

TEAM MANAGER ADDING THEIR TEAMS IN PC PRE EVENT:

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

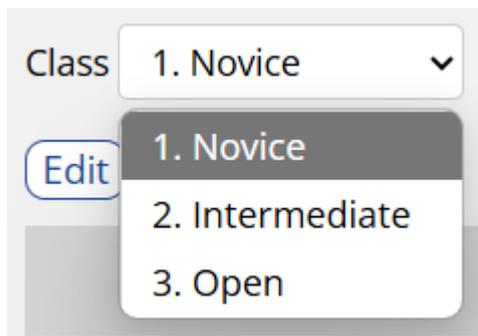


4. Click PC Pre Event

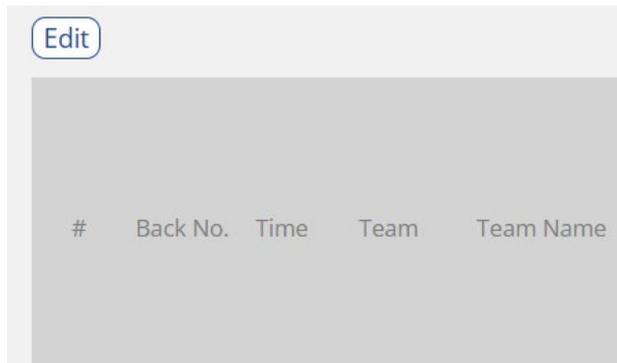
5. Select the event required



6. Select the Class



7. Click Edit



8. Add the Team Names, see below: NB – Please ensure you precede the Team Names with the Branch Name, ie: East Cheshire Diamonds.

#	Branch & Team Name (ie: East Cheshire Diamonds)	Rider First Name	Rider Last Name	Rider Age (as of 1st Jan)	Rider Pony Club No.	Rider PC Branch/Centre	Does the rider need Reasonable Adjustment?	I Accept Photographic Policy	Horse/Pony Name (please note - this will be the name printed on hoodies and read by the commentator)	I confirm that the horse/pony complies with The Pony Club Vaccination Policy	Team Name
1	East Cheshire Diamonds	Freya	Richmond-Guy	18	579325	East Cheshire	0	1	Bluey	1	East Cheshire Diamonds
2	East Cheshire Diamonds	Amelia	Pearson	24	000000	East Cheshire	0	0	Sir Jack Sparrow	0	
3	East Cheshire Diamonds	Alex	Tester	8	000000	East Cheshire	0	0	Gerry	0	
4	East Cheshire Hearts	Amelia	Pearson	24	000000	East Cheshire	0	1	Sir Jack Sparrow	1	

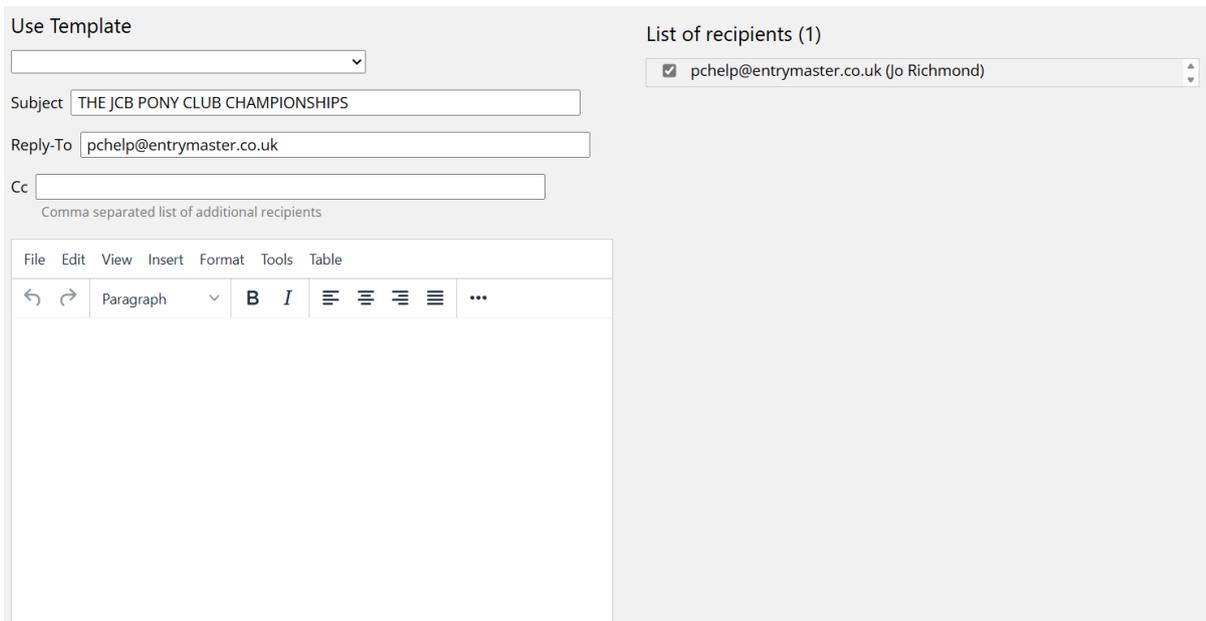
Then use the double arrow head  to move the entries into the correct team order, to do this you hold the cursor on the centre of the arrow head, click and hold the left mouse button to move each Team Member up and down

9. Once all the teams are assembled click

10. You can send a bulk email to all Team Members if required by clicking



and fill in the details as required below:

A screenshot of an email composition interface. On the left, there are fields for "Use Template" (a dropdown menu), "Subject" (containing "THE JCB PONY CLUB CHAMPIONSHIPS"), "Reply-To" (containing "pchelp@entrymaster.co.uk"), and "Cc" (with a subtext "Comma separated list of additional recipients"). Below these is a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with icons for undo, redo, paragraph style, bold, italic, bulleted list, numbered list, and indent. On the right, there is a "List of recipients (1)" section with a dropdown menu showing "pchelp@entrymaster.co.uk (Jo Richmond)".

Then



When finished click Back to Secretary Menu.