PONY CLUB

Mounted Games Championships
Entrymaster Guide

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Step 1 - Register

- Team trainers, Team managers, DCs or whoever is appointed as the person making the entries, please make an account if you have not already done so for Zones. Do this by clicking Login and then Register.
- *DCs have all been issued with Team Manager Login details, and entries CAN be made using this account if you wish to do so.*

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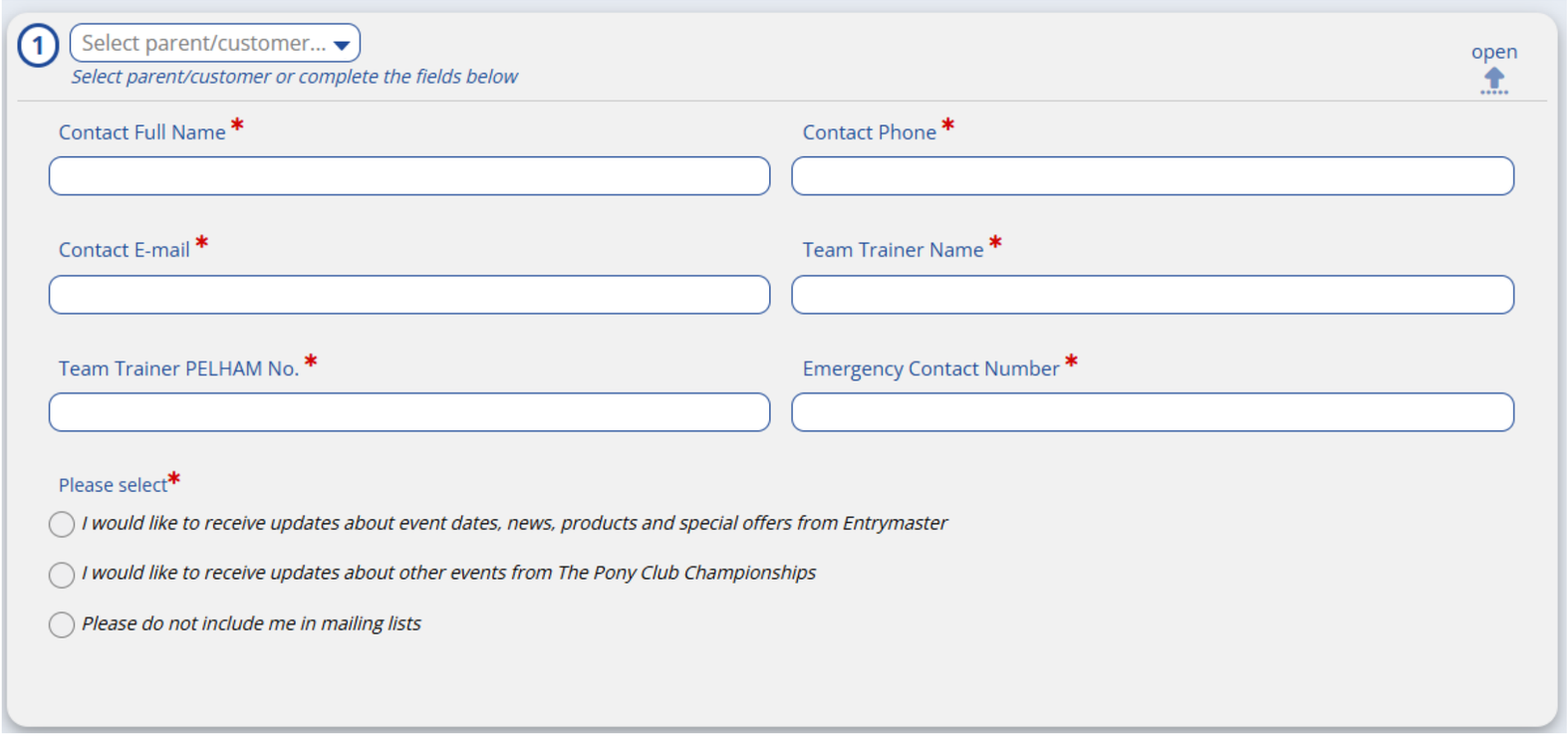
Step 2 – Select and enter the right event

- Click ‘enter online’ on ‘The JCB Pony Club Mounted Games Championships 2025’.
- The required fields at point of entry are:



- 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, so please just include details of the most senior trainer who will be attending.

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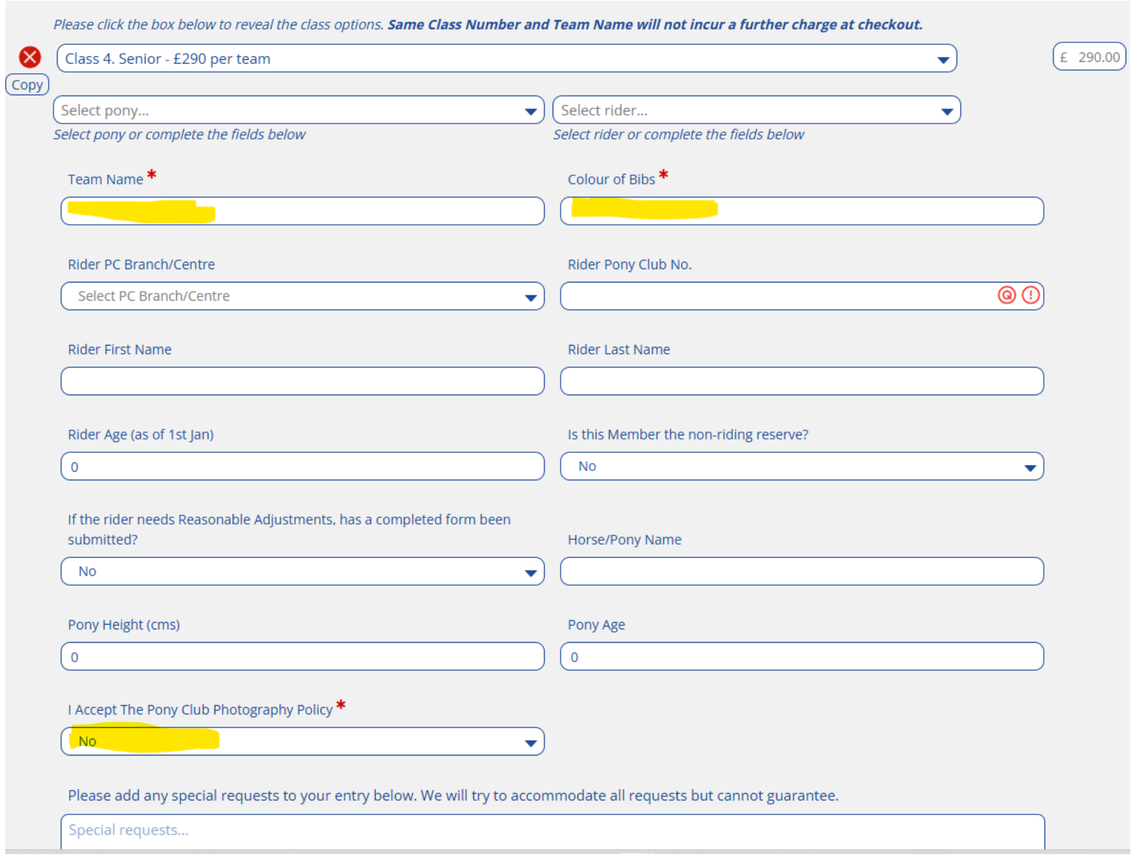
Step 3 – Enter the Team

- In this is example, we will be entering a Senior Team.
- Select ‘Senior’ from the drop down menu and enter the compulsory details highlighted in yellow.



The sections you need to complete if you do not want to enter individual Member details yet are TEAM NAME, COLOUR OF BIBS and whether or not this Member accepts having their photos taken.

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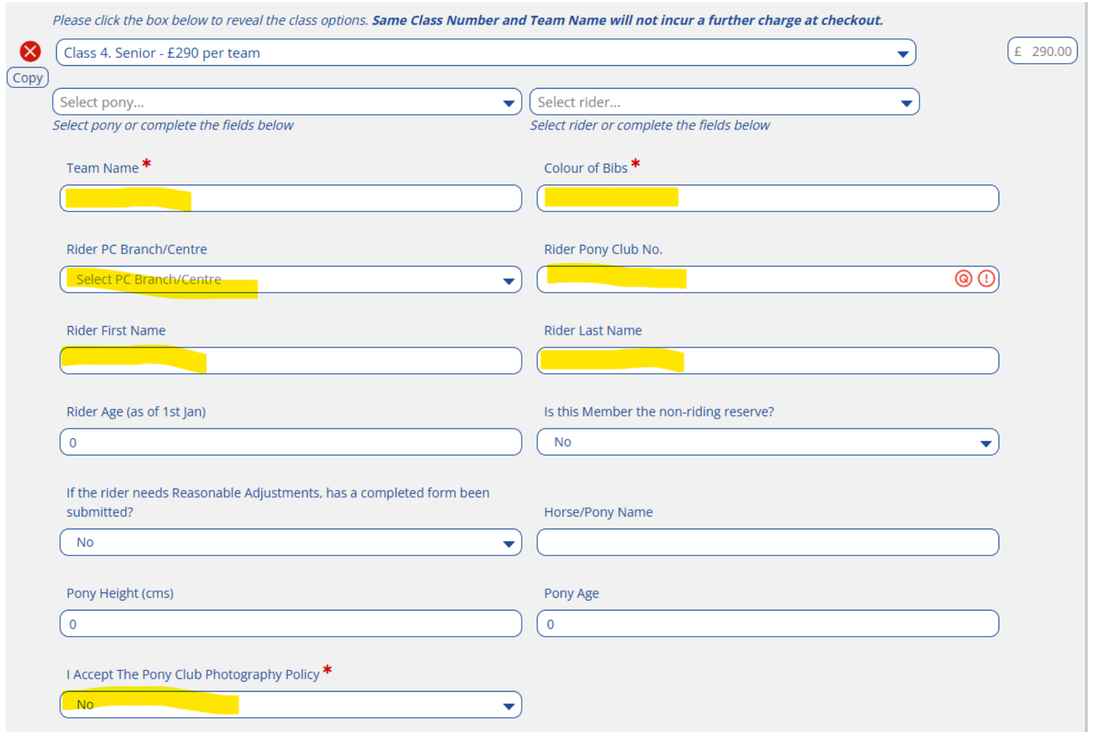
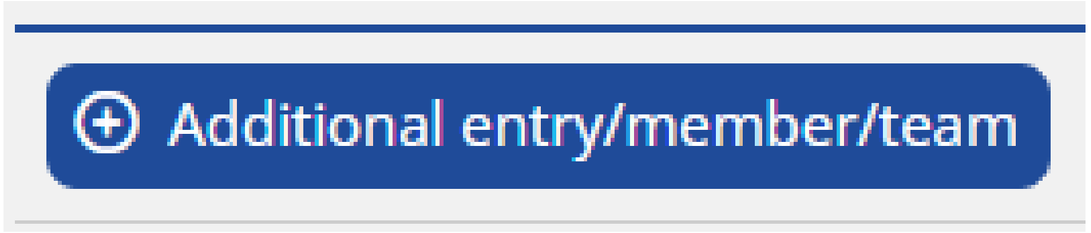
Step 3 continued

- For ease, we recommend you enter all the rider details at this point too. As a minimum, please enter their FULL NAME and PELHAM Number. Do not worry about the Q being in red. If the Membership number is not valid, this means the Member's membership expires before Championships and MUST be renewed.



Once you have completed this for one Team Member, click the blue button at the bottom to add the next Team Member:



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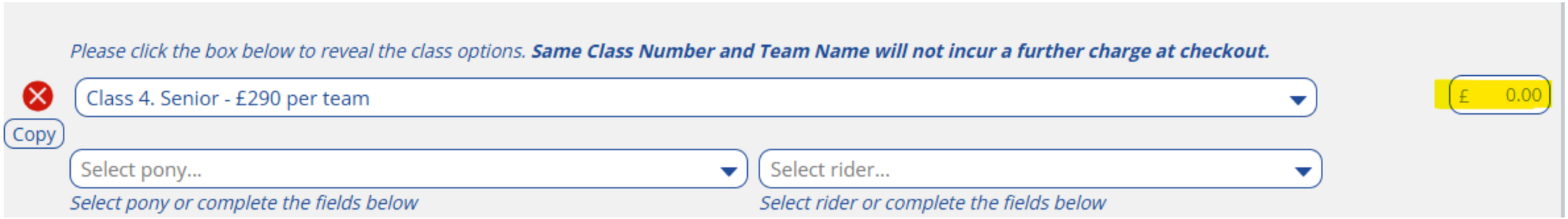
Step 3 continued

- Repeat the process again for the next Team Member.
- Once you have selected ‘Senior’ again from the drop-down menu and entered a matching Team Name and Branch, the fee will recalculate and return to £0.



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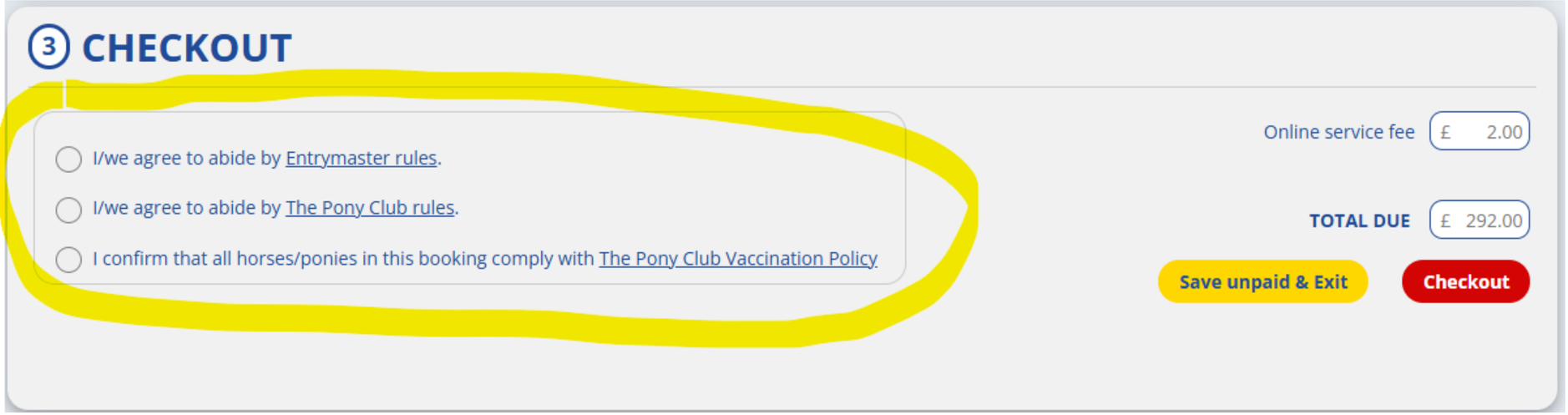
Step 4 – Incomplete entries: Save unpaid & exit

- If you have not completed all the rider names, 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 to add Rider details, click ‘Save unpaid & Exit’.



IMPORTANT:
Each time you amend an entry, you will need to re-tick these boxes, as well as the marketing preferences at the top of the page. If you are struggling to proceed with your entry, it may be because these boxes have been left un-ticked.

If entry is complete, click Checkout

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Step 5 – Complete your entry

- Up to the closing date, you can edit your entry AS LONG AS you registered an account, AND the entry remains unpaid. On the left-hand side, click ‘Entry History’ to access your entry.
- If you need to make changes after paying, but before entries have closed, only Team Managers with official issued Login details are able to amend entries. BRANCH EMAIL ADDRESSES have received an email with these Login details, and may choose to share them with Team Managers if appropriate.

- 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
  - Names from entries will be used for names on the hoodies – if you do not enter all the Team Members, we cannot include their names on the hoodies!

ON THE DAY declaration forms will still be required.

To summarise:

- If any Members change BEFORE entries close and you have not yet paid for the entry, YOU can make changes.
- If any Members change BEFORE entries close and you HAVE paid for the entry, people with the Team Manager Login details can make changes.
- If any Members change AFTER entries close, you can notify us via email to mountedgames@pcuk.org, but we will not be able to make changes to the hoodie names so will only be able to make changes for PELHAM record purposes and Membership validation.

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The end!

- Hopefully, this guide has been useful. We understand that entering can be a lengthy process, which is why it is important to make entries in good time and understand that entries can be saved without payment to allow you to go back in and complete the entry later if you don't want to do it all in one go!
- Other questions:
  - There is no penning at Champs and all ponies must be stabled. Entry for stabling is also via Entrymaster and can be either entered separately or added onto your Mounted Games entry.
  - Declaration forms are still required on the day as always and can be found in the Resource Hub.

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