

BRC Championship Invites & Entries Guide

For Mobile & Tablet

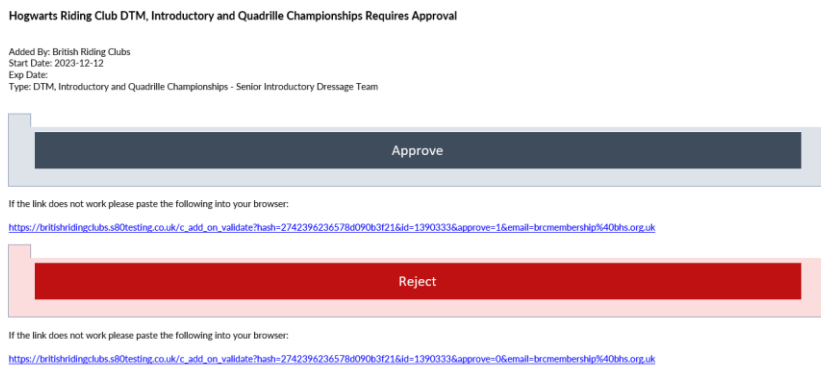
Contents

Viewing Invitations.....Pg 1 – 2
Making Individual Entries.....Pg 2 – 5
Making Team Entries.....Pg 5 – 8
Making Pairs Entries.....Pg 8 – 9
Amendments to Entries.....Pg 9 - 10
Other General Useful Info.....Pg 10
Contacts.....Pg 10

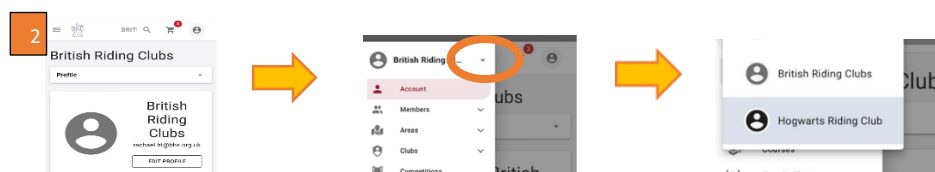
Viewing invitations

Once BRC HQ have processed and eligibility checked the results from a qualifier, an email will be sent to the primary contact of the associated riding club account. This is to notify the club that an invite has been added to the club account, for each qualification.

The email will appear as below:

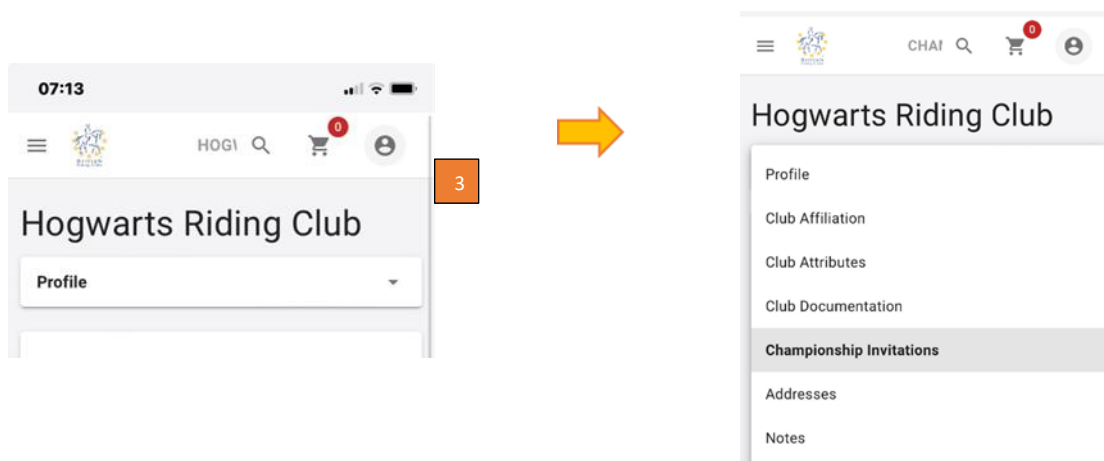


1. Selecting either 'Approve' (accept) or 'Reject' (decline) on the email will open the Sport:80 website login page. **The emails do not contain any invitation details, the team manager/nominated committee member will need to login to Sport:80 to view the qualification details.**
2. Once logged in, select the 3 line in the top left corner. Using the drop-down arrow next to the account holder name, switch from your membership account to the clubs account, as below. Use the 'Profile' dropdown to switch into the club account admin.



Alternatively following receipt of the notification email, the primary account contact should notify the team manager/ committee member responsible for championship entries to login to the clubs Sport:80 account <https://britishridingclubs.sport80.com>.

- From the club account each championship invite can be viewed by selecting 'Profile' dropdown, followed by 'Championship invitation':



- Click on the orange 'Pending Approval' status for each invitation to view details, then either 'Validate' (accept)* to save the place at the championships or 'Invalidated' (declined)** , which will notify BRC head office that the qualification can be passed down.
 *'Validate' (accept) the invite here does not automatically enter them into the competition, this is only to notify us of the intent to enter.
 ** Out of respect for your fellow clubs we request any declines are actioned asap to allow time to pass the qualification down the line.
 Any team changes can be made when entering the competition.
 If there are any queries regarding an invite, please email brcentries@bhs.org.uk , so it can be investigated promptly.

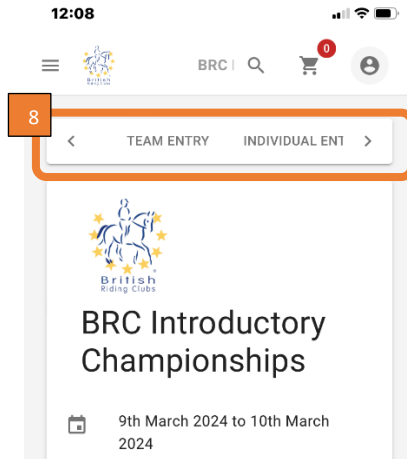
Making Individual Entries

- Login to the clubs Sport:80 account, ensure to switch into the club account and 'Switch Profile' as above if needed.
(Tip: have a separate webpage tab open, with the clubs invites page on, so you can easily switch between tabs to confirm invite details, rather than going back each time.)
- Using the 3 line dropdown in the top left corner, select 'Competitions' pictured below:

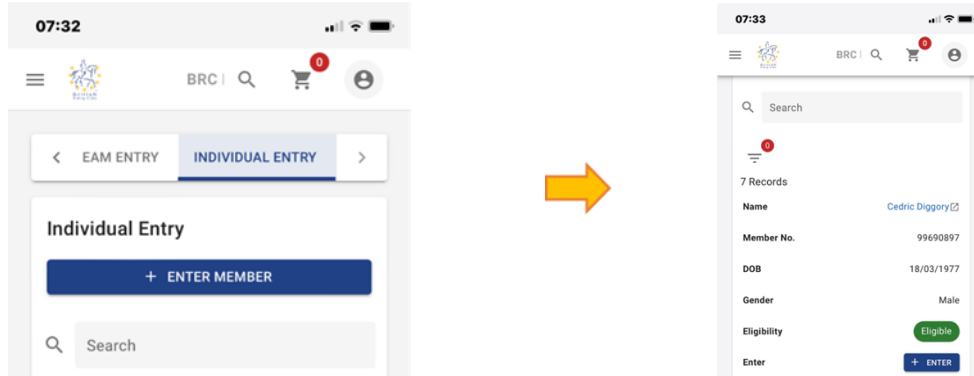


- Select the blue button 'ENTER NOW' for the relevant Championships.

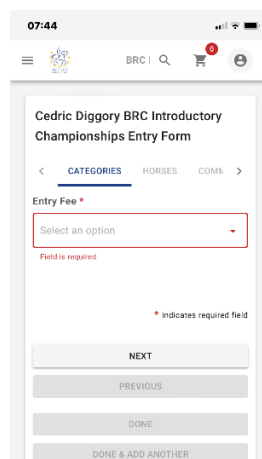
The below screen will appear. Please note the entry type along the top:



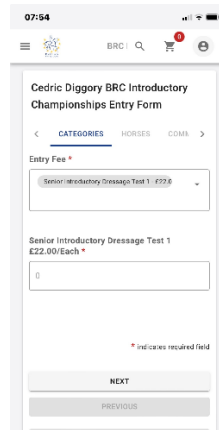
8. Using the arrows to scroll along the options, select the relevant entry type; 'PAIRS ENTRY' / 'TEAM ENTRY' / 'INDIVIDUAL ENTRY'
9. For individuals, select the 'Individual Entries' tab -
10. A list of all the clubs members will appear. Use the **+ ENTER MEMBER** to enter each member invited as an individual, as per the invitation(s). This will bring up a list of all club members to select from.
(If a member is showing as 'Ineligible' this means their membership has lapsed, they will need to renew their membership before they can be entered.)



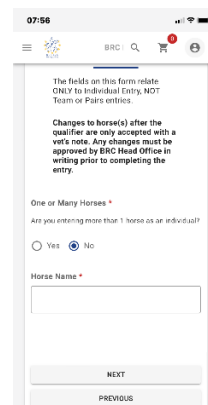
11. The below screen will appear:



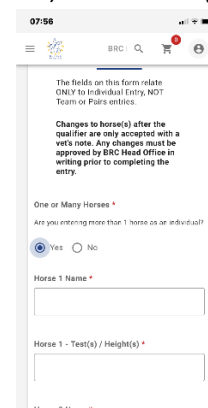
- Using the dropdown arrow pictured above, select the relevant class(es). A further dropdown of the selected class(es) will then appear. Type the required quantity of entries for the competitor in each box as prompted. Click on 'Next' to continue.



- The next step is to add the horse(s). Select the applicable option for number of horses. (This is just in relation to the current entry, not any other entry e.g. a team/ pairs the competitor might also be in)



- Type in the horses' name.
If entering on more than one horse, the following will appear:



- Add each horses' name and select the relevant test(s)/ height(s) for each. Once completed click on the 'Next button'.
- Next stage: Add commentary notes. These can also be added/ amended after the entry has been made (before entries close) or on the day of the event in the declaration's marquee. To move on click the 'Next' button.

- 17.** The following declaration box will appear. Please read carefully and tick the 'Yes' box to complete this part of the entry stage.
Then choose the relevant option at the end of the page to move on.

CATEGORIES This box must be ticked by the person responsible for the entry on behalf of the competitor. I declare that the horse and rider together as a combination are capable, have relevant training and have competition experience at the level they are entered for. Horses and competitors must be fit to compete, competent and in good health and condition before they are allowed to compete.

HORSES I agree (on behalf of the competing member/s) to be bound by the rules of British Riding Clubs. I also understand that in the unfortunate event of cancellation, refunds will be dealt with in accordance with the current Handbook. It is the Team Manager's responsibility to gain parental consent for juniors to participate in BRC Events. By making this booking I confirm that I have permission to act on behalf of the competitors concerned. Each team entry is subject to providing a volunteer for minimum of half a day.

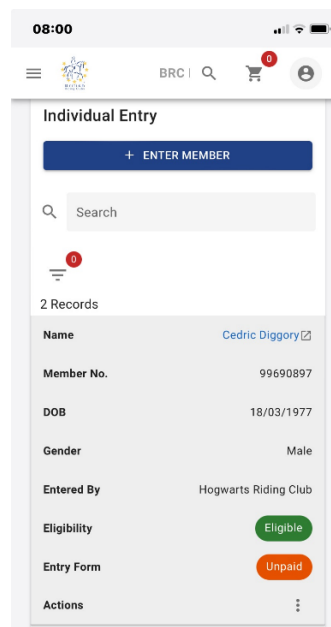
COMMENTARY NOTES

CERTIFICATION Yes *

* indicates required field

PREVIOUS
NEXT
DONE & ADD ANOTHER
DONE

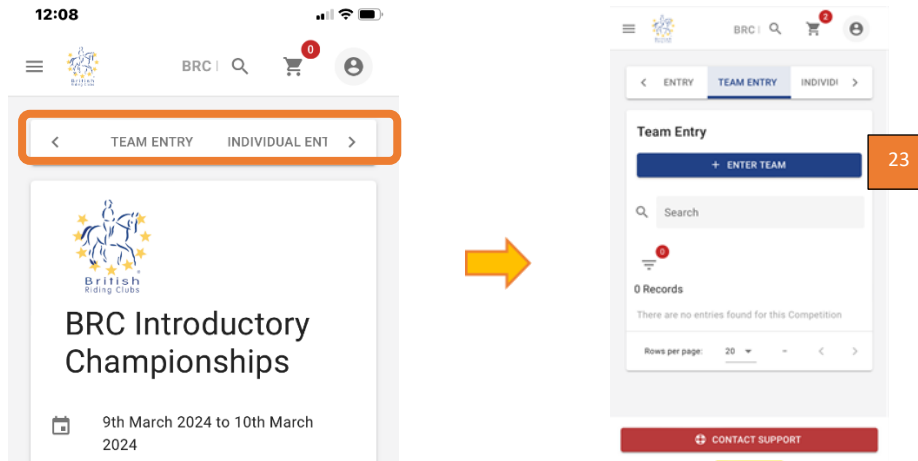
- 18.** If 'Done' is selected, a pop-up will appear asking if you want to make payment at this point. Selecting 'Checkout Later' will take you back to the entry, which will remain as 'Unpaid' status, until checkout is completed. To pay later, go to the basket at the top right of the page.
- 19.** Entries with completes details but are unpaid will sit in the accounts basket ready for payment. Payment can be made after all the entries have been added, including from other championships. They do not need to be paid for or completed in the same session. Once the entry is added it will remain in place unless it is deleted.
The transaction fee is set at £1.50 per transaction, not per entry.
- 20.** To view the entry you have made, click anywhere on the screen over their entry.
- 21.** The entry can be edited or deleted up until the entry has been paid for and before entries for the championship have closed. To do this click on the 3 dots to the right side next to 'Actions'. See below:



Repeat the above steps for all individual invitees.
Once all the entry details have been added and it has been paid for, it is then completed. After payment any editing to the entry will need to be made through head office. Any changes should be submitted via email and completing the relevant changes form.

Making Team Entries

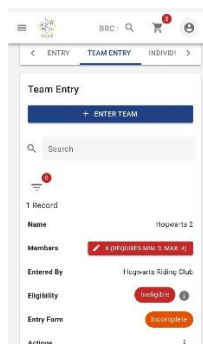
22. Once the championship is selected (see steps 4 – 7 on page 2/3). Choose the 'Team Entry' option along the top.



23. Click on the blue 'Enter Team' button, pictured above.
24. Any pre-existing team names will then appear as an option to reuse. Alternatively, use the blue '+ENTER NEW TEAM', and add the team name when prompted.



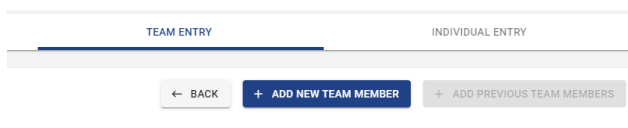
Enter the team name in the box, **any team name should include the riding clubs name too.** Click the 'Next' button.



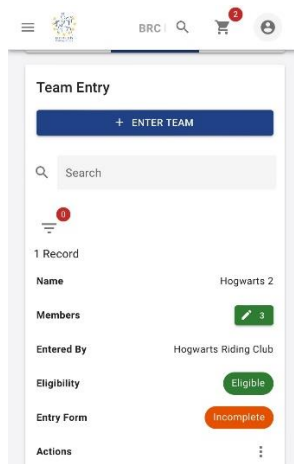
The team will show as 'Ineligible' and entry form 'Incomplete' until the team members have been added.

25. Click on the red button **0 (REQUIRES MIN: 3, MAX: 4)** to add the team members (shown above).

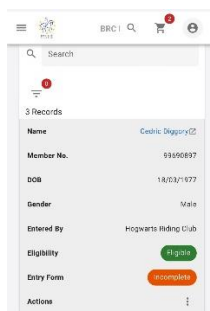
26. On the next page, click on the blue top button '+ ADD NEW MEMBER' .



27. The club's membership list will appear, scroll through the list or use the search function to find members to add using the blue '+ ADD' button on the right of each required member.
28. Once the team members are selected click on the 'BACK' button or the link pop-up. Next to 'Members' the status will now appear green, with number of members showing.

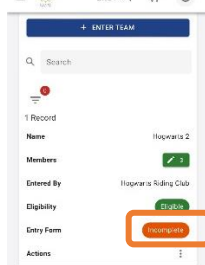


29. Click on the above-mentioned green status button, this will bring up the team members to add test/ heights for each.



30. Click on the orange 'Incomplete' status or 3 dots under the 'Actions' heading, then 'Edit' to add the class/ height for each competitor.
Only click one options per competitor.
Then click on the 'Next' button.
31. The next page will request the horse names and commentary notes. The horse's name is compulsory at this point; the commentary notes can be completed at another time if required.
Once completed, click on 'Done' or 'Done & Add Another'. This will take you back to the team entry, complete this step for every team member.

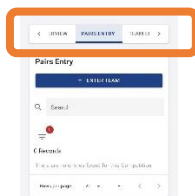
32. Once all the team have had the class test/ height selected and horse name added, the 'incomplete' status next to 'Entry form' will turn green. Click on either 'Back' or 'Team Entry' tab at top to return to the team page.
33. If under 'Entry Form' has an orange 'Incomplete' status, click on this, and choose the class the team is invited to. This will be followed by a disclaimer form, please read this carefully and then tick the 'Yes' box and 'Done' or 'Done & Add Another' to continue. The entry will now either show as complete, or unpaid as applicable.



34. If 'Done' is selected, a pop-up will appear asking if you want to make payment at this point. Selecting 'Checkout Later' will take you back to the entry, which will remain as 'Unpaid' status, until checkout is completed. To pay later, go to the basket at the top right of the page.
35. Unpaid entry fees will sit in the accounts basket ready for payment. Payment can be made after all the entries have been added, including from other Championships. They do not need to be paid for or completed in the same session. Once the entry is added it will remain in place unless it is deleted. The transaction fee is set at £1.50 per transaction, not per entry. To view the entry you have made, click anywhere along the entry line after their name.
36. The entry can be edited or deleted up until the entry has been paid for and only up until the close of entries for the championship. To do this click on the 3 dots to the right side of the entry line under 'Actions'.
37. **Once the entry has been paid, it is then completed. After this any editing to the entry will need to be made through head office. Any changes should be submitted via email and by completing the relevant changes form.**

Making Pairs Entries

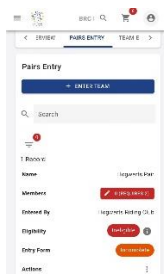
38. Once the Championship is selected (see steps 4 – 7 on page 2/3). Choose the 'Pairs Entry' option along the top.



39. Click on the blue 'Enter Team' button, pictured above.
40. Any pre-existing teams or pairs names will then appear as an option to reuse, these can be selected with the blue '+ ENTER' button and can be edited after selection.
41. Or to create a new team select 'Enter New Team'.
42. The following screen will appear:



43. Enter the pairs 'team' name in the box, any team name should include the riding clubs name too. Click the 'Next' button. This will take you back to the page where the entry will be stored ready to edit.



44. Click on the red button **0 (REQUIRES 2)** to add the pair members from the membership list that will appear.
45. On the next page, click on the blue top button '+ ADD NEW MEMBER'
46. The club's membership list will appear, add members using the blue '+ ADD' button on the right of each required member.
47. Once the pair members are selected click on the 'BACK' button. The pair selected will now show as below:



48. Click on the orange 'Incomplete' status, under entry form heading for each pair to add the relevant class. Or the same can be done by using the 3 dots under action and selecting 'Edit'.
49. Next page will have a dropdown option to confirm it is a pair entry. Select 'Pair Member' from drop then then 'Next' button.
50. The next page will request the horse names and commentary notes. The horse's name is compulsory at this point; however the commentary notes can be completed at another time if required.
Once completed, click on 'Done' or 'Done & Add Another'. This will take you back to the Pair entry page, complete this step for each pair.
51. If under 'Entry Form' has an orange 'Incomplete' status, click on this, and choose the class the pair is invited to. This will be followed by a disclaimer form, please read this carefully and then tick the 'Yes' box and 'Done' or 'Done & Add Another' to continue.
The entry will now either show as complete, or unpaid as applicable.

Making Amendments

Before payment:

If an additional entry is required for a member, who has already been entered into the same class e.g., riding in multiple dressage tests in the same class/ pass downed qualification etc, use the three dots next to 'Actions' on their original entry, selecting 'Edit'. The additional class will need paying for before the entry is complete.

After payment:

If the payment for the original entry has already been made, please use the three dots next to 'Actions' on their original entry, selecting 'Edit Entry'.

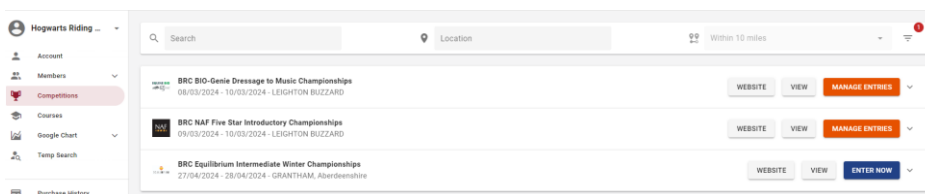
Prior to payment an entry can be deleted, using the three dots next to 'Actions'.

After an entry has been paid for they cannot be deleted off the system, please email brcentries@bhs.org.uk with the rider & horse name as well as class information. We can only accept these withdrawals in writing.

Other General Useful Info

- **Once the entry has been paid, it is then completed. After this any editing to the entry will need to be made through head office. Any changes should be submitted via email and completing the relevant changes form.**
- Please ensure all the information required has been entered, any incomplete entries will not be accepted.
- If the payment for entries is not made before the entry closing date a late fee will be incurred.
- Out of respect to your fellow clubs we request any declines are made asap (*as per page 2*) to allow time to pass the qualification down the line.
- BRC head office will not be chasing any missing entries, now the invites are visible on the club account. It is the responsibility of the club to ensure all their members are entered correctly. The BRC head office team will be available during office hours to help either via email or phone. Please do not hesitate to contact us for support.
- Payment can be made after all the entries have been added, including from other championships. They do not need to be paid for or completed in the same session. Once the entry is added it will remain in place unless it is deleted.

Once an entry has been made for a championship, the view on the 'Competitions' page will change to the below.



Select the orange 'Manage Entries' to add any further entries and access the entries already in progress.

Sport:80 site - <https://auth.sport80.com/>

BRC support contact – brcentries@bhs.org.uk or 02476 840518 (during office hours)

Riding Clubs Website - <https://www.bhs.org.uk/british-riding-clubs/>