

ADDING MEMBER DETAILS TO TEAM ENTRIES IN PC ENTRIES:

1. Click on the link to the Championship page [Entrymaster - Home page](#)
2. Click login in the top right corner:



3. Login using the credentials provided and you will see this page



4. Click PC Entries and Select the Event

The screenshot shows a dropdown menu with the following items:

- Event: [16-08-25] The JCB Pony Club Musical Ride Competition 2025 (Open) ✓
- Class: [16-08-25] The JCB Pony Club Musical Ride Competition 2025 (Open)
- [14-08-25] The JCB Pony Club Eventing Championships 2025 (Open)
- [14-08-25] The JCB Pony Club Elite Individual Dressage Competition 2025 (Open)
- [14-08-25] The JCB Pony Club Mini Major Show Jumping Qualifier 2025 (Open)
- [14-08-25] The JCB Pony Club Horse & Pony Care Championships 2025 (Open)
- [13-08-25] The JCB Pony Club Elite Individual Show Jumping Competition 2025 (Open)
- # [13-08-25] The JCB Pony Club Freestyle Dressage To Music Competition 2025 (Open)
- [12-08-25] The JCB Pony Club Dressage Championships 2025 (Open)
- [12-08-25] The JCB Pony Club Show Jumping Championships 2025 (Open)
- [10-08-25] The JCB Pony Club Fun Ride 2025. (Open)
- [09-08-25] The JCB Pony Club Polocrosse Championships 2025 (Open)
- [08-08-25] The JCB Pony Club Mounted Games Championships 2025 (Open)
- [08-08-25] The JCB Pony Club Tetrathlon Championships 2025 (Open)
- Select [08-08-25] Stabling for the Pony Club Championships 2025 (Open)

5. Find the entry you are adding the Teams to using the Order ID search field on the left (the Order ID can be found on the confirmation email) You can use any of the other refine search boxes if you do not have the Order ID.

The 'Refine search' sidebar includes the following fields:

- Refine search [Clear filter](#)
- Entry type: Show all
- Entry status: Show all
- Order ID: 137
- Class No.:
- Customer:
- E-mail:
- Pony:
- Rider Surname:
- Date from:
- Date to:

6. Once found Click View/Edit  on the Team entry

7. Scroll down to 2.1 the first member entry

8. Add relevant Team Member information ensuring Team Name is the same for each Team Member to avoid a further charge. The system will indicate either a green tick

Rider Pony Club No. *

 

Or a red exclamation mark

Rider Pony Club No. *

 

whether the membership number entered is valid or not, if invalid the Member will not be eligible to compete.

9. Click Add Another Entry  for each Team Member and enter relevant information ensuring Team Name is the same for each Team Member to avoid a further charge.

10. Scroll to the bottom of the page to the Check Out

3 CHECKOUT

Online service fee, 2 event(s)	£ 2.40
Total	£ 107.40
Credit	£ 100.00
TOTAL DUE	£ 7.40

I/we agree to abide by the PC Demo Branch rules.

Amount

Send updated confirmation

If there is money owing a Checkout button will be available, if there is no money to pay this button will say Submit.

Click 'Send updated confirmation' if you want one sending.

Or if you need to come back to the entry you can click