

## TEAM MANAGER AMENDING AN ENTRY IN PC ENTRIES:

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



3. You will see this page when you login

4. Login using the credentials provided



5. Click PC Entries

## 6. Select the Event

The screenshot shows a dropdown menu for selecting an event. The menu is open, displaying a list of events. The first event, "[16-08-25] The JCB Pony Club Musical Ride Competition 2025 (Open)", is highlighted. To the left of the dropdown, there are labels for "Event", "Class", and "Edit". Below the dropdown, there is a "Select" button.

Event
[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)
[08-08-25] Stabling for the Pony Club Championships 2025 (Open)

7. Find the entry using the Order ID search field on the left (this can be found on the confirmation email.) You can use the other refine search boxes if you do not have the Order ID.

The screenshot shows a "Refine search" panel with a "Clear filter" button. The panel contains several search fields, each with a red 'x' icon to clear the input:

- Entry type:** Show all
- Entry status:** Show all
- Order ID:** 137
- Class No.:**
- Customer:**
- E-mail:**
- Pony:**
- Rider Surname:**
- Date from:**
- Date to:**

8. Click View/Edit

View/Edit

9. Scroll down to 2.1 find the entry to edit, make the amendment/s

Then scroll to the bottom of the page to the Check Out

**③ CHECKOUT**

Online service fee, 2 event(s)	£ 2.40
<b>Total</b>	£ 107.40
Credit	£ 100.00
<b>TOTAL DUE</b>	£ 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

