How to make a championship payment via the entry website
(Including Direct Entry Dressage)

Once you have received your official invitation and paperwork, this will need filling in and returning with payment. **DO NOT go and make a championship payment before receiving the official invitation from BRC HQ via email or post.** BRC will no longer be accepting BACs payments. See below a step by step guide on how to make payments via the BRC entry/stabling website.

1. Go to the prelim/stabling website via the following link [https://brc.bhs.org.uk/login?referral=%2F](https://brc.bhs.org.uk/login?referral=%2F) and log in or create an account if you don’t already have one – this will be your login for all future championship payments.

2. Once logged in, click into ‘Prelim Entries’ or ‘Entries’ as it may appear. **Do not** click on stable booking system.

3. Ensure you click on the Championship Payment section of the relevant championship, **not** the ‘Qualifier Pre Entry’ section. Once you are sure you are on the correct one, press ‘make an entry’.

4. Next, select the relevant class from the options given. We do not need rider details for the payment as this will be on the entry form, but please do ensure you pick the correct class to avoid confusion.

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4. Next, select the relevant class from the options given. We do not need rider details for the payment as this will be on the entry form, but please do ensure you pick the correct class to avoid confusion.
5. Double check the entry at the top of the screen is correct and what you are paying for. Then, fill in the details requested and select a payment option from the bottom. *If you wish to pay via cheque, please do not proceed on the website and instead send the cheque in with the form.*

6. If you have missed an entry payment off and need to add another one, or need to add one for another championship, click continue shopping and repeat the process.
7. Once you have made the payment, you will receive a confirmation email. In this email there will be a booking reference – this reference should be filled in on the relevant entry form in order for BRC to match the payment to the entry.

8. Direct entry dressage payments (for selected championships only) can be made in the same way as championship payments.

Any queries regarding making payments not answered in this document should be sent to brcentries@bhs.org.uk or over the phone at 02476 840518.