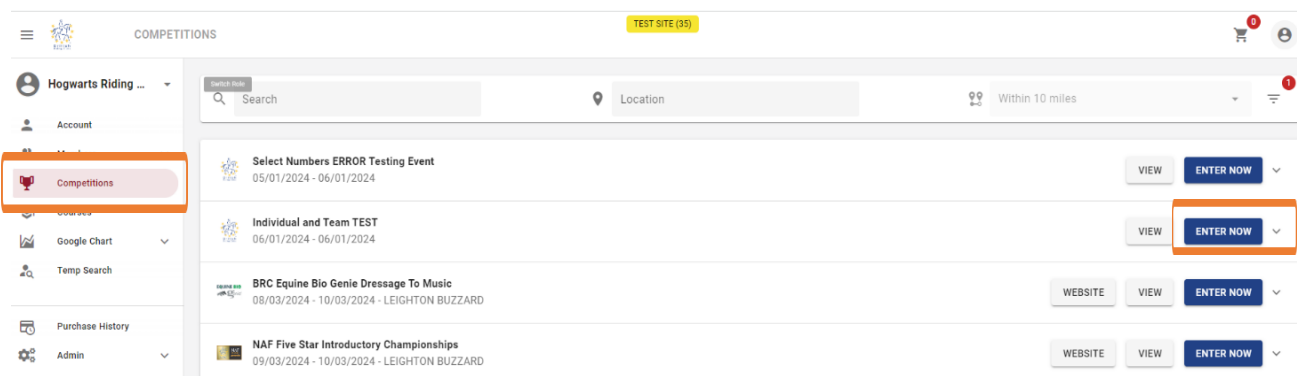


Making Individual Entries

1. Login to the clubs Sport:80 account, ensure to switch into the club account.

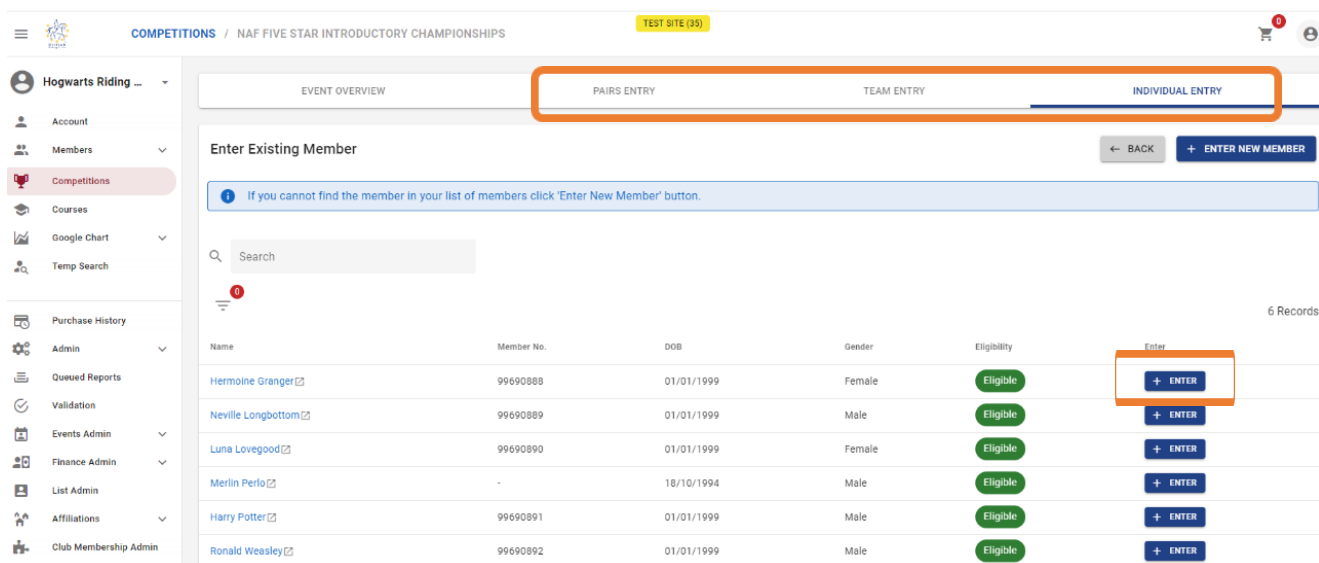
(Tip: have a separate webpage tab open, with the clubs invites page on, so you can easily switch between tabs to confirm invite details, rather than going back each time.)


2. Select '**Competitions**' from the left side list pictured below:



3. Select the blue button '**ENTER NOW**' for the relevant Championships. If the club have already started creating entries, the 'Enter Now' button will update to an orange 'Manage Entries' button

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



4. Select the relevant entry type; '**PAIRS ENTRY**' / '**TEAM ENTRY**' / '**INDIVIDUAL ENTRY**'
5. For individuals, select the '**Individual Entries**' tab –
6. A list of all the club's members will appear. Use the  to enter each member invited as an individual, as per the invitation(s).

7. If the clubs membership list doesn't automatically appear, click on the **'Actions'** button to bring up the list:

(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.)

8. One of the below screens will appear, depending on the Champs:

OR a dropdown box style:

8.b. For the dropdown style format, use the dropdown arrow pictured above, to select the class(es). 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)

The screenshot shows a web interface with a top navigation bar containing 'EVENT OVERVIEW', 'PAIRS ENTRY', 'TEAM ENTRY', and 'INDIVIDUAL ENTRY' (which is highlighted). Below this is a breadcrumb trail: 'INDIVIDUAL ENTRY > HERMOINE GRANGER'. The main content area is titled 'Hermoine Granger NAF Five Star Introductory Championships Entry Form'. On the left is a sidebar with 'CATEGORIES' (highlighted), 'HORSES', 'COMMENTARY NOTES', and 'CERTIFICATION'. The 'HORSES' section contains the text 'One or Many Horses *' and 'Are you entering more than 1 horse as an individual?'. Below this are two radio buttons: 'Yes' (unselected) and 'No' (selected). Further down is a label 'Horse Name *' followed by an empty text input field.

- Type in the horses name.

If entering on more than one horse, the following will appear:

This screenshot shows the 'HORSES' section of the form. It includes the same sidebar as the previous form. The 'One or Many Horses *' section is present, with the 'Yes' radio button selected. Below this, there are three input fields: 'Horse 1 Name *', 'Horse 1 - Test(s) / Height(s) *', and 'Horse 2 Name *'. Each label is followed by an empty text input field.

- 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**. The horses name is compulsory at this point; however the commentary notes can be completed at another time before payment. After payment, please email any commentary notes to brcentries@bhs.org.uk

The **‘Additional Notes’** section can be used to add any information regarding reasonable adjustments that have been granted, sharing horses, and other time considerations that we may need to know.

CATEGORIES
HORSES
COMMENTARY NOTES
CERTIFICATION

Commentary Notes

Please ONLY fill out commentary notes for all classes with a jumping element or dressage to music.

Rider & Horse 1

Additional Notes

Please include information required for organisers, such as; members sharing horses, reasonable adjustments, and/ or time considerations (time requests are not guaranteed).

Previous
Next
Done
Done & Add Another

* indicates required field

To move on click the **‘Next’** button.

13. The following declaration box will appear. Please read carefully and tick the **‘Yes’** box to complete this part of the entry stage.

INDIVIDUAL ENTRY > HERMOINE GRANGER

Hermoine Granger NAF Five Star Introductory Championships Entry Form

CATEGORIES
HORSES
COMMENTARY NOTES
CERTIFICATION

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.

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.

☒ Yes *

PREVIOUS
NEXT
DONE & ADD ANOTHER
DONE

* indicates required field

14. If **‘Done’** is selected, a pop-up will appear asking if you want to make payment at this point.

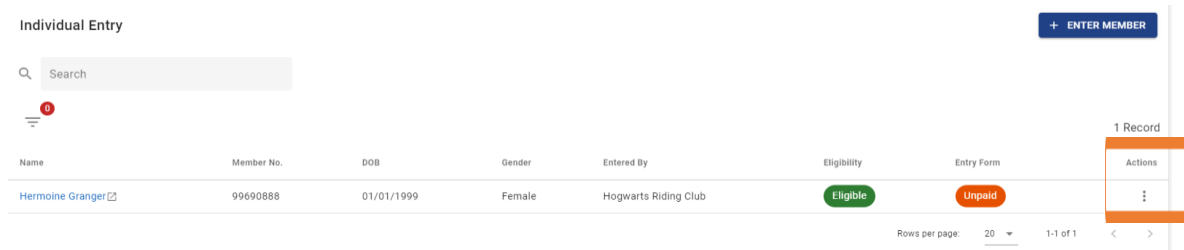
Selecting **‘Checkout Later’** will take you back to the entry, which will remain as **‘Unpaid’** status, until checkout is completed. To pay later, go to the basket at the top right of the page.

15. 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.

If the entries are not in the basket, you may need to go back through each one to confirm and add, all the previous details will still be saved.

16. To view the entries that have been made at any time, click anywhere along the entry line after their name.

17. Any 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 of the entry line under **'Actions'**. See below:

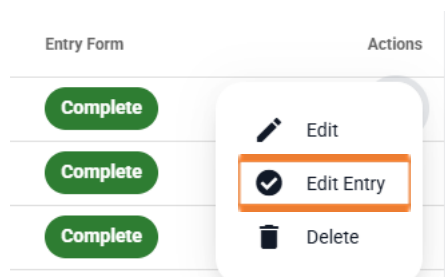


Name	Member No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
Hermione Granger	99690888	01/01/1999	Female	Hogwarts Riding Club	Eligible	Unpaid	<div>1 Record</div> <div>⋮</div>

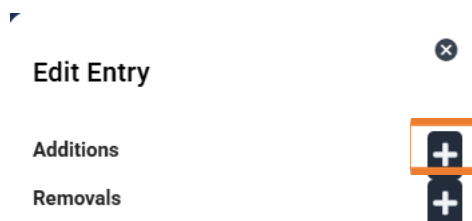
Repeat the above steps for all individual invitees.

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.

18. A member can only be added once to the individual tab. If an entry is already completed and paid for and an additional entry needs to be added, select the **'Edit Entry'** option from the 3 dots below **'Actions'**.



Using the **'Additions'** selections add the new class/es:



The classes are listed under **'Merchandise'** and a **'Quantity'** must also be selected. Use the **'Submit'** button to continue to payment. If the horse is different to the other entries, please email the name to brcentries@bhs.org.uk along with the class name or test

