£ 0.00' total field.

When the highlighted fields match, the system recognises that the Member is part of an existing Team and does not include an additional charge (see how total for this entry is £0.)

**Once all Rider details are added, you can click 'checkout'!**

# The end!

- Hopefully this guide has been useful. We understand that entering can be a lengthy process, but we hope that with time, it will get easier. Please understand that this is the first time trying this for Mounted Games and we hope to make it as easy a process for everyone as possible.
- Other questions:
  - There is no additional fee at any of the Zones for penning, and there is no need to let anyone know if you are planning to pen or not. All Zones have plenty of space.
  - The Pony Club Vaccination policy applies to all Zone competitions.
  - Northern Zones – please see additional attachments to your entry (dinner menu!)
  - Declaration forms are still required on the day as always and can be found in the Resource Hub.