



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 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.*
- 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 the right event

- Click 'enter online' on 'The JCB Pony Club Mounted Games Championships 2025'.
- 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, so 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 two different Senior Teams, and one Pair.
- In the initial stage, you do NOT need to fill out any rider details.

The screenshot shows the first entry form for 'Class 3. Senior' on Saturday 5th July 2025. The total charge is £ 190.00. The form includes fields for Team Name (Test Team A), Rider PC Branch/Centre (Wylve Valley (Branch)), Rider Pony Club No., Rider First Name, Rider Last Name, Rider Age (as of 1st Jan), Is this Member the non-riding reserve?, Does the rider need Reasonable Adjustment?, If yes, has a Reasonable Adjustment plan been submitted?, I Accept Photographic Policy, Pony Name, Pony Age, and Pony Height (cms). A confirmation checkbox for the Pony Club Vaccination Policy is also present.

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'.

+ Add another entry

The screenshot shows the second entry form for 'Class 3. Senior' with a total charge of £ 380.00. The form is identical to the first one but with 'Test Team B' selected for the Team Name and 'Wylve Valley (Branch)' selected for the Rider PC Branch/Centre. The 'Add another entry' button is visible at the bottom left.

When entering the second Senior Team, you can see how the system recognises that the Team name is different, so adds 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 Pony Club No. (Warning icon)

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

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 Name Pony Age

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

- 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 to add Rider details, click 'Save unpaid & Exit'.

Please add any comments to your entry below

Comments...

3 CHECKOUT

Online service fee, 1 event(s) £ 8.67

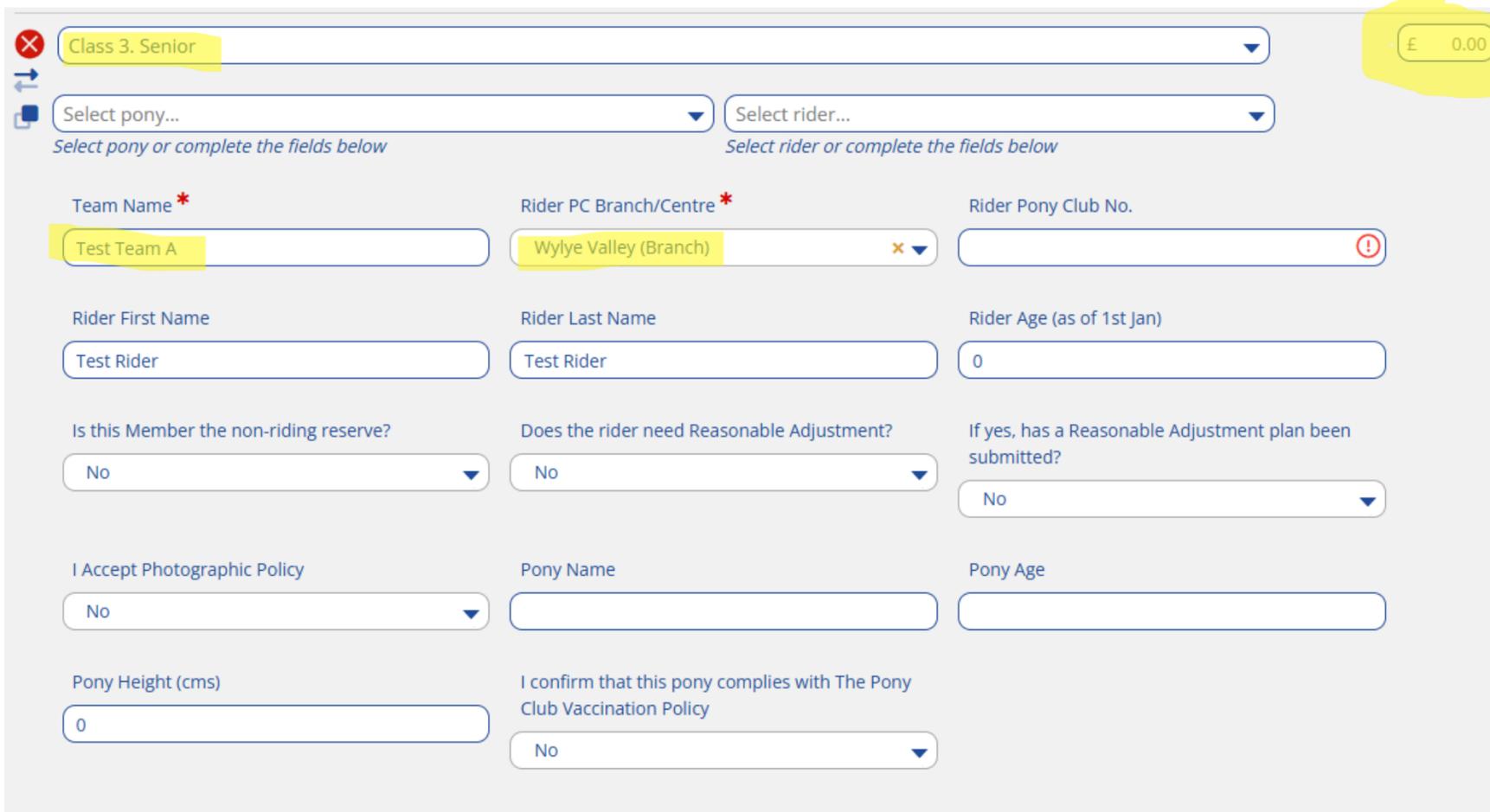
TOTAL DUE £ 484.67

[Save unpaid & Exit](#) I/we agree to abide by the The Pony Club Mounted Games rules. [Checkout](#)

Step 5 – Adding Members to a Team

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

 Add another entry



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'!

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. Your DC will 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.

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.